

# Wye Forest Federation

Redbrook Church of England Primary School  
St Briavels Parochial Church of England Primary School



## Health and Safety Policy

This policy was agreed by the Full Governing Body on: (and supersedes all previous policies relating to this area)	20.11.2025
Implemented:	November 2025
Reviewed	November 2024
Review date:	November 2026

# **HEALTH & SAFETY POLICY DOCUMENT**

## **PART 1**

### **STATEMENT OF INTENT**

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

It is the policy of Wye Forest Federation to ensure so far as is reasonably practicable, the health, safety and welfare of all persons working for the schools and others who may be affected by our undertaking

The federation'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 federation 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 shall:

- provide a safe and healthy working and learning environment
- ensure that the premises are maintained in a safe condition
- maintain safe access to and egress from the premises
- prevent accidents and work-related ill health
- assess and control risks from curriculum and non-curriculum work activities including educational visits
- comply with statutory requirements as a minimum
- ensure safe working methods and provide safe equipment
- provide effective information, instruction, and training
- develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- ensure a healthy working environment is maintained including adequate welfare facilities
- 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 members of staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the federation requires the full co-operation of employees and others who use the premises.

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

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

#### Links to other policies:

- Safeguarding
- SEND
- Behaviour
- Emergency and Business Continuity Plans
- Fire Policy/Evacuation Plans
- First Aid in School
- Administering Medicines
- Lone Working
- Staff Handbook
- Code of Conduct
- Accessibility Plans
- Asbestos Management Plan

## **Part 2 Organisation**

### **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.

### **The Duties of the Governing Body**

The Governing Body has overall responsibility for ensuring compliance with health and safety law and this policy through good governance practices. The purpose of governance in health & safety is to provide:

- strategic leadership
- robust accountability for health and safety issues
- oversight and assurance of health and safety performance

In consultation with the Headteacher and School Business Manager, the Governors will ensure that:

- there are effective and enforceable arrangements for the provision of health and safety throughout the federation.
- periodically assessing the effectiveness of this document, ensuring that any necessary revisions are made to determine the policy and monitor its implementation.
- ensure compliance in relation to H&S by way of receiving regular reports and updates from the Business Manager or Headteacher.
- As part of this monitoring, the Governing Body shall question leaders about whether appropriate corrective action is being taken, whether learning is being shared and improvements are being put in place.

### **Headteacher(s)**

The Head has the following responsibilities:

- Be fully committed to the Health and Safety of their school(s).
- Ensure that this Policy is communicated adequately to all relevant persons and adhered to at every school for which they are responsible.
- Ensuring this policy is followed by all staff, pupils and visitors that fall under the duty of care of the school.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- An appropriate organisational structure is in place in the school(s) to manage health and safety.
- Where necessary, delegate in writing any of the functions listed to appropriate person(s), who will have the knowledge and experience to undertake such functions. Whilst functions may be delegated, accountability will remain with the headteacher.

- Qualified first aid personnel and facilities are provided.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are recorded, investigated, reported following the federation's adopted process; and control measures implemented to prevent any recurrence.
- Monitor records and statistics of all accidents and incidents that occur within the school(s).
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage of substances. This includes obtaining and provision of safety information; undertaking COSHH risk assessments relevant to the activities and hazards within the school(s) and that relevant employees are informed of the significant findings of the assessments.
- A risk assessment has been undertaken to identify the measures needed to reduce the risks from infectious diseases and public health incidents.
- All health and safety issues raised by employees are recorded and investigated.
- Regular inspections of the school buildings and grounds; and maintenance of it
- Regular safety checks are undertaken and recorded of the testing, maintenance and statutory inspections of installations, systems and work equipment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work.
- Any unsafe conditions, faulty systems or work equipment identified is immediately taken out of service until repaired or replaced. Such unsafe conditions or faults are reported to the appropriate person to arrange repair or replacement.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Adequate welfare facilities, including temperature, lighting and ventilation levels.
- Safe access and egress is provided and maintained in all areas within the schools.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory requirements.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- The provision of such information, instruction and training as is necessary to ensure health and safety.
- Suitable and sufficient risk assessments are undertaken.

