

COALWAY COMMUNITY INFANT SCHOOL

HEALTH AND SAFETY POLICY DOCUMENT



This policy will be reviewed annually

Review date: Sept 2023

Date of policy: Sept 2023

Next Review date: Sept 2024

Signed: S. J. J. J. J.

Chair of Governors:

This policy is organised into three parts:

- **Part1: Statement of Intent** - a statement of Coalway Community Infant School's general policy on health and safety
- **Part 2: Organisation** - the organisation for implementing arrangements including allocation of responsibilities to individuals
- **Part 3: General Arrangements** - the procedures and arrangements for controlling risks and meeting the standards set out in the Statement of Intent.

HEALTH AND SAFETY POLICY DOCUMENT

PART 1: STATEMENT OF INTENT

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

The school's Governing Board and Head teacher 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 ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Board and Headteacher.

In particular the Governing Board and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access 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 Board and Headteacher also recognises 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.

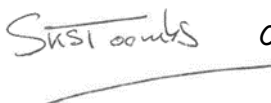
The Governing Board and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Board 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 Board and Headteacher's commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Board.

Signed: Headteacher's name: Hayley Alliston Date:

Signed:  Chair of Governors' name: Kim Toombs Date:

Proposed review date: Sept 2024

PART 2: ORGANISATION

Introduction

In order to achieve compliance with the Governing Board 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 the Policy.

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

The Duties of the Governing Board

The Governing Board has overall responsibility for ensuring compliance with this Health and Safety 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.

- 1.1 In particular the Governing Board undertakes to provide:
 - 1.1.1 a safe place for staff and pupils to work including safe means of entry and exits;
 - 1.1.2 plant equipment and systems of work which are safe;
 - 1.1.3 safe arrangements for the handling, storage and transport of articles and substances;
 - 1.1.4 safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance
 - 1.1.5 supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Board will ensure that such training is provided. Pupils will receive information as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
 - 1.1.6 the required safety and protective equipment and clothing together with information on its use;
 - 1.1.7 adequate welfare facilities;
- 1.2 So far as is reasonably practicable the Governing Board, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:
 - 1.2.1 this policy;
 - 1.2.2 all other relevant health and safety matters;
 - 1.2.3 the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this Health and Safety 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.

- .3 In particular, the Headteacher will, on a day-to-day basis, be responsible for:
 - .3.1 ensuring safe working conditions of the school premises and facilities;

- .3.2 ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- .3.3 ensure safe working practices and procedures throughout the school so that all risks are controlled;
- .3.4 arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Board and the LA are made aware of the findings;
- .3.5 identify the training needs of staff and pupils and ensure that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- .3.6 ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;
- .3.7 collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- .3.8 monitor the standards of health and safety throughout the school, including all school-based activities;
- .3.9 monitor the management structure, in consultation with the governors; consult with members of staff, including Safety Representatives, on health and safety issues; and
- .3.10 encourage staff and others to promote health and safety.

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 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 Health And Safety Co-Ordinator

The School Health and Safety Co-ordinator (the Headteacher) has the following responsibilities:

- to co-ordinate and manage the annual risk assessment process for the school.
- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- to make provision for the inspection and maintenance of work equipment throughout the school.
- to manage the keeping of records of all health and safety activities.
- to advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and

- carrying out any other functions devolved by the Headteacher or Governing Board.

School Safety Representatives

The Governing Board 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, where 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.

Teaching Staff

Teaching staff have a day to day responsibility for ensuring compliance with the 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 their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues. Teachers should exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

Temporary Staff

Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role.

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

Teaching Assistants

Teaching staff 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 the Off Site Visit Coordinator (OVC)

The Off Site Visit Coordinator (OVC) ensures that the 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 hosted on eVisits.

The Duties of the Administrators

The Administrators have 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, including the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

Volunteers 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 in the school site.

PART 3: GENERAL ARRANGEMENTS

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

All premises arrangements are managed by Mrs H Alliston, Headteacher.

Mrs Alliston is supported by a Premises Administrator, Mrs R Edwards and Office Administrator, Mrs D Cornes.

