Gloucestershire
COUNTY COUNCIL

TWYNING SCHOOL

Health and Safety Policy

Date Created:	June 2017
Last reviewed on:	May 2026
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Reviewed By:	School Business Manager
Governor Committee:	Finance, Premises and Staffing

HEALTH & SAFETY POLICY DOCUMENT

PART 1 STATEMENT OF INTENT

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

It is the policy of Twyning School to ensure so far as is reasonably practicable, the health, safety and welfare of all persons working for the school(s) and others who may be affected by our undertaking.

The Governing Body and Headteacher recognise and accept their responsibilities under law and also under Gloucestershire County Council delegation for local management of schools.

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/Board and Headteacher.

In particular, the Governing Body and Headteacher shall:

- provide a safe and healthy working and learning environment
- ensure that the premises are maintained in a safe condition
- maintain safe access to and egress from the premises
- prevent accidents and work-related ill health
- assess and control risks from curriculum and non-curriculum work activities including educational visits
- comply with statutory requirements as a minimum
- ensure safe working methods and provide safe equipment
- provide effective information, instruction, and training
- develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- ensure a healthy working environment is maintained including adequate welfare facilities
- ensuring safe use, handling, and storage of substances at work.

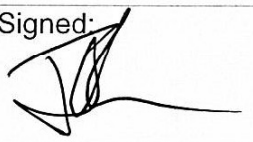
In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools' activities with the necessary information, instruction,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

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

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full cooperation 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

Signed: 	Signed: 
Headteacher's name: LUCY GLADSTONE	Chair of the Governors name:
Date: 17/6/26	Date: 22/6/26

Version History:

Revision Date	Author	Version	Description of revision
May 2026	Lorna Tingle	11	New template

Links to other policies:

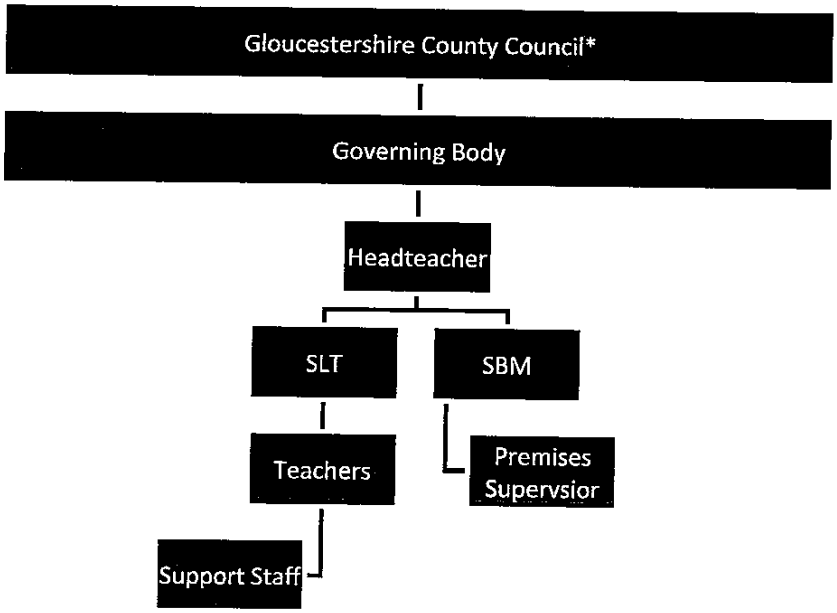
- Safeguarding
- SEND
- Behaviour
- Emergency and Business Continuity Plans
- Fire Policy/Evacuation Plans
- First Aid in School
- Administering Medicines
- Lone Working
- Staff Handbook
- Code of Conduct
- Accessibility Plans
- Asbestos Management Plan

Part 2 Organisation

Introduction

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

Health and Safety Organisation Chart



GCC Relationship with Schools

The legal responsibility and thus accountability for health and safety in schools lies with the Council as the employer in community schools, voluntary controlled schools and the alternative provision service. For academies and voluntary aided or foundation schools, responsibility rests with the Governing Body or Trust.

The Council provides a delegated budget under the Scheme for Financing Maintained Schools within the authority, so that each school can take control of day-to-day issues, including adequate resources for health and safety.

Headteachers and Governing Bodies are delegated health and safety related functions by the Council and are responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching and ancillary staff, pupils, visitors and any other person using the school premises or engaged in activities by the school.