- The location of any asbestos containing materials is identified and appropriately managed.

### **Business/Operations Manager** *(person with H&S responsibility)*

The Business Manager will oversee the co-ordination of health and safety and facilities management across all member schools to ensure operational controls are in place and working. This includes:

- Managing the federation estate effectively to ensure a fully compliant, healthy, safe and sustainable school environment.
- Appropriate funding is available to ensure health and safety within school(s).
- Working with the Governing Body and Headteacher on the strategic approach to health and safety within the federation, to ensure a positive health and safety culture.
- Implementation of a safety management system.
- Working with schools to ensure health and safety compliance.
- Ensuring all levels of management within the organisation understand their responsibilities and the arrangements for the implementation of the health and safety policy.
- Suitable and sufficient risk assessments are undertaken.
- Suitable training is provided and been undertaken.
- Maintaining records and statistics of all accidents and incidents that occur within the organisation to monitor trends.
- Reviewing policies and procedures, risk assessments and other relevant documentation periodically.
- Arrangements for securing and managing contracts with vetted and approved contractors.

### **Employees**

All employees shall co-operate with the federation to ensure the effective discharge of health and safety responsibilities. Every employee, therefore, shall:

- Familiarise themselves with the content of the Health and Safety Policy.
- Act in accordance with this policy, any delegated functions and any health and safety training received.
- Work with due regard for the health and safety of themselves and others (employees, pupils, visitors, public etc.) around them.
- Support the Headteacher and leadership in the delivery of good health and safety practice and the minimisation of risks.
- Draw attention to health and safety problems or deficiencies in the workplace.
- Report accidents and incidents with a view to preventing a recurrence.

### **Teaching Staff**

In addition to the above, teachers are responsible for the immediate safety of the pupils in the classroom by:

- Identifying and assessing risks when planning lessons and activities for pupils.
- Maintaining the classroom in a condition such that is safe and without risks to health.

- Exercise good standards of housekeeping and cleanliness.
- Exercise vigilance and conducting periodic inspections to identify any areas of concern or risks to those using or working in the classroom.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

### **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 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.

### **Temporary Staff**

Temporary employees have the same health and safety responsibilities as all employees detailed in the Policy and any specific duties relevant to their role.

They shall be provided with information and guidance, including the Health & Safety Policy Document, fire and emergency procedures, relevant information about pupils under their supervision (e.g. medical information) etc. They must understand and follow these guidelines at all times. They are directly accountable to the headteacher whilst on the school site.

### **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).

### **Volunteer and Parent Helpers**

Volunteers and parent helpers should act only under the supervision of a qualified employee. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site. Volunteer and parent helpers are responsible for following instruction and guidance to ensure health and safety, fire safety and emergency procedures.

### **Visitors**

All visitors have a responsibility to act in accordance with health and safety instruction and guidance and to notify an appropriate employee if they believe there is a failure or potential for failure in the health and safety provided.

### **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 federation refers to the Off-Site Visits Manual on the SHE webpages.

### **Safety, Health and Environment (SHE)**

The school have appointed Gloucestershire County Council Safety, Health and Environment (SHE) service to assist the federation to meet its statutory duties relating to health and safety. SHE will provide appropriate advice, guidance and support to the Governors/ Headteacher and staff through provision of a service level agreement.

### **Contractors**

Contractors have a responsibility to ensure any works carried out on behalf of the federation does not expose themselves, our employees, pupils or others to risks to their health and safety. All contractors must supply up to date RAMS documentation when requested and must bring any significant risk to health and safety to the attention of the Head/Business Manager before work commences and take such measures as is necessary. Contractors have a responsibility to cease work immediately if the health and safety of anyone in the vicinity is at risk of harm.