The Governing Board Premises Committee has additional responsibilities including review and monitoring.

<p>Arrangements</p> <p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Action / Arrangements</p>
<p>Communication</p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.</p>	<p>Induction process - all relevant policies and procedures shared with staff.</p> <p>Regular meetings to brief staff and pupils</p> <p>Responsible person and office staff brief contractors and visitors.</p> <p>Safety information regularly given to parents via newsletters/texts.</p> <p>Responsibility of: Headteacher</p>
<p>Consultation with Employees</p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>All policies reviewed with staff annually. Regular updates / discussions re Health and Safety matters on a day to day basis and via staff meetings.</p> <p>Regular risk assessments completed and outcomes discussed with staff.</p> <p>Resources Committee completes risk assessment two to three times a year and liaison with staff. Premises Administrator / Headteacher, ongoing liaison with staff.</p> <p>Responsibility of: Headteacher / Resources Committee / Premises Administrator</p>
<p>Section 1 - RISK ASSESSMENT</p>	<p>Action / Arrangements</p>
<p>Risk Assessment</p> <p>The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the schools and Resources Committee and 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.</p>	<p>The following staff are responsible for completion of risk assessments within the following areas:</p> <p>Premises Administrator/Headteacher and Resources Committee</p> <p>Governors are responsible for completing risk assessments regularly.</p> <p>All staff report defects to the above asap.</p> <p>Specific subject leaders check safety and provide advice in their Curriculum area e.g. PE, Science, Art, D&T.</p> <p>Additional risk assessments are timetabled during each academic year e.g. PE equipment and play equipment assessments.</p> <p>Responsibility of: All staff</p>
<p>School Trips/Offsite Visits</p>	<p>Risk assessment completed for all offsite visits.</p>

<p>The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.</p>	<p>Offsite visit coordinator assesses and approves all risk assessments.</p> <p>Responsibility: Premises Admin/Trip Leader/Headteacher</p>
<p><i>Working at Height</i></p> <p>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. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff 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.</p>	<p>Working at height tasks minimised.</p> <p>All staff are aware of safety requirements if use of stepladders is necessary and the arrangements to manage risks eg simple briefing on safe working.</p> <p>Premises Administrator is responsible for carrying out periodic documented ladder checks.</p> <p>Ladders are stored in a central stock cupboard.</p> <p>Responsibility of: Premises Administrator</p>
<p><i>Noise</i></p> <p>The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	<p>All staff responsible for evaluating and controlling areas/noise levels.</p> <p>Individual risk assessments are completed as necessary for particular children's needs.</p> <p>Responsibility of: All staff</p>
<p><i>Violence to Staff</i></p> <p>The school are aware of their responsibility for assessing the risk 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 through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.</p>	<p>Risk of violence is low.</p> <p>Site is secure. Access to site is limited and only via intercom system or at set times.</p> <p>Secure entrance foyer limits ability for access into the school.</p> <p>All staff aware to report any incidents of aggressive behaviour/violence to the Headteacher, who would then take relevant action.</p> <p>Responsibility of: All staff</p>
<p><i>Security Arrangements Including Dealing with Intruders</i></p> <p>Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<p>During school hours access is only via intercom from main gate.</p> <p>Visitors required to register at School Office, visitor's sign in completed.</p> <p>Pupils supervised in classrooms and outdoor areas at all times.</p> <p>Security alarm in place and regularly tested and serviced.</p> <p>Caretaker / School Administrator / Headteacher contacted only if there is an emergency.</p> <p>Responsibility of: All staff</p>

