



Health and Safety Policy

September 2024

Health & Safety Policy

September 2024

Document control and record of amendments

| Version | Reason for amendment | Sections amended | Amended by/date | Reviewed by/date | Approved by /date |
|---------|---|------------------|----------------------------|---|--|
| 1.0 | New document to reflect revisions in recommended GCC Health & Safety Policy for schools | All | C Grocott July 2022 | D Pearson H&S Governor 1.7.22 | Governing Body 11 th July 2022 |
| 2.0 | Named members of staff removed from Zones in Action to be taken in event of a fire | Appendix 1 | G Tharia September 2022 | Staff 30.9.22 Committee 5.10.22 | Governing Body 5 th October 2022 |
| 3.0 | Remove Risk Assessment Covid | 3.1 | C Grocott | B&F committee 29/9/23 | Governing body 23/10/23 |
| 4.0 | Scheduled Review | None | C Grocott | Finance & Buildings Committee 4.10.24 | Governing Body 16.12.24 |

Next Policy Review Date: September 2025

Contents

Part 1 Statement of Intent 4

Part 2 Organisation..... 6

Part 3 General Arrangements 8

Appendix 1 Action to be taken in the Event of a Fire..... 18

Appendix 2 Health and Safety Induction Checklist Form 22

Part 1 Statement of Intent

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

The school's Governing Body and 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 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 Head Teacher.

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

In addition to the above commitment, the Governing Body and Head Teacher 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 Head Teacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Head Teacher 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 Head Teachers commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least

Health & Safety Policy

September 2024

annually and revised as and when necessary.

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

| | |
|----------------------|---------------------------|
| Signed: | Signed: |
| Head Teacher's name: | Chair of Governors' name: |
| Date: | Date: |

Part 2 Organisation

Introduction

In order to achieve compliance with the Governing Body and Head Teacher'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 this H&S Policy Document. In consultation with the Head Teacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Head Teacher

The Head Teacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Head Teacher 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 Head Teacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Duties of Employees

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

Pupils

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

School Safety Representatives

The Governing Body and Head Teacher 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 Head Teacher or Governing Body).

Temporary Staff

Temporary employees 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. They are directly accountable to the Head Teacher whilst on the school site.

Teaching Staff

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

Teaching Assistants

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

The Duties of Off Site Visit Coordinators (OVC)

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

The Duties of Premises Managers (School Business Manager & Site Managers)

The Premises Managers have a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Head Teacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe

Volunteer and Parent Helpers

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

Part 3 General Arrangements

3.1 Risk Assessment

Risk Assessment

The school uses the **SHE Guidance Risk Assessment Toolkits** to confirm good practice and identify any additional measures that can be used to mitigate risks further.

<https://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/she-a-z-health-safety-advice-guidance/risk-assessment/>

Caretaking, Site Maintenance and Cleaning Duties Risk Assessment - updated by SBM September 2023

Primary School Risk Assessment - updated by SBM May 2023

Managing Stress Risk Assessment - updated by SBM September 2023

Whole School Classroom Risk Assessment - updated by SBM September 2023

School Trips and Offsite Visits - Mr Phill Riddle is the delegated Off Site Visit Co-ordinator (OVC) and is responsible for overseeing risk assessments for trips. The school complies with DfES and LA guidance on educational visits and school journeys. Please refer to the school's Offsite Visit Policy for more detailed information.

Minor Works Risk Assessment – undertaken by Site Managers or SBM for contractors working on site.

3.2 Specific Risks

Communication

Risk Assessments and School Policies are circulated to the relevant staff for their information and available on the internal T drive for reference.

Employees receive information via staff induction, email and staff briefings/meetings.

Pupils are instructed and provided with information via teaching staff during lessons and assemblies. Parents receive information regarding health and safety updates and requirements through the school prospectus, website, ParentMail and fortnightly newsletters.

Visitors, volunteers and supply staff are provided with information regarding health and safety and safeguarding expectations and requirements when signing in. Volunteers complete an expression of interest, sign a personal declaration and are provided with a brief induction before starting.