## **Part 3 General Arrangements**

### **Communication**

The federation recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.:

- The federation communicates with employees via verbal communication, staff meetings, performance reviews and email where applicable.
- Visitors sign in on arrival and provided with a badge and brief.
- The federation communicate with pupils through lesson plans, school council, verbal communication etc.
- The federation communicates with parents via admissions process, school prospectus, website, direct communication, newsletters and teachers to parents text messaging service
- Volunteers will have a simple induction and will sign in and out. Provided with a visitor's badge.
- The federation communicate with contractors via work planning process and verbal communication. AMPS also manage contractors on site.

### **Consultation with employees**

The federation recognises the importance of consulting with employees on health and safety matters. This is achieved by email, staff meetings or direct communication.

## **Part 3.1 – Risk Assessment**

### **Risk Assessment**

The federation uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

- the federation uses the GCC SHE Guidance and Risk Assessments and other specific assessments where applicable.
- the Head Teacher and Class Teachers have responsibility for undertaking risk assessments.
- activity providers will also ensure their risk assessments are suitable and sufficient. Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of the Head Teacher
- risk assessments are circulated electronically to all employees (where applicable) and discussed during inset days.
- review process periodically (annually) or if there are any changes or after any incidents
- the Head Teacher has the delegated role of Off-Site Visits Coordinator (OVC) and can delegate OVC to the School Business Manager and both have responsibility to oversee risk assessments for trips. The federation complies with DfE Guidance and the GCC standards on offsite visits and school journeys.
- class Teachers ensure that risks related to curriculum areas are identified and controlled and where necessary refer to material such as DATA and SHE guidance etc.

## Part 3.2 - Specific Risks

### Display Screen Equipment

The federation seeks to provide safe working conditions in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, the objective being to minimise the risk of occupational ill health by:

- Users shall complete a DSE workstation self-assessment questionnaire.
- Taking proper breaks or changes of activity.
- Maintaining good posture.
- Providing suitable workstations and the necessary equipment to meet legal requirement and individual's specific requirements and comfort.
- Providing access to eye tests and allowance for glasses if needed for DSE work.

Employees shall take personal responsibility for ensuring that their workstation is set up correctly and that breaks etc. are included in their working day.

Employees shall be expected to apply good practice when using DSE at home and in doing so further reduce the opportunity for harm arising from the use of DSE.

- The school should refer to SHE guidance.
- Headteachers must ensure that DSE workplace assessments are conducted for any users

DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes

### Driving for Work

It is the *federation's* policy that arrangements shall be in place to mitigate road risk to drivers and passengers involved in driving in connection with school operations.

Transport operators will be used on the most part for transporting pupils to offsite activities.

Where any member of staff is required to transport pupils in their own vehicle, this must be approved by the Headteacher beforehand and only after checking the driver has appropriate insurance cover, a clean driving licence and an MOT certificate for the vehicle if one is required. It is the responsibility of the driver to ensure an appropriate child seat or booster seat is used and properly fitted.

The Headteacher/Business Manager shall ensure that

- Risk assessments include transport and business driving operations.
- Employees have a valid driving licence (an appropriate category for the vehicle)
- Employees who drive their own vehicle have appropriate insurance cover and an MOT where applicable.

- Employees are referred to occupational health when they have a health problem that could affect their driving.
- A sign letter of declaration is obtained from volunteer drivers.

### **School Trips/Offsite Visits**

The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on County Council Guidance.

- the school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. The school trips procedure has been produced based on GCC guidance.
- the OVC is the Head Teacher/School Business Manager.
- OV bag is taken offsite with emergency and medical details. Emergency first aid kit plus spare clothes for children. Staff use their own mobiles in the event of an emergency.
- Reputable Coach Company used at all times. Mini bus used occasionally with volunteer drivers (documents checked) accompanied by one member of staff at all times.

