

The Shrubberies School Health & Safety Policy

The Shrubberies School Oldends Lane Stonehouse Glos GL10 2DG

The Apperley Centre, Woodcock lane, Stonehouse Glos GL10 2ER

January 2024

This policy document addresses:

- the statement of the employer's general policy on health and safety
- the organisation and responsibility for implementing arrangements including allocation of functions to individuals
- the arrangements for carrying out the functions to control risks

This statement is the schools headline commitment to managing health and safety by identifying risks in school and stating how the school will mitigate and manage those risks. Other documents and policies will be signposted to enable further information to be obtained. This document relates to The Shrubberies School and the Apperley Centre.

This policy states how the school will meet the standards set in the Statement of Intent. It involves signposting procedures and arrangements for controlling risks. In some cases key control measures have been summarised or bullet pointed.

Following annual reviews and amendments to the H&S Policy Document, the following will occur

- communication to Senior Management – consultation on draft changes
- Replacement of previous version on teachers shared staff drive
- inclusion in any induction arrangements for new staff, student teachers and supply teachers.

REVIEW HISTORY & DISTRIBUTION

Date	Detail & distribution	Originator
14/1/2013	- Amendment of first page to reflect ownership of model policy. - Distributed to SMT & GB by email. - Addition of this review history .	SJP.
20/1/2014	- Added link to Lone Working Policy in heading Personal Security - Deleted Trident from Work Experience Placement as they are not involved anymore.	SJP
26/11/2015	Review of Policy. Added signpost to Sleuth Online	SJP
10/05/2017	Added B Jones as Head of Secondary on last page	SJP
24/4/2018	Page 2 date amended. GDPR compliance: - removed names of first aiders and removal of names of contractors. Contact details have been generalised with Senior Management Roles and contact details. Names Removed.	SJP
3/10/2018	Policy Reviewed. Change of named Governor with responsibility for monitoring Health and Safety. Additional comments regarding safety of formal leasing of the school to external organisation. Additional comments regarding online recording of incidents in school.	SJP
24/1/19	H & S File overview and policy updates actioned where necessary.	SJP
27/1/2021	Page 15. Inclusion of reference to GCC Covid-19 Risk Assessment Process for Schools adopted by The Shrubberies School. Origin – Safety Health and Environment GCC (SHE UNIT)	SJP
13 th June 2022	Change of title of document – to include site addresses for both Shrubberies School and Apperley Centre	SJP
Special School Safety, Health and Welfare Audit	A full review of this document completed in June 2022 and shared action points and summaries completed.	SMT
Dec 23	Head Teacher : Health and Safety Meeting Glos County Council	WN
Jan 24	New paragraph added to provide information on additional support and inspections in place as a maintained community special school. Page 4.	SJP

THE SHRUBBERIES SCHOOL

HEALTH AND SAFETY POLICY DOCUMENT

STATEMENT OF INTENT

Available on Teachers Shared Staff and Admin Policy File

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 this Policy and all 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 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.

This policy Statement is relevant to The Shrubberies School and The Apperley Centre.

The Risk Assessment provides information and links to other documents which can be provided on request.

Additional Support – Traded Services are purchased:

Property Care
Safeguarding for Education Settings
Health and Safety Services for Schools – SHE Unit

Additional External Inspections arranged by Gloucestershire County Council

Legionella & Water Hygiene Risk Assessment
Fire Risk Assessments
Asbestos Survey
Special School Safety Health and Environment Audit
Surveyor Annual Inspections
Glazing Surveys
Engineers annual Inspection Monitoring
Fixed Electrical Wiring Inspections

School Inspections Arranged and purchased support

Governor Annual Health and Safety Audit
Property Care purchased support
Safeguarding for Education Settings purchased support
Health and Safety Services for Schools – SHE Unit purchased support
Inspections of other fixtures and fittings as required.

Property Care and Health and Safety inspections provide the school with the knowledge of risk assessments, actions plans and status of health and safety for the school building.