The Governing Body

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

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

In consultation with the School Business Manager and 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.
- ensure compliance in relation to H&S by way of receiving regular reports and updates from the School Business Manager and Headteacher.
- As part of this monitoring, the Governing Body shall question leaders about whether appropriate corrective action is being taken, whether learning is being shared and improvements are being put in place.

Business Manager

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

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

Headteacher

The Head has the following responsibilities:

- Be fully committed to the Health and Safety of their school.
- Ensure that this Policy is communicated adequately to all relevant persons and adhered to at every school for which they are responsible.
- Ensuring this policy is followed by all staff, pupils and visitors that fall under the duty of care of the school.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- An appropriate organisational structure is in place in the school to manage health and safety.
- Where necessary, delegate in writing any of the functions listed to appropriate person(s), who will have the knowledge and experience to undertake such functions. Whilst functions may be delegated, accountability will remain with the headteacher.
- Qualified first aid personnel and facilities are provided.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are recorded, investigated, reported following the school adopted process; and control measures implemented to prevent any recurrence.
- Monitor records and statistics of all accidents and incidents that occur within the school.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage of substances. This includes obtaining and provision of safety information; undertaking COSHH risk assessments relevant to the activities and hazards within the school(s) and that relevant employees are informed of the significant findings of the assessments.
- A risk assessment has been undertaken to identify the measures needed to reduce the risks from infectious diseases and public health incidents.
- All health and safety issues raised by employees are recorded and investigated.
- Regular inspections of the school buildings and grounds; and maintenance of it
- Regular safety checks are undertaken and recorded of the testing, maintenance and statutory inspections of installations, systems and work equipment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work.
- Any unsafe conditions, faulty systems or work equipment identified is immediately taken out of service until repaired or replaced. Such unsafe conditions or faults are reported to the appropriate person to arrange repair or replacement.

- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Adequate welfare facilities, including temperature, lighting and ventilation levels.
- Safe access and egress is provided and maintained in all areas within the schools.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory requirements.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- The provision of such information, instruction and training as is necessary to ensure health and safety.
- Suitable and sufficient risk assessments are undertaken.
- The location of any asbestos containing materials is identified and appropriately managed.

Employees

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

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

Teaching Staff

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

- Identifying and assessing risks when planning lessons and activities for pupils.
- Maintaining the classroom in a condition such that is safe and without risks to health.
- Exercise good standards of housekeeping and cleanliness.
- Exercise vigilance and conducting periodic inspections to identify any areas of concern or risks to those using or working in the classroom.
- Know and apply the procedures in respect of fire, first aid and other emergencies.

Educational Visit Coordinators (EVC)

The school shall nominate an EVC who oversees the approval mechanism for all educational visits or the Head assumes the role. In this particular case the SBM will act as the EVC.

Due to the nature of the role, the EVCs shall have experience of practical off-site activity and visit leadership, and appropriate status within the school that enables them to guide the working practices of their colleagues. Functions of the EVC which are administrative in nature may be delegated to an appropriate member of staff, but the responsibility to ensure that these functions have been carried out remains with the Headteacher.

The EVC shall ensure that all educational visits and off-site activities planned by teaching staff meet the requirements of the guidance, as well as the requirements of school policy and procedures.

The functions of the EVC include:

- Taking the lead on developing and reviewing schools procedures.
- Supporting the Head and Governors with approval decisions.
- Assessing the competence and confidence of visit staff to lead and supervise.
- Organising the training and induction of leaders and others going on the visit.
- Ensuring that emergency arrangements and emergency contacts for each visit are in place.
- Ensuring that individual visits are reviewed and evaluated including accident/ incident/near miss reports.
- Monitoring of Visit Leader planning and sample monitoring of visits in practice.

Temporary Staff

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

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

School Safety Representatives

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

Volunteer and Parent Helpers

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

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

Pupils
Pupils are expected to exercise personal responsibility for their own health and safety and that of others, appropriate to their age and understanding. They should observe all the health and safety rules of the school and follow the instructions of staff at all times. Pupils must use equipment safely and not misuse or interfere with anything provided for health and safety.

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

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

Part 3 General Arrangements

The following arrangements will be established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

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3.1. Risk Assessment

The underlying process which informs safety management is risk assessment. A general risk assessment of the school has been undertaken to identify the key facility and activity risks present in the school and the measures that are already in place to manage these. Where necessary further measures have been identified to improve health and safety to be implemented within the school.