Project meetings and risk assessments carried out with contractors and hazard registers and sign-off/safe completion certificates completed where required.

Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by completing an induction checklist with new employees (Appendix 2), notification of amendments to the Health and Safety policy, risk assessments and relevant health and safety training where identified by the school or employee.

Display Screen Equipment

The majority of employees are not considered to be DSE users. Office staff using computers will have appropriate and adjustable equipment. The school refers to SHE guidance and DSE workplace assessments are conducted for any new staff or where there are any changes in equipment or office layouts.

Hazardous Substances (Control of Substances Hazardous to health CoSHH)

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. Safety data sheets are used for hazardous material recommended by GCC.

Lone Working

The school manages the risk of lone working by:

- Having everyone off site by 18.30 or a second person knows that a member of staff is in the school alone
- Doors are closed and accessed by a key pad and the member of staff has access to a phone
- Staff sign in and out on arrival and departure and staff must notify the Site Manager when they are coming in during the holidays

Manual Handling

Any activities that involve significant manual handling tasks shall be risk assessed and site staff requested to assist with handling operations using manual handling aids e.g. trolley or sack truck and loads broken down for easier movement. Where appropriate training will be provided for staff and methods agreed for regular tasks such as setting up tables and lunchtime.

Moving and Handling Pupils

Guidance regarding the physical intervention, restraint and positive handling of pupils is included in the school's Behaviour Policy and individual pupil's care plans. Where required employees are provided with positive handling training. There is a lift for use on the junior site and this is regularly inspected and serviced.

Noise

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk appropriate control measures will be put in place. Site Managers using equipment such as strimmers or petrol mowers will be expected to use the correct PPE equipment to protect their hearing.

Parent Teacher Association

The PTA carry out and submit risk assessments to the Head Teacher/Assistant Head Teacher for all events.

Personal Protective Equipment (PPE)

The need for PPE as a control measure is assessed on the basis of risk and CoSHH assessments. Where it is assessed that PPE is required, PPE is appropriately selected and provided. Employees are responsible for ensuring that they use PPE where it is provided as outlined in the school's site Risk Assessments.

Playground Supervision/Play Equipment and Maintenance

A playground risk assessment has been undertaken. The schools provides the required level of supervision needed for the safety of the pupils indoors and outdoors. In the event of staff shortages or an emergency situation other staff will be asked to assist with cover.

Play equipment is inspected regularly by the Site Managers and annually by an external contractor. Any defective equipment is taken out of use and repaired/replaced.

School Trips/Offsite Visits

The school complies with DfE and LA guidance on educational visits and school journeys. Please refer to the school's Offsite Visit Policy for more detailed information. Visit leaders record and plan trips using the Gloucestershire E Visits system. All risk assessments are submitted to the Educational Visits Co-ordinator, Mr Riddle, for approval. Any adventurous or residential visits are forwarded to GCC SHE Unit for approval.

School Transport

Staff and parents transporting pupils for activities such as offsite visits and sports fixtures sign a declaration that their car is roadworthy and they have the correct documents and business cover insurance.

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:

- During the school day perimeter gates are kept locked. Entrance to the school by visitors can only be accessed via the Elmbridge Road driveway to the reception at the school office Hub. All staff members can use a code to access gates on both the Infant and Junior sites and external doors out of school hours.
- All visitors report to the school office to electronically sign in and provide ID where required. They are issued with a visitors badge and report back to the office to return their badge and sign out on departure.
- Staff are instructed to courteously challenge anyone on site who they do not recognise and who is not wearing a badge.

- In the evenings when the school hall is hired out, there is no unauthorised access to any classrooms or the staff room.
- All portable equipment of value is marked with smartwater.

Work Experience Placements

On their first visit work experience students will be introduced to the Head Teacher and Designated Safeguarding Lead (or identified on photoboard). Students will be provided with a copy of the Visitors Information leaflet and undertake an induction by the class teacher to include safeguarding and procedures for evacuation during a fire drill. There is no requirement for a DBS unless the student is over 16 and in a regulated activity.