### **Emergency Management/ Business Continuity**

It is the federation policy to have in place arrangements for foreseeable emergency situations and major incidents. This may include:

- Injuries or illness to people in workplaces.
- Fire.
- Bomb threats.
- Security incidents.
- Natural disasters.
- Loss of services (power, water, heating, ICT).
- Loss or illness of key personnel.
- Outbreak of disease or infection.

An Emergency/Business Continuity Plan is in place that provides a framework for such events. The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g., counselling) etc.

A team shall be 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.

### **Hazardous Substances** (Control of Substances Hazardous to Health CoSHH)

Wherever possible, the federation shall use non-hazardous products. Any substances supplied shall be accompanied by relevant information, such as a Material Safety Data Sheet or labelling on the container. This information will be used to determine if the substance is hazardous and if so a COSHH risk assessment shall be completed.

Exposure to some substances may require health surveillance to be undertaken, which will be determined by the risk assessment. Substances may include:

- respiratory sensitisers (isocyanates).
- skin sensitisers.
- carcinogens (cancer causing substances).
- commercial herbicides (weedkillers).

### **Infectious Diseases**

The federation shall seek to reduce the risk of transmission of infectious diseases to as low as is possible. This includes:

- Blood-borne viruses, such as Hepatitis, spread from contact with bodily fluids or needle-stick injuries.
- coronavirus.
- colds and flu.
- norovirus.

The school will take such measures that can reduce transmission, such as good personal hygiene, ventilation in enclosed spaces, enhanced cleaning and not attending school with illness symptoms or when infectious.

The school follows the UK Health Security Agency guidance on health protection in children and young people settings, for the management of infectious diseases and minimising disruption. Emergency plans shall include actions for managing outbreaks and incidents and continued provision of education. When the school becomes aware of an outbreak and there appears to be significant concern (e.g. a school is considering closure) the Headteacher will consult with UKHSA and/or the Local Authority Public Health service.

### **Lone Working**

The federation ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety

- a second person knows that a member of staff is in the school alone (this can be a family member)
- locking doors – all internal doors are kept locked outside school hours
- access to a 'phone including mobiles

- staff manage their own time during holidays – staff will rely on a family member. Staff member responsible for locking and unlocking premises and are expected to be off site by an agreed time

### **Manual Handling**

The federation refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteacher and responsible persons detailed are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.

- loads broken down for easier movement
- Staff will help other staff with handling operations where applicable
- use manual handling aids e.g. sack truck
- agreed methods for regular tasks e.g. setting up tables at lunchtime

### **Moving and Handling Pupils**

- Information included in pupil behaviour/ care plans/ My Plans
- employees trained in correct moving/ handling techniques
- handling aids such as hoists and lifts are inspected and serviced

### **Noise**

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

Grounds maintenance contractors are responsible for their own risk assessments etc which should consider noise control.

### **Parent Teacher Association/ Friends of the School**

The schools offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.

- the PTA as a separate body
- risk assessments are carried out for PTA run events and adequate insurance is in place.
- Event security is considered
- measures used during events include adequate supervision, food hygiene, controlling vehicle movements.
- One member of school staff is in attendance during events

- The GCC SHE Events Risk Assessment Toolkit is used

### **Personal Protective Equipment (PPE)**

Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

### **Playground Supervision/Play Equipment and Maintenance**

Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process

- risks are assessed using the SHE Information Sheet relating to Playground Supervision
- St Briavels - measures to manage the risk include 3 members of staff at playtime and 6 members of staff at lunchtime. 2 members of staff are inside.
- Redbrook- measures to manage the risk include 2 member of staff at playtime and 2 member of staff at lunchtime.2 member of staff are inside.