Assessments of other significant risks must be made with those persons responsible for the activity/ area affected and the significant findings of these decisions will be recorded and brought to the attention of the Headteacher and any other staff affected. Where appropriate pupils and others (e.g. volunteers) must be briefed on the steps they must take for their health and safety.

- Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of Head and SBM. These include classroom risk assessment, caretaker risk assessment an office risk assessment.
- School Trips/Offsite Visits - The person with the delegated role of Educational Visits Coordinator (EVC) has responsibility to oversee risk assessments for trips; this role has been delegated to [post]. 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.
- Curriculum Safety (including extended schools activity/study support) - Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained, and stored correctly.]

3.2. Accident Reporting and Investigation

Any incident, injury or near miss is to be reported to the office by the person or persons involved as soon as possible and details recorded.

When a child suffers an injury, parents/ carers shall be informed. Depending on the severity of the injury, this may be immediately via a phone call, but a note will also be sent home to inform the parent.

All significant incidents are to be reported to the Headteacher who will carry out an immediate investigation in order that the cause of the accident can be identified and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. The Headteacher shall also inform the Governing Body of all major incidents.

Accidents will be monitored for trends and a report made to the Governing Body by the Headteacher/Business Manager.

Where appropriate, accidents with be reported online using SHE Assure. This will include any injuries or ill-health to employees and visitors; and significant incidents or injuries to children, such as those requiring on site first aid and off site medical assistance.

All accidents which fall within the scope of the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported by SHE/by the Headteacher/other defined person*. This is a legal requirement for the employer to report. If reported on SHE Assure, SHE will report on the school's behalf (as per the SLA) and provide a copy of the report, otherwise an appropriate person for the *school/federation/Trust** must report specified injuries, diseases and dangerous occurrences to HSE.

3.3. Asbestos

Asbestos containing materials (ACM) have not been detected in the school building, however some of the roof spaces have not been sampled. If managed carefully, the presence of ACM will not pose a risk to staff and pupils. Undamaged, sealed materials will not release fibres. However, if materials containing asbestos are disturbed or damaged, asbestos fibres can be released into the air and breathed in by staff and children. This puts them at risk of contracting a number of serious diseases in later life, including mesothelioma and lung cancer.

The school will take the following steps to manage the asbestos in the school:

- A 'management survey' of ACMs in the school has been carried out by asbestos specialists to assess risk of exposure.
- ACM likely to pose a significant risk has been removed.
- An 'asbestos management plan' has been produced and is available to all staff and visitors in the office.
- The Headteacher is to make sure staff know the risks and precautions they need to take. All staff have been instructed not to put up any displays, lift ceiling panels or access areas of the building containing ACM.
- All contractors are to check the register in the asbestos management plan and sign a permit before undertaking any work.
- The asbestos management plan will be reviewed at least annually by the Premises Supervisor.
- Before any refurbishment work in the building the Governing Body will commission a refurbishment and demolition survey.

If there is an incident of asbestos exposure the Headteacher/Business Manager must be informed and take the necessary steps to ensure that everyone is safe and, unless the incident is very minor, will need to report it to the Health and Safety Executive.

3.4. Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by:

- Consulting staff in the risk assessment process
- staff meetings,
- sharing information (via email/Google Drive)
- supervision and performance reviews include health, safety and welfare
- etc.
- Health and Safety Item on September INSET day

3.5. Contractors

The policy of the school is to ensure that whoever carries out work on behalf of the school is able to do so in a way that does not put workers or the pupils at unacceptable risk.

Before any work is carried out, the Governing Body or Headteacher must establish contractors are suitable and have sufficient skills and knowledge to do the work safely by consideration of the following points:-

- Utilising contractors from the local authority/AMPS framework
- References from previous customers;
- Inspection of previous work;
- Examination of the contractor's health and safety policy, procedures and practices;
- Membership or registration with a Federation, health and safety scheme (e.g. CHAS), National Inspection Council and any appropriate licences are held (e.g. for asbestos).
- The contractor has up to date Public Liability insurance.

The contractor must assess the risks for the contracted work and follow their own safe systems of work taking into account how they will impact upon staff, pupils and other visitors on site. The Headteacher will consider any risks from the contractor's work that could affect the health and safety of the staff and pupils. Contractors must supply risk assessments in advance of any work.