Working at Height

The risks associated with working at height are identified through risk assessments.

- Line managers will ensure that, in accordance with LA guidance, appropriate control measures are put in place to mitigate any risks.
- Training in the use of access equipment will be provided where required (e.g., for ladders, scaffold towers and high step ladders).
- Frequent checks take place to ensure the safe working condition of access equipment and any damaged equipment is clearly labelled and removed from site as soon as practicable.
- Employees 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).

Workplace Violence to Employees and Behaviour Management

Staff and the public have a right to expect our buildings to be a safe place in which to work and meet. Security measures in place for the safety of our staff, pupils and visitors include those outlined in Security Arrangements within this document. In addition:

- CCTV cameras located within the grounds and reception are monitored in the school office
- Reception area has a security screen and internal access control to the school
- The school office is always manned by at least two members of staff
- Private meeting room with door security code
- Notices are displayed outlining that abusive language or threatening behaviour will not be tolerated
- Visitors are required to sign in/out at reception and are escorted to and from their destination within the building
- Staff are required to wear ID badges/lanyards at all time

If a member of staff is meeting someone known to present a risk, a colleague or manager should be available to monitor the situation and take appropriate action if the person shows signs of inappropriate behaviour.

Guidance regarding the physical intervention, restraint and positive handling of pupils is included in the school's Behaviour Policy and individual pupil's care plans.

3.3 Premises Risks

Asbestos

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

- Complying with all regulations and GCC practices concerning the control of asbestos;
- Removing asbestos containing materials where the risk to the building users is unacceptable;
- Implementing the school's Asbestos Management Plan so that active means are in place to manage any risk;
- Update the Asbestos Register with any action taken and include any Survey Reports.

Building Contractors

Where part of the site is to be handed over for work to be carried out a pre-work site meeting will take place between the school, the contractor and any other appropriate members of the school community e.g., Elmbridge Childcare Club. Risk assessments will be examined and checked to make sure that specific site conditions are correctly interpreted and understood and that all significant and unusual hazards and risks on site have been clearly identified. Contractors and work in progress will be regularly monitored.

A minor works risk assessment will be completed for contractors carrying out small scale building works including day to day maintenance work and all work where a pre-work site meeting has not taken place. Risks are controlled by contractors signing in, being shown the work site, understanding what needs to be done and how risks are to be managed and then site management staff checking the work site has been left in a safe condition when the work has been completed.

Caretaking and Grounds Maintenance (and grounds safety)

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 Caretaking Duties Risk Assessment Toolkit.

Grounds are maintained by the GCC negotiated contractor and the Site Managers and included in the risk assessment above. Grounds work is undertaken when areas such as playing fields are not in use.

Cleaning

Cleaning is monitored by the Cleaning Supervisor and inspected by GCC as part of our buy-back service. All waste is disposed of and recycled according to appropriate health and safety guidelines. Deep

cleaning is undertaken on a regular basis where necessary and during holidays. 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 pupils adopt good housekeeping practises to assist in the maintenance of a safe and healthy workplace.

Gas and Electrical Appliances

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

Glass and Glazing

An external risk assessment through GCC has been carried out for all glazing on site to ensure it complies with current safety standards. Any broken glazing must be reported to the Site Managers or School Business Manager and recorded on Every. The area will be made safe and repairs carried out as soon as possible.

Lettings/shared use of premises

The school follows Asset Management and Property Services (AMPS) guidance and casual hiring agreement form. The hirer/tenant is required to have public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Head Teacher is satisfied via the signed agreement that the hiring organisation will use the premises in a safe manner. A copy of the signed letting agreement and risk assessment is retained on file.

Elmbridge Childcare Club – see Licence Agreement dated 3rd October 2017.