### **Security Arrangements**

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

- Entry to school site is restricted with fencing, gates, boundary hedges to prevent all but the most determined.
- Both sites are physically secure out of hours including effective intruder alarms and response arrangements.
- door security- fobbed access
- visitor signing in/ badges
- during outdoor play pupils are supervised
- staff challenge any strangers on site
- GCC SHE Security survey carried out.
- rely on supervision and vigilance at all times
- staff and pupils are discouraged from bringing valuables into school
- emergency procedures shall be implemented in the event of a security breach or threat.

## **Work Experience Placements**

Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.

- placements (WEX) taken on site mainly from Gloucestershire College, University of Gloucestershire and local secondary schools who are responsible for providing information to the school.
- full induction process

## **Working at Height**

The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable)

- contractors used who are not from AMPS framework will provide the appropriate documentation to confirm compliance
- contractors mainly from AMPS framework

## **Curriculum Safety (including extended school's activity/study support)**

Subject Leads ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Subject Lead and all tools/equipment/machinery are checked, maintained and stored correctly.

## **Workplace Violence to Employees and Behaviour Management**

The risk of violence shall be assessed and suitable and sufficient measures taken to prevent or limit the impact of violence. Staff should not be expected to put themselves in danger and the Board of Trustees/Governing Body and Headteacher will not tolerate violent/ threatening behaviour towards staff.

A separate specific Behaviour Policy is in place.

Any incidents of inappropriate behaviour by parents/visitors towards staff are to be reported to the Headteacher and Governing Body to consider any consequences. In cases of abuse or threats to staff, pupils or other parents, the Governing Body may ban parents from entering the school.

Staff shall report any inappropriate behaviour. The federation shall support employees who have experienced an incident of hostile, threatening and violent behaviour. Any incident shall be discussed so appropriate action may be taken; and recorded in the same way as work-related accidents. Depending on the circumstances and the consequences incidents may also be reported to the police.

- procedure in place for dealing with difficult parents
- reporting incident (SHE Assure or schools own database)
- follow-up of incidents
- pupils with behaviour management plans where required
- employees have Team teach training

## **Part 3.3 – Premises Risks**

### **Asbestos**

#### **Potential Asbestos at St Briavels Parochial C of E Primary School**

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

- A 'management survey' of ACMs in the school has been carried out by asbestos specialists to assess risk of exposure.
- An 'asbestos management plan' has been produced and is available to all staff and visitors in the office.
- The asbestos management plan will be reviewed at least annually.
- Before any refurbishment work in the building the Governing Body will commission a refurbishment and demolition survey.
- complying with all regulations and County Policy concerning the control of asbestos;
- removing asbestos containing materials 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.

#### **Redbrook C of E Primary School**

There is no asbestos containing materials on the school site, and this has been confirmed by an asbestos report carried out by a contractor commissioned by GCC AMPS.

- A 'management survey' of ACMs in the school has been carried out by asbestos specialists to assess risk of exposure.
- An 'asbestos management plan' has been produced and is available to all staff and visitors in the office.
- The asbestos management plan will be reviewed at least annually.
- Before any refurbishment work in the building the Governing Body will commission a refurbishment and demolition survey

### **Water Hygiene/ 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 logbook is used. A process is also in place to deal with any actions should they arise.

- a water hygiene risk assessment has been documented by GCC and Primary Water Solutions.
- a process is also in place to deal with any actions should they arise.
- the named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner.

### **Building Contractors**

This 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.

- hazards associated with site maintenance activities are controlled by planning the work (mainly when children are not on site) and taking risks into account, use of Method Statements and correct working practices, effective supervision of pupils and contractors whilst on the school site; AMPS manage the site if work is major and approved contractors are used.
- 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 control by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.

### **Service Contractors**

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.

### **Caretaking and Grounds Maintenance (and grounds safety)**

The school identifies risks associated with caretaking, grounds maintenance, and identifies the risks through the risk assessment process using the GCC SHE Primary School Toolkit.