Contractors shall sign in to school at the reception and wear a visitors badge. Upon issue of the badge they will be made aware of fire and accident procedures. Photo ID is required by all contractors prior to working on the site. Contractors will be required to view the asbestos register and sign the permit to work.

3.6. Display Screen Equipment

The majority of employees within the school will likely come within the definition of DSE users as this includes persons that:

a) normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
b) use DSE in this way more or less daily; and
c) have to transfer information quickly to or from the DSE; and
d) need to apply high levels of attention and concentration; or
e) are highly dependent on DSE or have little choice about using it.

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

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

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

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

- The school should refer to SHE guidance.
- Headteachers/Heads of Department must ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

3.7. Driving for Work

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

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

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

The Headteacher/Business Manager shall ensure that

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

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

3.8. Educational Visits

Each year the school will arrange a number of activities that take place off the school site, which support the aims of the school. The school has adopted the Gloucestershire 'Guidance for Educational Visit'.

Any member of staff that wants to propose a visit is responsible for undertaking detailed planning in good time before the event. The Headteacher/EVC must be informed before a visit is planned and shall approve the completed plan and risk assessments for the visit before departure.

The member of staff leading a visit shall be responsible for identifying the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required. Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours.

The Headteacher/EVC will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations). The Headteacher and another senior members of staff will be appointed as the emergency contacts for each visit. The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contacts, including the home contact details of parents and next-of-kin, as appropriate.

3.9. Emergency Management/ Business Continuity

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

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

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

A team shall be in place to act as the decision-making body for the management of any incident. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the emergency, necessary office equipment and supplies and appropriate building plans.

A test or exercise is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

3.10. Estate Management

School has arrangements in place for good estate management to ensure legal responsibilities for managing and maintaining school buildings, services, fixed fittings and equipment.

- The premises supervisor is responsible for estate management and property compliance such as fire alarm testing, emergency light testing and legionella compliance.
- DfE Good Estate Management for Schools manual has been adopted and relevant tools and checklists have been completed.
- The Premises Supervisor will carry out periodic self-inspections of the building(s) or site, classrooms etc. for obvious signs of damage or risk to safety.
- Teachers and other school staff will report defects, faults, maintenance issues to the Premises Supervisor via the maintenance logbook.

Electrical (Portable and fixed wiring)

- The school shall ensure that all electrical wiring systems and electrical equipment is installed and maintained in a safe condition.
- Only authorised and fully qualified personnel are permitted to inspect, install or repair the electrical system and any equipment.
- Electrical faults that are known or suspected are reported to the Premises Supervisor.
- Faulty electrical equipment must not be used and if it becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repaired.
- Portable appliances are inspected and tested periodically. The frequency of inspections and testing depends on the equipment, the environment in which the equipment is used and the conditions of usage.
- Staff must not bring personal appliances into the school.

Water Hygiene

- The Premises Supervisor is responsible for the managing the risk of legionella and scalding
- Legionella survey and risk assessments have been carried out by a competent contractor
- The Premises Supervisor completed the Water outlet temperature testing and flushing regimes

- The Premises Supervisor has received legionella awareness and testing training

Glazing

- the risks from glazing have been considered, glazing has been surveyed and protective measures put in place where appropriate (e.g., safety glazing or safety film fitted).
- Window opening are restricted to no more than 100mm to prevent collision with open windows, falls from open windows and unwanted behaviour, such as throwing objects out of windows.

Doors and Gates

- Finger guards have been fitted in school to manage finger traps, which is a common cause of injuries in schools

Trees

- Any trees on site are routinely inspected by The Premises Supervisor, reflecting the level of risk.
- Visual inspection of trees following any potentially damaging activities or weather.
- Remedial work to trees undertaken by competent persons

Standards for school premises:

To meet the requirements in School Premises Regulations, we can confirm compliance with the following standards:

- Suitable toilet and washing facilities are provided.
- Accommodation is provided in order to cater for medical and therapy needs of pupils (with washing facilities and near to toilets).
- Acoustic conditions and sound insulation of each room or other space are suitable, having regard to the nature of the activities which normally take place.
- Lighting is suitable for the activities normally taking place (internal spaces and externally).
- Suitable water supplies are provided, including drinking water, hot and cold water to toilets and washing facilities.
- Hot water at the point of use does not pose a scalding risk.