Mechanical and Electrical (fixed and portable)

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

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

Portable electrical equipment is regularly inspected by the Site Managers who have received relevant training. Fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection. HSE guidance and suggested intervals for checking portable electrical equipment can be found on the following HSE link:

<http://www.hse.gov.uk/pubns/indg236.pdf>

Staff should not use their own electrical equipment unless inspected and tested by a Site Manager.

Maintenance of Machinery and Equipment

The school inspects and maintains its equipment on a regular basis using the guidance issued by Asset Management and Property Services (AMPSO) on servicing, testing and inspection. Inspection reports and servicing records are kept on Every and checked by AMPS during their annual premises check.

Slips/Trips/Falls

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of all staff to ensure clear traffic and exit routes throughout the building and all staff are expected to be vigilant and aware of possible hazards. Spillages are reported and cleared immediately and cleaners are briefed not to leave hazards such as wet floors without warning signs.

Snow and Ice

Adequate arrangements are in place to minimise the risks from snow and ice on the site. During adverse weather conditions specific access routes are gritted. There is suitable storage for salt/grit and the grit spreader on site and a sufficient supply of grit/salt is available.

Transport Arrangements (on-site)

The school endeavours to segregate access vehicular and vulnerable (pedestrians and cyclists) traffic. No traffic is allowed onto the Infant site play areas and the Elmbridge Road driveway is a pedestrian only access. Entrances to both sites have electronic gates in place and access is controlled by the school office via an intercom system and CCTV.

Water Hygiene

A water hygiene risk assessment has been documented. See Caretaking and Cleaners Risk Assessment. An effective water hygiene management plan is in place to control the risks of legionellosis to employees and members of the public. Regular documented water checks are undertaken by the Site Managers and the named responsible person (currently Mr A Bolton, Site Manager) has a clear understanding of their duty. Mr Bolton 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. A Legionellosis Risk Assessment is carried out through Gloucestershire County Council (January 2020) and is available from the SBM and retained on the Every Site Management online system. A process is in place to deal with any actions should they arise

3.4 Health and Wellbeing

Dealing with Medical Conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and employees. The school's Medical and First Aid Policy provides more information on how the school supports pupils with medical conditions and the 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 co-operation between schools,

parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

Drug Administration

Please refer to Section 7 of the Medical Needs and First Aid Policy for the most up to date guidance on drugs administration in school.

Emergency Management/Business Continuity

There is an Emergency/Business Continuity Plan in place that provides a framework for foreseeable events that may cause disruption to school operation. The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. All necessary equipment is available for rapid activation during an emergency (the grab bag and megaphone are in the Hub). The emergency plan is reviewed annually.

Fire Safety

The school has a fire risk assessment undertaken by Gloucestershire County council every 3 years (February 2023). The school reviews the fire risk assessment and actions within in. Staff are briefed on the findings of the fire risk assessment and are regularly reminded about good housekeeping. Site Managers monitor and check escape routes, alarms, emergency lighting and carry out and record termly fire drills. Fire alarms, fire doors and fire extinguishers are checked and serviced by contractors and recorded on Every.

First Aid

The school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders including paediatric trained staff for EYFS.

Please refer to Section 13 of the Medical Needs and First Aid Policy for the most up to date guidance on first aid.

Health and Well Being including Absence Management

The school refers to SHE/GN/31 Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress. The school endeavours to promote culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.

Where workplace stress is identified managers and governors will deal with the issue in a sensitive and constructive manner. This will include considering flexible working arrangements, phased return to work, performance monitoring and supervision, TA support in classes and support with difficult classroom management situations.

The school subscribes to an Employee Assistance Programme. Staff are provided with information at their induction which is also available on the staff T Drive and emailed a reminder annually at the start of the academic year.

Infectious Diseases

The school follows the guidance produced by Public Health England which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings' and the Public Health England booklet 'The Spotty Book'.

Pregnant Members of Staff

A Risk Assessment for Pregnant Workers is carried out as soon as school is made aware a member of staff is pregnant and any reasonable adjustments made if required.