- Caretaking is via school employed member of staff who has adequate training for tasks carried out

- Grounds maintenance is carried out by Schools own contract with Countrywide

### **Cleaning (contracted) at Redbrook C of E Primary School**

Contract cleaners are responsible for their own risk assessments, policies and procedures. A contract is in place to ensure health and safety is considered and met. This is via the County Council Cleaning Contract

### **Cleaning (in-house)**

A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

- cleaning schedule is in place
- deep cleaning is undertaken on a regular basis where necessary
- CoSHH and DATA Sheets are kept where applicable
- Covid sprays/ sanitisers etc. managed by cleaning staff. Risk assessment in place for use

### **Mechanical and Electrical (fixed and portable)**

Any necessary work and testing of electrical appliances and fixed wiring is carried out by qualified, accredited contractors. Electrical appliances are subject to appropriate formal inspection.

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 admin gdrive.

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.

- Annual PAT (Portable Appliance Testing)
- Annual mechanical and electrical audit undertaken by property services
- Five year fixed wire testing done via Don Young/B J Cowles
- Annual lightning conductor checked via G&S Steeplejacks

- Recorded with premises log

### **Glass and Glazing**

A risk assessment has been carried out for all glazing on site (via AMPS) to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors 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 (HT) 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 and Shared Working**

The school follows the Asset Management and Property Services (AMPS) Guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

- Lettings are subject to a hiring agreement;
- safety information is shared with hirers e.g. re. evacuation arrangements, first aid and alarms;
- the potential for lettings to undermine school security has been considered and addressed;
- access (e.g. supervised or key holding) arrangements are robust and ensure the building is secured.

### **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 and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.

- risk assessments have been carried out for the maintenance and use of equipment
- staff are fully trained in the maintenance and use of equipment
- equipment is stored correctly in a locked compound

### **Slips/Trips/Falls**

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.

- food spills are cleared immediately.
- cleaners are briefed not to leave hazards such as wet floors without warning signs. Cleaners on site out of school hours.

### **Snow and Ice**

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

### **Traffic (on-site)**

The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.

- No parking on site
- Only emergency vehicular access on site during school hours

### **Trees**

Any trees on site are routinely inspected by a competent person, reflecting the level of risk.

- Visual inspection of trees following any potentially damaging activities or weather.
- Remedial work to trees undertaken by competent persons

## **Part – 3.4 Health and Wellbeing and emergency planning**

### **Medical Needs**

Refer to separate policy or summarise arrangements for supporting pupils and staff with medical conditions

- medical needs of all children identified, and appropriate arrangements are in place to meet individual care needs including 'care planning' for higher needs pupils.
- 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 school, parents, health professionals and other agencies to agree safe procedures.
- medication is administered in a controlled and recorded fashion with parental consent.
- Staff are fully trained in delivering care and responding to medical conditions and emergency treatment.

### **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.

- There is a specific procedure for administering medicines.

### **Fire Safety**

The school follows GCC SHE Guidance. A risk assessment has been carried out and a safety management plan is in place.

- 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, testing and staff refresher training.
- maintenance and testing is kept up to date - copies of maintenance tests are kept in a folder in the school office
- regular evacuations are undertaken.
- the fire assembly point is the school playground

- PEEPS where applicable
- staff are trained in fire awareness

### **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 GCC SHE procedure is followed

- Recorded training document which includes dates for refresher training.
- There is a list of trained first aiders which can be found in the school office
- First aid is considered for offsite visits

### **Stress, Mental Health and Wellbeing**

All staff are encouraged to support each other, discuss openly and not see stress or mental health as a sign of weakness. The Headteacher and other members of staff shall be aware of the signs of stress and how to deal with them.

Identifying particularly difficult periods (e.g. Ofsted inspections, audits, SAT's) and finding ways of combating stress during these times is the responsibility of the Governing Body and Headteacher.

Staff are responsible for raising concerns with the Headteacher, their own supervisor or a member of the Governing Body (if they feel unable to raise it with the Headteacher or supervisor) if there are work issues causing them stress and having a negative impact on their well-being. Where workplace stress arises, the Headteacher, Governing Body or supervisors will deal with the issue in a sensitive and constructive manner, using all available means to manage stress and assist staff.