<p><i>Personal Security / Lone Working</i></p> <p>The school 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.</p>	<p>Lone working is minimised, employees arrange to come on site with another member of staff.</p> <p>Caretaker ensures mobile phone is carried when locking and unlocking, caretaker is contacted if he doesn't return home within designated timescale.</p> <p>Responsibility of: Caretaker</p>
<p><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH).</i></p> <p>Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T) relating to specific activities of the Department or area.</p>	<p>No hazardous substances are used within school.</p> <p>Data sheets are kept within the school regarding Art, D&T and Science materials.</p>
<p><i>Personal Protective Equipment (PPE)</i></p> <p>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.</p>	<p>No PPE used by staff.</p> <p>Only PPE required is for first aid purposes e.g. aprons and gloves.</p>
<p><i>School Transport</i></p> <p>The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.</p>	<p>Approved contractor is used to transport pupils for school visits, all relevant safeguarding checks are completed for this company. No staff or parents drive pupils for school business purposes.</p>
<p><i>Manual Handling (typical loads and handling pupils)</i></p> <p>The school refers to the SHE/GN/30 Manual Handling and risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Headteacher is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	<p>Advice and training is sought from SHE/ATS regarding manual handling for pupils with special educational needs and disabilities. This would be specific to individual pupils.</p> <p>Relevant risk assessments would also be completed supported by ATS.</p> <p>A number of staff within school are currently trained re manual handling.</p>
<p><i>Curriculum Safety (including extended schools activity/study support)</i></p> <p>Subject leaders ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as</p>	<p>Lesson plans detail relevant precautions /supervision /skills /training /etc.</p> <p>CLEAPSS guidance referred to for Science/D&T.</p> <p>AfPE guidance referred to for PE.</p>

CLEAPSS, AfPE, DATA and SHE guidance etc. Subject leaders are aware of specific curriculum equipment kept and all tools/ equipment/ machinery are checked, maintained and stored correctly.	Service and maintenance documents are in place for PE and outdoor play equipment.
<p><i>Work Experience Placements</i></p> <p>The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</p>	<p>Work Experience placements are restricted to local secondary school students, relevant risk assessments are completed prior to placement. Risk factors are minimal. Students are never left unsupervised with children.</p> <p>The Headteacher coordinates and monitors work experience students. Secondary school tutors complete relevant checks and visits during placements</p>
<p><i>Display Screen Equipment</i></p> <p>The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 - Working with Display Screen Equipment. Headteacher ensures that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	DSE completed annually for x3 office staff.
<p><i>Parent Teacher Association</i></p> <p>The school 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.</p>	<p>PTA do not run events without school staff being present. A risk assessment is in place covering all possible PTA events.</p> <p>School holds relevant insurance.</p>
<p><i>Playground Supervision/Play Equipment and Maintenance</i></p> <p>Risks are assessed using the SHE Information Sheet 14 Playground Supervision. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p>	<p>Site is secure. Playground is at rear of building.</p> <p>Staff pupil ratios exceed DfE recommendations.</p> <p>Staff are allocated supervision of particular areas of the playground. Playground equipment is used on a rota basis to manage risk. All staff are familiar with emergency protocol. SLT and staff are available to MDS during lunch breaks. Consistent behaviour rules are promoted constantly.</p>

Section 2 - PREMISES	Action / Arrangements
<p><i>Mechanical and Electrical (fixed and portable)</i></p> <p>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</p>	PAT testing completed annually. Fixed wiring inspection completed every 5 years. The school purchases support from AMPS (Asset Management Property Services) who provide further advice and checks on an annual basis.

<p>working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achieved.</p> <p>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 the school office.</p> <p>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.</p>	
<p><i>Maintenance of Machinery and Equipment</i></p> <p>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.</p>	<p>Annual Servicing and Inspection audits are completed with AMPS personnel.</p>
<p><i>Asbestos</i></p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • 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 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. 	<p>The school's Asbestos survey is located in the School Office.</p> <p>There is Asbestos on site in a locked cupboard (near staff toilet) and protected</p> <p>Survey completed Sept 2022</p>
<p><i>Service Contractors</i></p> <p>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</p>	<p>Pre-contract agreements are established for larger projects - the school uses AMPS Project Leaders.</p> <p>Servicing Log Book is kept in the school office and contractors</p>