Smoking on Site

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

3.5 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 a premises management and surveyor checks are carried out every year and a complete health and safety audit is carried out every three years by Gloucestershire County Council. The action points identified and recorded for monitoring or action.

Inspections

The Site Managers carry out scheduled checks on the buildings, grounds and equipment as well as daily checks during their site management duties.

The governor(s) responsible for Health and Safety carry out an annual inspection using the checklist outlined in Appendix 1 of the Asset Management and Property Services good Stewardship Guide for Schools.

Monitoring

Copies of Incident and Accident Reports are shared with the Finance & Buildings Committee governors and any action agreed to reduce further risk.

Review

The Finance and Buildings Committee review and update policies and are provided with copies of buildings and equipment inspection reports and safety reports.

3.6 Training

Employee Health and Safety Training/Competence

The school is committed to ensure employees are competent to undertake the roles expected of them. Performance Management identifies training competency requirements of specific job roles in terms of health and safety and ensures that appropriate training is delivered and training records held centrally. The training needs are 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 any supply and student teacher through the provision of an Information leaflet. The senior management team are 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 team leader, Head Teacher or Assistant Head gives guidance on the work to be covered.

Volunteer and Parent Helpers

Volunteers 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 visitors 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.

3.7 Environmental Management

The school fulfils its waste management responsibilities by recycling as much as is practicable and disposing of as little as necessary.

Waste is stored carefully and safely. Appropriate licensed waste contractors are used for the disposal of recycling, general and food waste. All waste classified as 'hazardous' or confidential is collected by specialist firms and disposed of in the approved manner.

3.8 Catering and Food Hygiene

The school uses the GCC catering contractor who has a food hygiene management system in place. Their staff are appropriately trained in food hygiene. Food hygiene inspection reports are made available to the school.

3.9 Health and Safety Advice

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

Appendix 1 Action to be taken in the Event of a Fire

Action to be taken in the Event of a Fire

- Any person discovering a fire should raise the alarm immediately by operating the nearest break glass call point.
- Only tackle the fire with a suitable fire extinguisher, if you consider it safe to do so, are confident in the use of firefighting equipment and have received adequate training in its use. Only tackle fires which are of a minor nature. **DO NOT TAKE RISKS!** Remember always raise the alarm before tackling a fire!
- The school does not have an automatic fire alarm system on the Junior site linked to the Fire Service, therefore, the Head Teacher, SBM or a member of the Admin or Senior Leadership Team should call the Fire Service using the '999' system in the event of fire, or the fire alarm activating.
- In the event of the electrical fire alarm system activating, the sounders should not be silenced, (or the system re-set), until confirmation is received that all persons have left the building and permission has been given to 'clear' the system by the senior member of staff present.
- The Fire Service should be called to every outbreak, or suspected outbreak of fire, no matter how small (irrespective of whether or not the fire has been extinguished). The '999' system should always be used, even if the fire appears to have self-extinguished.

Evacuation Procedure on Hearing the Fire Alarm

All too often, when the fire alarm sounds, it is ignored by occupants who assume it is a 'false alarm' and an inconvenience.

If the alarm soundsYOU MUST ACT ON IT!

- All persons should leave the building immediately by the exit described in the table, **or the nearest available exit if the class is not in the class room or the exit is unavailable**. They must proceed to the designated assembly area on the field or playground, without stopping to collect personal belongings, but closing doors behind them.
- Teaching and Support Staff should ensure that children and visitors in their group/class leave the building promptly and in silence.
- Staff should ensure that people in their zone or area leave the building promptly. If safe to do so, each floor or area, should be 'swept' by members of staff as they leave the premises, checking the toilets on their way out. Please see the tables below for details.