### **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.

- Individual Stress Risk Assessment carried out for staff where applicable
- Team Stress Risk assessment is carried out where applicable
- the school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.
- other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events for employees etc.
- Occupational Health and Employees Assistant Programme available

### **Pregnant Members of Staff**

The federation has maternity policies and shall manage risks to new and expectant mothers. Once the Headteacher/appropriate person\* is made aware of the employee's pregnancy, they shall assess the risks to the employee, which shall be reviewed at reasonable intervals during pregnancy, and if the pregnant employee's situation changes.

If a risk assessment has identified any risks that could affect the employee, or that of their baby, and these risks cannot be avoided, action to remove, reduce or control the risk shall be taken. This shall include:

- Temporarily adjust their working conditions and/or hours of work; or if that is not possible,
- Offer them suitable alternative work (at the same rate of pay) if available; or if that is not feasible,
- Suspend the employee from work on paid leave for as long as necessary, to protect their health and safety, and that of the child.

The federation shall provide suitable rest facilities for pregnant and breastfeeding employees.

### **Reporting of Accidents, Hazards, Near Misses and their investigation**

The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure '*Accident Reporting and Investigation*'. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Assure accident database.

- the school records accidents and incidents on 'SHE Assure' for RIDDOR reportable accidents
- parents are advised via notification slip/ telephone call etc.
- Governors monitor the first aid book.
- more significant accidents are investigated to identify the root causes
- school review trends
- use of data e.g. to strengthen arrangements such as playground supervision, disposal of waste, local inspections and repairs.

### **Smoking on Site**

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

## **Section 3.5 – Training**

### **Employee Health and Safety Training/Competence**

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

### **Supply and Student Teachers**

The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

### **Volunteer and Parent Helpers**

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 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.

## **Section 3.6 - 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**

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

- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- fire safety is considered e.g. security of bins
- an appropriate (licensed) waste contractor is used
- food waste is emptied into a dedicated food waste bin at St Briavels and returned with Caterlink at Redbrook. Compost bins are used at both schools for compostable waste
- general waste is collected by Smiths via a GCC contract

## **Section 3.8 - Catering and Food Hygiene**

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).

- food is cooked off site and brought into Redbrook C of E Primary School by an employed MDS for Caterlink
- food is cooked on-site (in-house catering) at St Briavels Parochial C of E Primary and Catering Manager reports to the SBM
- food is probed prior to serving.
- servery and food preparation/ eating areas cleaned down before and after use
- food hygiene management system (HACCP) or Safer Food Better Business in place
- catering staff are appropriately trained in food hygiene.
- the provider of the food business is registered with the Local Authority
- food hygiene inspection reports are shared with the school
- A risk assessment has been undertaken for activities, equipment and maintenance

## **Part 4 – 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. AMPS also carry out a site survey with a documented report of their findings.

- Departmental specific audits are undertaken where applicable and findings circulated to the responsible persons

### **Inspections**

Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the *Good Stewardship Guide* and the GCC SHE *Governors Guide - Workplace Inspections* of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

- inspections are undertaken by the Head Teacher, Governors and Class Teachers
- inspections are carried out daily by the Head Teacher and twice per year by the Governing Body. Staff are vigilant.
- records are kept by the Governing Body
- follow-up where applicable
- premises are discussed within the Finance, Staffing & Premises Committee and Full Governing Body

### **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 school monitors items such as safety performance via observations and observational notes will be fed back to the Head Teacher. Premises are monitored by AMPS and Head Teacher/ SBM

### **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.

- the school has a programme of review, updating and reissue of policies the Governing Body, HT/ SBM review new policies, procedures and reports such as safety audits, workplace inspections etc.

## **Section 5 – Health and Safety Advice**

### **Information**

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