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.	are supervised by office staff when completing servicing. Servicing is completed within the appropriate timescale.
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<p><i>Building Contractors</i></p> <p>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.</p>	<p>See note above.</p> <p>Pre-contract agreements are always established.</p>
<p><i>Small Scale Building Works</i></p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>	<p>All contractors report to the school office and sign in. Relevant safety information is disseminated and visitors badges given. Office staff supervise/liase with contractors.</p>
<p><i>Lettings</i></p>	<p>Not applicable.</p>
<p><i>Slips/Trips/Falls</i></p> <p>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. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Regular risk assessments completed by Headteacher and Premises Administrator and Governors Premises Committee.</p> <p>Effective day to day reporting process is in use via the school office.</p>
<p><i>Cleaning</i></p> <p>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 ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Solo Service Group are the Cleaning Contractor.</p> <p>Contractor completes relevant inspections according to contract.</p> <p>Headteacher/Office staff liaise with contractor additionally.</p>
<p><i>Transport Arrangements (on-site)</i></p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design</p>	<p>Pedestrian and vehicular access is segregated. School gates are locked during the school day and only opened at collection/drop-</p>

<p>out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>	<p>off times.</p> <p>Vehicular access is limited to staff, disabled drivers and deliveries. These users have access to the site at designated times.</p>
<p><i>Bus Duties (supervision of pupils boarding school buses)</i></p>	<p>Not applicable.</p>
<p><i>Caretaking and Grounds Maintenance (and grounds safety)</i></p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.</p>	<p>Contract with Solo Services Group, Caretaker is Mr K Dovey.</p> <p>LA Contract, all monitored and checked by GCC.</p> <p>Caretaker main duties are locking and unlocking premises.</p>
<p><i>Gas and Electrical Appliances</i></p> <p>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.</p>	<p>Checks are made to Gas and Electrical appliances as part of a regular risk assessment process. Appliances are serviced regularly and according to timescales.</p> <p>Records of servicing and contractors are held in office.</p>
<p><i>Glass and Glazing</i></p> <p>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.</p>	<p>Glazing is compliant or fitted with safety film. Defects are reported by staff to school office.</p> <p>Checks are part of risk assessment.</p>
<p><i>Water Supply/Legionella</i></p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>Premises Administrator completes water temperature checks and record keeping according to recommended timescales. Defects are actioned.</p> <p>Premises Administrator completed Legionella training July 2019.</p> <p>External legionella checks also completed according to timescales.</p> <p>Legionella report stored in School Office.</p>

<p><i>Snow and Ice Gritting</i></p> <p>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, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>Headteacher, office staff and caretaker liaise re site clearance in the case of snow and ice.</p> <p>Plan for dealing with snow and ice has been established and is reviewed annually prior to Winter.</p>
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<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>	
<p><i>Infectious Diseases</i></p> <p>The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on Infection Control in Schools and other Child Care Settings</i>.</p>	<p>Posters are located in the school office and staff room.</p>
<p><i>Dealing with Medical Conditions</i></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. 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 suitable supportive environment for those pupils with special needs.</p>	<p>A Medical file is held in the school office and each Class teacher has a copy of children with medical needs.</p> <p>Pupils with SEND have additional care plans formulated as appropriate in consultation with relevant external professionals.</p>
<p><i>Drug Administration</i></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DfE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>A medical file is located in the school office where parents complete a form authorising office staff to administer medicine to their child.</p>
<p><i>First Aid</i></p> <p>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</p>	<p>A list of all first aiders is displayed in the school office and staffroom.</p> <p>Training is given to appropriate numbers of staff and certificates are held in the school office detailing expiry dates etc.</p>

<p>followed.</p>	<p>First aid boxes are held in the school hall, school office, dining room and disabled toilet. A first aid box is also kept for school trips.</p> <p>All first aid boxes are checked regularly and re-stocked accordingly by the premises administrator.</p>
<p><i>Reporting of Accidents, Hazards, Near Misses</i></p> <p>The school report and investigate all accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p> <p><i>Reporting and Investigation</i></p> <p>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.</p> <p>All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</p>	<p>A minor bumps book is held in the school office and all incidents are recorded in this book. An incident slip is sent home with the child to take home to their parent. A telephone call to the parent is also made.</p> <p>SHE procedure followed for more severe accidents</p>
<p><i>Fire Safety and emergency Evacuation</i></p> <p>The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	<p>A Fire Procedure is located in every classroom, staffroom, reception foyer, hall, dining hall and school office detailing what action to take in the event of a fire, all staff are aware of this.</p> <p>Visitors are shown the fire procedure upon arrival.</p> <p>Fire drills are completed regularly and alarms tested weekly from different call points by the premises administrator and documented in the fire log book located in the school office.</p>
<p><i>Crisis and Emergency Management</i></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is</p>	<p>Resources committee are the Crisis Management Team.</p> <p>Contact Deborah Peake or Stephen Bradley GCC in an event of an emergency</p> <p>Deborah.peake@gloucestershire.gov.uk</p> <p>Stephen.Bradley@gloucestershire.gov.uk 01452 328681</p>