Snow and ice

- Risks are assessed and plans developed to determine what action needs to be undertaken during adverse weather conditions e.g., which specific routes are gritted.
- There is suitable storage for salt/grit and tools on site and a sufficient supply of grit/salt is available.
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3.11. Fire Safety

Refer to separate Fire Policy or procedures and summarise arrangements for fire:

- the school has a fire risk assessment undertaken by a competent body every 3 years or so.
- The school reviews the fire risk assessment and any actions within it at least annually.
- Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g., by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)
- Staff fire awareness training
- Fire evacuation procedures are displayed in every classroom and at various points throughout the school and all staff shall familiarise themselves with the means of escape.
- The Headteacher will ensure regular fire drills are carried out to test the procedures so that staff and pupils are familiar with what to do in the event of an evacuation.
- Details of fire wardens and others with specific responsibilities.
- Specific details such as when the alarm is tested, the location of the assembly point, where records are held can be recorded here as this document refers to your premises.

3.12. First Aid

Please refer to the First Aid Policy or summarise arrangements for providing emergency first aid.

- First aid needs have been assessed.
- The school medical room contains first aid equipment and supplies
- the school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders
- all staff have attended emergency first aid in schools training. This is sufficient to deal with most injuries to pupils, but not staff injuries.
- Designated first aiders have attended First Aid at Work/Emergency First Aid at Work course.
- Records of injuries and first aid or medical treatment will be kept.

3.13. Hazardous Substances

Potential exposure to harmful substances shall be identified by the Headteacher/School Business Manager and risk assessed. This may include chemicals, dusts such as wood dust, and biological hazards from bodily fluids.

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

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

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

3.14. Infectious Diseases

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

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

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

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

3.15. Lone Working

The school is committed to managing the risks associated with lone working, and where lone working occurs, shall ensure that the risks are adequately assessed and controlled.

So far as is reasonably practicable, the site and buildings shall be safe by design with adequate security, fire prevention and protection so occupants should be safe even when working alone.

Risk controls shall be adopted where appropriate and depending on the circumstances include the following:

- Avoid lone working when possible.
- Work in pairs.
- Reduce risk of injury by avoiding hazardous work activities when alone (for example, work at height, heavy lifting, etc.).
- Ensure that someone knows where lone workers are and what time they will return or finish work.
- Check in / out with someone at the start and end of the day.
- Reduce the length of time spent lone working, for example take work home rather than staying in the building alone after hours.
- If working alone in a building, ensure that external doors and windows are all secure
- Carry school mobile phone with them at all times

3.16. Manual Handling

Where possible employees shall avoid hazardous manual handling tasks. Where manual handling cannot be avoided, the risk of injury shall be assessed and reduced as far as is reasonably practicable.

For most employees, manual handling operations are not considered hazardous because they involve light weights, handling is infrequent and takes place in favourable working conditions, in which case there is no need to carry out specific task related to manual handling assessments.

Measures to reduce the risk of injury shall include:

- Providing information on good manual handling technique.
- Formal training by competent instructors where it has been identified as a necessary control measure in risk assessments.
- Providing lifting aids and other equipment as necessary.

Risk assessment for moving/handling people shall be considered as part of the care planning process.

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

3.17. Personal Protective Equipment (PPE)

The need for PPE as a control measure is assessed on the basis of risk assessment. Other means of controlling risk posed by hazards shall be sought first (e.g. remove the person from any hazard or isolate the hazard in some other way).

Employees shall be supplied with equipment that is suitable and sufficient and be provided with information, instruction and training in the correct use, storage and care of PPE. Employees are responsible for ensuring that they use PPE where it is provided.

3.18. Playground Supervision/Play Equipment and Maintenance

- a risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken.
- measures to manage the risk include sufficient staff at playtime and at lunchtime.
- play equipment and structures subject to pre use checks, routine visual inspection and a thorough inspection annually by a competent person.