ORGANISATION and Signposting to Other Policies and Documents

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 Policy Document.	See document: Annual Staffing Structure
The Duties of the Governing Body. The Governing body has overall responsibility for ensuring compliance with this Safety 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.	See documents: Governor Minutes, H & S inspections and audits
The Duties of the Head Teacher. The Head Teacher has day-to-day responsibility for ensuring compliance with this Safety 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.	See documents: GB minutes, SMT minutes, Department minutes.
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 and 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.	Policies and Procedures: Induction, professional training, sharing of expertise, appraisal review.
Pupils Pupils, in accordance with their age and aptitude, are encouraged to exercise personal responsibility for the health and safety of themselves and others. Parents are encouraged to observe standards of dress for pupils consistent with safety and/or hygiene. Pupils are guided in circumstances of an emergency and encouraged not to wilfully misuse, neglect or interfere with anything provided for their health and safety.	See document; Behaviour mgt policy Sleuth Online
School Health and Safety Representatives The Governing Body and Head Teacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and 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. Trade Union 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	Head Teacher Sue Medcroft Angela Wilton

safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Head Teacher and Governing Body.	
Temporary Staff. Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head Teacher whilst on the school site.	Procedures: Induction, Staff handbook, Specific Training Policies and Procedures
Teaching Staff. Teaching Staff have a day to day responsibility for ensuring compliance with this 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.	Procedures: Induction, performance mgt, professional development, specific H & S training
Teaching Assistants. Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.	Policies and Procedures
The Duties of Off Site Visit Coordinators (OVC). The Offsite Visit Coordinator (OVC) ensures that all off-site activities and Educational Visits, Regulations and GCC SHE standards for offsite visits are followed. The OVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School. The school refers to SHE web pages.	Responsible Person HEADTEACHER
The Duties of Premises Manager (Bursar, Business Manager, Site Manager). The Premises Manager has a day to day responsibility to support compliance with the School 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.	See document: SBM, Job Description.
Volunteer, Work Experience Students and Parent Helpers. Volunteer, work experience students 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.	Procedures: Induction, Staff handbook

PROCEDURES AND ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Responsibility	Action/Arrangements in Place
Communication The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	Led by SMT - Whole School Commitment	Policies and Procedures Governor Meetings Department meetings Staff meetings segregated within posts Minutes of each Available documents Induction <i>Website</i>
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Led by SMT – Whole School commitment	<i>Permanent Agenda Item in GB and Dept meetings.</i>

Section 1 - RISK ASSESSMENT		
Risk Assessment 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 Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The following staff are responsible for completion of risk assessments within the following areas: Teachers: Classroom risk assessment, swimming risk assessment, off site visits risk assessments, pupil behaviour risk assessments Forest School risk assessments are also in place where necessary Head Teacher: Site Risk Assessment, Fire Risk Assessment, Staff risk assessments (health or injury issues)	SMT Class Teachers	<i>Document:</i> <i>Generic Risk Assessment</i> . <i>Educational Risk Assessments</i>
School Trips/Offsite Visits The school complies with DFE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on County Council Guidance.	Deputy Head Teacher	<i>off site visit coordinator</i> <i>See documents:</i> <i>EV Forms File.</i>
Working at Height The risks associated with working at height are identified through schools generic risk assessment following guidance from the GCC SHE Working at Height Risk Assessment Toolkit. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.	Head Teacher	Restrictions: Approved trained staff/contractors only
Noise The school is aware of their 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.	Head Teacher	H & S annual audit

Violence to Staff The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise System and other online systems currently used which provide monitoring , assessment, and response to be managed in an efficient and effective way.	Head Teacher	See document: <i>Behavior Management Policy . Sleuth online Safeguarding Policy</i>
Security Arrangements Including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process	Head Teacher	See <i>Schools Generic Risk Assessment</i>
Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety	Head Teacher	See <i>Schools Generic Risk Assessment</i>
Hazardous Substances (Control of Substances Hazardous to Health CoSHH) Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.	Head Teacher SBM	See Document: Schools Generic Risk Assessment School COSSH data file. Gold File Notifications
Personal Protective Equipment 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.. Staff are responsible for ensuring that they use PPE where it is provided.	Head Teacher	PPE Provided for: Pool Management Health Care Educational Activities Premises Mgt See generic risk assessment
School Transport The school follows guidelines within the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance 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.	Off-site Visit Co-ordinator	See Documents: EV Forms Educational Risk Assessments