Infant Site: Assemble on infant playground

Exits

| Class | Exit via |
|------------------------------------|--|
| Badgers, Rabbits, Hedgehogs | Classroom doors to reception courtyard |
| 1,2,3 | Classroom doors onto playground |
| 4,5,6 | Classroom doors onto playground |
| Hall | Hall doors onto playground |
| All other rooms | Main front door |

Sweep

| Zone | Location | Person responsible |
|------|---------------------------------------|----------------------------|
| 1 | Reception block and toilets | Adult working in Hedgehogs |
| 2 | Year 1 corridor and toilets | Adult working in class 3 |
| 3 | Year 2 corridor and toilets | Adult working in class 6 |
| 4 | Hall/staffroom/offices & library area | CR/MH/SW |

Junior Site: Assemble on junior field

Exits

| Class | Exit via |
|-------------|---|
| 7,8 | Middle door to field |
| 9,10,11,12 | Lower school door onto field |
| 13,14,15,16 | Upper school door onto field |
| 17,18 | Middle door to field |
| Hub | Rear exit from Hub building to field |
| Kitchen | Rear doors of the kitchen block, or through the dining room door if necessary |

Sweep

| Zone | Location | Person responsible |
|---------|---|---------------------------|
| 1a | Lower junior upstairs corridor and toilets | Adult working in class 12 |
| 1b | Lower school cloakroom, music room and downstairs toilets | Adult working in class 11 |
| 2a | Upper junior upstairs corridor and toilets | Adult working in class 13 |
| 2b | Upper school cloakroom and downstairs toilets | Adult working in class 14 |
| 3 | Lower school downstairs corridor and shake and bake room | Adult working in class 8 |
| 4 | Upper school downstairs corridor and Computing room | Adult working in Class 17 |
| 5 | Crush hall, hall, staff room, staff toilets, dining hall. | PR/DH/SP |
| Hub | Hub Reception building | Adults working in Hub |
| Kitchen | Junior kitchen | Adults working in kitchen |

- The teacher responsible for each class at the assembly point will carry out a head count and check their fire register and office staff will check the staff, visitors and pupil in/out books and/or electronic system to establish whether all persons are accounted for. If any people are reported 'missing', this information should be passed to the Head Teacher or senior member of staff and the Senior Fire Officer present.
- Under no circumstances should search parties be organised to search the premises for missing persons. This task, if necessary, will be carried out by Fire Service personnel wearing breathing apparatus.
- The senior member of staff in charge will indicate when it is safe to re-occupy the premises. No-one should re-enter the building until this person's express permission has been given.

Fire Drills

Fire drills will be carried out at least three times during the academic year. Each exercise will be started by activating the fire alarm and may include a simulated evacuation drill with the assumption that one escape route is not available. Fire drills will be recorded by the Site Manager.

Testing of Fire Alarm Systems and Emergency Lighting

The fire alarm system and emergency lighting will be tested weekly by the site manager and recorded in the log book.

Emergency Exits

It is the responsibility of all staff to ensure that all emergency exits and escape routes are kept clear and free from obstruction at all times.

Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

At the end of the day staff should ensure that:

- all flammable materials are locked away
- all valuable equipment is secured
- all electrical equipment is switched off
- all windows are securely shut
- all internal doors closed (to prevent the spread of fire).

Electrical sockets must not be overloaded with multi-point adapters. Only use adapters where it is unavoidable. Staff should request additional sockets if necessary.

Portable Electrical Equipment

Electrical equipment should be switched off when not in use. A blown fuse should only be replaced after the cause of its failure has been discovered. Portable electrical appliances will be tested for safety annually by the Site Manager or LA recommended contractor.

Displays

The cardboard, paper and plastic used for displays can be a means of rapid fire spread. To reduce the risk of fire spread along display materials:

- do not put displays down stairways which are part of a designated fire escape route;
- in the school corridors, keep display materials away from curtain, doors and heat sources;
- try to keep down the total area used for displays in any one area;

- keep displays away from exits and ceiling voids which lack fire barriers.

Furniture & Furnishings

The selection of upholstered furniture and soft furnishings (including foam filled gymnasium mats) should take into account their fire resistance.

Curtains, including stage drapes, should be labelled during manufacture to indicate that they are either made from inherently fire retardant fabrics or that they have been chemically treated to achieve fire retardance.