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Section 4 - MONITORING AND REVIEW	
<p><i>Monitoring</i></p> <p>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.</p>	<p>Regular risk assessments completed by Premises Committee and Headteacher/Premises Administrator.</p> <p>Actions arising are timetabled for completion.</p>
<p><i>Inspections</i></p> <p>Regular safety inspections are carried out by the nominated person(s) (using the SHE generic site risk assessment) 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.</p>	<p>Risk assessments completed as detailed above at least twice a year.</p> <p>Staff monitor hazards and risk on a daily basis and take actions accordingly.</p> <p>Headteacher / School Administrator action maintenance and repair issues.</p>
<p><i>Review</i></p> <p>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.</p>	<p>Risk assessments completed as detailed. Policies and Procedures are reviewed annually.</p>
<p><i>Auditing</i></p> <p>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.</p>	<p>SHE carry out the Audit; these are undertaken every 3 years. Identified actions are timetabled for completion.</p>

Section 5 - TRAINING	
<p><i>Staff Health & Safety Training/Competence</i></p> <p>The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher / Administrators / Premises Governors 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</p>	<p>Purchasing Silver package AMPS support provides additional opportunities for on the spot training for responsible persons.</p>

performance management process consider health and safety performance and address areas of concern with employees.	
<p><i>Supply Teachers</i></p> <p>The school's expectations are made clear to any supply teacher through the provision of a Staff Handbook. Teachers on supply are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply teacher on general school organisation and routines. When supply teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>	<p>All supply staff are employed on contract and are familiar with the health and safety procedures within the school.</p> <p>Upon employment the Headteacher completes an induction which includes instruction on all health and safety/safeguarding policies.</p>
<p><i>Volunteer and Parent Helpers</i></p> <p>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.</p>	<p>Induction meeting is completed with volunteer/parent helpers as detailed above.</p> <p>Volunteers/parent helpers are never left unsupervised with children.</p>
Section 6 - HEALTH AND WELLBEING	
<p><i>Pregnant Members of Staff</i></p> <p>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.</p>	<p>The staff team that the pregnant member of staff works within are responsible for monitoring and supporting the health requirements of that staff member. Any concerns are reported to the Headteacher.</p>
<p><i>Health and Well Being Including Absence Management</i></p> <p>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 endeavour to promote a culture of cooperation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	<p>Occupational Health Wellbeing information is regularly disseminated to staff via staffroom notice board.</p> <p>Strong teamwork and concern for each other is a strength of Coalway Community Infant School and hence issues are readily identified and acted upon.</p>

<i>Smoking on Site</i>	No smoking on the school site.
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Section 7 - ENVIRONMENTAL MANAGEMENT	
<p><i>Environmental Compliance</i></p> <p>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.</p>	The contract is with Smiths and bins are emptied weekly.
<p><i>Disposal of Waste</i></p> <p>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	No hazardous waste is used on site.

Section 8 - CATERING AND FOOD HYGIENE	
<p><i>Catering and Food Hygiene</i></p> <p>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).</p>	Caterlink is the contractor used. Caterlink are monitored by the LA re compliance.
Section 9 - HEALTH AND SAFETY ADVICE	
<p><i>Information</i></p> <p>Health and Safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350</p> <p>she@gloucestershire.gov.uk</p> <p>www.gloucestershire.gov.uk/she</p>	The school purchases GCC Premises Silver package for additional support, advice and monitoring.

ORGANISATIONAL CHART - COALWAY COMMUNITY INFANT SCHOOL