Manual Handling (typical loads and handling pupils) The school refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Management staff are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.	Head Teacher SMT	See: Manual Handling Policy Training Records Induction
Curriculum Safety (including extended schools activity/study support) Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of equipment is held within the school. Teachers / supervisors check, maintain and store correctly all tools/equipment/machinery.	Head Teacher SBM	See documents: Education Risk Assessment Service and Maintenance Records
Work Experience Placements Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.	Deputy Head Teacher	See Documents relating to: Trident – H & S Students and Volunteers
Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The school adheres to the GCC Corporate Policy, guidelines and procedure SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Head Teachers/Heads of Department ensure 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.	Head Teacher	See document: School generic risk assessment
Parent Teacher Association 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.	PTA Treasurer Head Teacher	See documents: PTA Insurance Event Risk Assessments
Playground Supervision / Play Equipment and Maintenance	Head Teacher	See document: Generic School Risk Assessment Educational mgt plans and risk assessments

Risks are assessed within the generic school risk assessment and individual education risk assessments completed by teachers. 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.		
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Service Contractors Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this document is provided to them.	Head Teacher	See document: School Inspection and Maintenance schedule.
Building Contractors This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.		LA approved and LA project Mgt ensure H & S standard
Small Scale Building Works This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.	All staff consulting with contractors	Responsibilities and emergency and normal operating conditions observed. See document: Contractors in school. Generic School Risk Assessment
Lettings (shared working – playgroups etc) The school follows the Asset Management and Property Services (AMPS) Guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Head Teacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken. Formal Leasing of the building is managed via the schools Legal Services which supports the leasing agreement and the hiring terms and conditions to ensure safe ownership and responsibilities of the building and those who use it.	Head Teacher SMB	See Documents: Lettings File Generic school risk assessment Educational Risk Assessments Hirers Risk Assessments Insurance and all other checks completed
Slips/Trips/Falls The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Head Teacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.	Whole School Commitment	See Document: Generic School Risk Assessment

Cleaning A cleaning schedule is in place which is monitored by the Head Teacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.	Head Teacher SBM Senior TA	Contracted Out Services LA supported tenders Manager Supervised internally and externally
Transport Arrangements (on-site) The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoids same access for all.	Head Teacher	Travel Plan completed Policies and procedures disseminated to staff and transport personnel.
Bus Duties (supervision of pupils boarding school transport or public transport) At end of day and during school activities	Responsible Staff	See documents: Educational Risk Assessments
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 GCC SHE General Risk Assessment Toolkit.	Head Teacher SBM	See document: Premises maintenance and inspection schedule.
Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.	Head Teacher SBM	See document: Premises maintenance and inspection schedule.
Glass and Glazing A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations 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.	Local Authority tendered work	<i>See File: Property Inspections for Glazing audit and</i>

Water Supply/Legionella An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. named responsible person has clear understanding of their duty, 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.	Head Teacher SBM	<i>See Files: Legionella (LEGO) policy, current procedures audits. Caretaker file - Testing Records</i> <i>Legionella inspections arranged by GCC .</i>
Snow and Ice Gritting Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment is has been carried out and an emergency plan implemented when determined what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, and access to quick delivery of supply of grit/salt via local authority property services.	Head Teacher Caretaker	<i>Emergency Assessment</i> <i>Storage and distribution of salt..</i>