Upholstered furniture used in schools should comply with the Furniture and Furnishings (Fire Safety) Regulations 1988. These regulations require that the filling and covering materials meet certain criteria in respect of their resistance to ignition. Upholstered furniture manufactured before the regulations came into force may contain foam fillings which are easily ignited, burn fiercely and generate dense toxic smoke. Any furniture not so labelled should be removed from the school site as soon as practicable. Any upholstered furniture offered as a gift should be similarly checked.

Gymnasium and crash pads with cellular foam fillings are a particular hazard if they become involved in a fire, as they may burn fiercely and generate dense toxic smoke. This type of PE mat is very popular as they are of high quality. **When not in use they should be kept in a securely locked store which has a minimum fire resistance of one hour.**

Flammable liquids and chemicals

The storage of flammable liquids such as petrol for the lawn mower should be strictly monitored, with the amounts of flammable liquids and chemicals stored inside the school kept to the minimum necessary for day to day use. Chemicals must be stored in locked areas.

Smoking

Smoking and vaping is strictly forbidden on school property.

Registration of Late Pupils

If you have been informed that a pupil will be absent for the whole day please mark the register using the relevant absent code.

If the school has been informed that a pupil will be arriving in school late because of a medical appointment, for example, **they must be marked as absent for registration**. The office staff will fill in the relevant absence code when the pupil arrives indicating that the pupil is now in school. This will avoid any misunderstanding when checking the register in the event of a fire evacuation.

Appendix 2 Health and Safety Induction Checklist Form

HEALTH AND SAFETY INDUCTION CHECKLIST FORM

Please take the time to go through the following list with your new member of staff. It is important that you cover the domestic and safety details listed below where they are applicable to the new employee's situation.

FIRE ALARM SYSTEM

What it sounds like (plus any visual indications e.g. flashing beacons)
Nearest fire exit routes and how they are marked
Fire assembly point locations
How to raise the alarm

ACCIDENT AND NEAR MISS REPORTING

Report to School Business Manager (Carole Grocott)
Complete report form

FIRST AID ARRANGEMENTS

Point out the availability of first aiders
Explain first aid procedures
Show the locations of first aid equipment
Link into the accident reporting aspects

COSHH

Explain the purpose of COSHH (to control hazardous substances)
Site Manager (Andy Bolton) has information relating to COSHH (e.g. safety data sheets)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Explain the purpose of PPE (protective clothing e.g. gloves)
Identify where they will be storing it

ROADWAYS/ CAR PARKS/ VEHICLES

Ensure understanding of safe use of mobile 'phones when driving
Ensure understanding of parking arrangements and restrictions on site
Point out any hazards present
Identify speed limits (5mh on site)

LOCAL FACILITIES

Show where lockers are located and issue keys accordingly
Point out mess rooms

REPORTING OF ANY DEFECTIVE EQUIPMENT AND PRE-USE CHECKS

Who to report to with an observation - 'Every'
Explain the purposes of pre-use checks of equipment

INTRODUCTION TO KEY PERSONNEL

Remind them who their line manager in charge of them – reporting absence etc

OTHER

Sign up for parent mail
Local emergency plans
Severe weather plan/arrangements
Occupational ill health – how to report/refer to Occupational Health

SPECIAL NEEDS

Local arrangements to deal with any special needs e.g. mobility, hearing, sight impairments for staff and visitors

ELMBRIDGE PRIMARY SCHOOL

INDUCTION AND SAFETY PROCEDURES:

CONFIRMATION RECORD

1. I acknowledge that the information detailed in the school's Health and Safety Induction Checklist has been provided and that I have been given the opportunity to ask for clarification on any matters I do not fully understand.

Name of Employee/Student:

Employee's Signature:

Name of person providing briefing:

Signature of Briefer:

Health & Safety Policy

September 2024

Date of Briefing:

School/Service:

Both parties please retain a completed copy of this document for your local staff file and employee training records file.