3.19. Pregnant Employees and New Mothers

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

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

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

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

3.20. Security Arrangements

The security measures that are in place have been reviewed to assess risks and identify any additional steps that shall be taken to prevent unauthorised access and protect staff and pupils from harm and to protect school property. Measures include

- Entry to the school site is restricted with fencing, gates, boundary hedges and landscaping to prevent all but the most determined.
- The site is physically secure out of hours including effective intruder alarms and response arrangements.
- Access control measures prevent unauthorised access to the building during the day.
- Visitors to the school are directed to the main reception by signs outside.
- All external doors are secured from outside entry when the pupils are inside.
- During outdoor play pupils are supervised in the playground.
- All visitors entering the school must provide ID and be requested sign the visitors book and sign out at the end of the visit. Badges are worn by all visitors.
- Visitors will be accompanied by a member of staff for the duration of their visit, unless authorised by the Headteacher to walk about alone.
- If unknown visitors are encountered in the school, or not wearing a valid badge they shall be challenged by staff and reported to the school office immediately.
- Persons are responsible for the security of their own personal items. Staff and pupils are discouraged from bringing valuable items into school.
- Procedures for controlling access and barring individuals from the premises.
- Emergency procedures shall be implemented in the event of a security breach or threat. Lockdown procedures are practised with staff.

3.21. Smoking

The school is a no smoking site and staff, visitors and contractors are required to conform. The policy is that e-cigarettes and vaping are to be treated as other smoking material i.e. not permitted in our buildings/on site.

The school will support employees who find it difficult to restrict their smoking or wish to give up smoking, and provide details of smoking cessation organisations.

3.22. Stress, Mental Health and Wellbeing

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

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

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

3.23. Training

The school is committed to ensure employees are competent to undertake the roles expected of them. The Headteacher will 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 shall be reviewed at least on an annual basis. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.

3.24. Violence

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

A separate specific Behaviour Policy is in place.

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

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

3.25. Working at Height

Work at height will be avoided wherever possible. Staff shall not climb onto chairs, desks, other furniture, etc. When working at low height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used.

Work carried out at height where a significant injury could result must be agreed by the Headteacher/designated person* and a specific risk assessment carried out in order to identify and implement suitable control measures. Staff who work at height will be briefed in risk assessment findings. Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment.

Equipment provided for accessing height (kick stools, stepladders, ladders, towers etc.) shall be inspected before use and a documented thorough examination carried out at least annually. Any damaged access equipment shall be taken out of use and clearly labelled and removed as soon as practicable.

Part 4 Monitoring and Review

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The school shall comply with statutory duties including undertaking a range of active and reactive monitoring of our health & safety performance and reviewing health and safety arrangements. This enables us to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment.

4.1. Monitoring Arrangements

- Regular Inspections and Audits
    - Routine inspections of classrooms, playgrounds, and other facilities.
    - Schedule periodic premises inspections by the Headteacher and Governors
    - Document findings and corrective actions taken.
    - Professional servicing and inspection of systems, services and equipment.
    - Records of defects and property damage.
    - Reports are reviewed, presented to the Board/ local governing body and actions arising are tracked until closure in a recorded fashion.
    - External audit of safety arrangements by the local authority SHE team.

- Incident Reporting and Investigation
    - Procedures for reporting accidents, near misses and health issues.
    - Accidents will be investigated to determine the cause of the accident, underlying factors (e,g. management, training etc.) and measures taken to prevent a reoccurrence.
    - Incident data will be shared and analysed to identify trends to prevent future occurrences.
    - Safeguarding incidents recorded and investigated.
    - Behavioural, violence and aggression and security failures reviewed for lessons learnt and post incident support.
    - Ill-health and sickness absence reporting and monitoring.

- People Management
    - The school encourages all employees to provide feedback on health and safety practices.
    - We will use surveys, suggestion boxes, and regular meetings to gather input.
    - System for monitoring staff training (e.g., training spreadsheet).
    - Supervision of employees and contractors to check competence during work activities, ensuring they are working safely and are following our policies and arrangements.
    - Monitor staff health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessments and medical advice.

4.2. Reviewing Arrangements

- Policy Review.
    - School policies are reviewed periodically annually or according to a schedule of review to ensure health and safety arrangements remain relevant and effective.
    - Updates to the policies to reflect changes in legislation, industry standards, and organisational priorities.

- Management Reviews
    - Regular leadership meetings to review health and safety performance.
    - Health and safety is a standard agenda item on the Governing Body meetings.
    - Discuss audit results, incident reports, and employee feedback.

- Risk assessments
    - Those with responsibility for assessing risks in the school review risk assessments at least annually to check and make sure the precautions remain suitable.
    - Relevant risk assessments reviewed following any significant incidents, change in tasks, premises layout, equipment or personnel.