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS	Responsibility	Actions, Arrangements in Place
Infectious Diseases The school follows the National Guidance produced by the Health Protection Agency. The School has adopted the SHE Unit GCC Covid 19 Risk Assessment Process for Schools. This is made available to all staff to read, and information is published on the school website.	Head Teacher	<i>Policies and Procedures</i> <i>Risk Assessment</i> <i>Website Informed</i> <i>Staff Read</i>
Dealing with Medical Conditions 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 suitably supportive environment for those pupils with special needs.	Head Teacher Teaching Staff	Confidential educational / personal and medical plans held accordingly.
Drug Administration 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 medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.	Head Teacher Teaching Staff	See documents: Policy: Administration of Medicine and other Confidential educational / personal and medical plans held accordingly
First Aid The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools GCC SHE procedure is followed.	Whole school is aware of who the First Aiders are and where they can be located	See Staff training records held by Deputy Head Teacher
Reporting of Accidents, Hazards, Near Misses The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure <i>SHE/Pro/4 Accident Reporting and Investigation</i>. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.	Distributed Responsibility Head Teacher, Line manager, Online Administration (Clerk).	See Documents: Bound incident book updated daily. Incident Forms reported to SHE Unit. Updates to Generic Risk Assessment following review of incident

Fire Safety and Emergency Evacuation The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place	Head Teacher	See document: Fire Protection File & Generic Risk Assessment
Crisis and Emergency Management 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 the practice emergency exercise, if deficiencies are found immediate corrections are made.	Crisis Mgt Team	See document: Crisis Management Policy Crisis Mgt Kit

Section 4 - MONITORING AND REVIEW		
Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors	Governors Head Teacher SMT	Annual Reviews and Responses to topics that arise.
Inspections Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the <i>Good Stewardship Guide</i> and the GCC SHE <i>Governors Guide - Workplace Inspections</i> 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.	<i>Governors, Head Teacher, SMT, SBM.</i> <i>See maintenance and inspection schedule for both contractor, internal and external inspection reviews and audits.</i>	

Review The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.	<i>Governors, Head Teacher, SMT, SBM.</i> <i>See maintenance and Inspection schedule for both contractor, internal and external inspection reviews and audits</i>
Auditing As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.	<i>Staff Management Local Authority Contractors Safety Organizations</i>

Section 5 -TRAINING		
Staff Health and Safety Training/Competence The school is committed to ensure staff are competent to undertake the roles expected of them. The Head Teacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.	Deputy Head Teacher	<i>See document: Staff Training Records</i>
Supply and Student Teachers The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given an information guide for new staff, Health and Safety Policy Document and other relevant Policies. The Deputy Head Teacher is responsible for liaising with the Supply/Student Teacher on general school organization and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Head Teacher/responsible person gives guidance on the work to be covered.	Deputy Head Teacher Assistant Head Teacher	<i>Processes and documents: Robust induction Handbooks Policy guidance Monitoring and Supervision</i>

Volunteer and Parent Helpers Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a 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.	Head Teacher; Child Protection Officer. Deputy Head Teacher	<i>See documents:</i> Visitors Policy Parent and Community Helpers Policy
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Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff The Staffroom Room and other designated rooms will be made available for rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to GCC SHE guidance.	Head Teacher	<i>Documents:</i> <i>Personal Risk Assessment</i>
Health and Well Being Including Absence Management The school refers to GCC SHE <i>Stress Risk Assessment Toolkit</i> and has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	Head Teacher	<i>Individual Mgt Plans when necessary</i>
<i>Smoking on Site</i>	<i>Smoking is not permitted within school premises</i>	<i>No smoking signs in place</i>

Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Whole school commitment	Waste recycling Phone Recycling Cartridge recycling when possible
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner	Medical Waste Services GCC Contract Managed	Contracted Service in place. Cannon Hygiene.

Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).	Head Teacher	Supported by LA and contracted supported service.
Training accounts are activated online to staff from Food Hygiene Courses. Foodhygienecourses.co.uk	Whole school commitment to food hygiene	Supported by recognised food safety training
Section 9 – HEALTH AND SAFETY ADVICE and SCHOOL CONTACTS		
Health and safety advice is obtained from Gloucestershire County Council Occupational Health and Safety (SHE) 01452 425349/50		
Contact the main office on 01453 822155 to discuss any issues with The Head Teacher, The Deputy Head Teacher, The Business Manager, Head of Upper, Middle and Lower School. 01453 821775 to contact The Head of The Apperley Centre. Please request policy documents and procedures for further information of aspects referred to in this health and safety policy.		