



HEALTH AND SAFETY POLICY

Swell and Longborough Primary Schools

PART ONE

STATEMENT OF INTENT

1. This policy statement supplements both the general statement of policy issued most recently by the Gloucestershire County Council.
2. The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under Gloucestershire's scheme of 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 is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - 4.1 The premises are maintained in a safe condition.
 - 4.2 Safe access to and egress from the premises is maintained.
 - 4.3 All plant and equipment is safe to use.
 - 4.4 Appropriate safe systems of work exist and are maintained.
 - 4.5 Sufficient information, instruction, training and supervision is available and provided.
 - 4.6 Arrangements exist for the safe use, handling and storage of articles and substances at work.
 - 4.7 A healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

6. Within the financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
 - 7.1 To take care of their own safety and that of others and;
 - 7.2 To co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
10. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
11. This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Name Graham Doswell **Signature** _____ **Date:** __
(Chair of Governors)

Name Karen Lewis **Signature** _____ **Date:** __
(Head Teacher)

PART TWO

ORGANISATION

INTRODUCTION

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

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

1.0 The Duties of The Governing Body

- 1.1 In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:
 - 1.1.1 Make itself familiar with the Local Authority's corporate Safety Policy and the advice and guidance provided by the LA; [Gloucestershire County Council - Safety Health & Environment \(SHE\) Unit](#)
 - 1.1.2 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
 - 1.1.3 Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - 1.1.4 Identify and evaluate all risks relating to;
 - the premises
 - school activities
 - school-sponsored events
 - 1.1.5 Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
 - 1.1.6 Create and monitor the management structure to enable the implementation of health & safety.
- 1.2 **In Particular the Governing Body Undertakes to Provide:**
 - 1.2.1 a safe place for staff and pupils to work including safe means of entry and exits;
 - 1.2.2 plant equipment and systems of work which are safe;
 - 1.2.3 safe arrangements for the handling, storage and transport of articles and substances;
 - 1.2.4 safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance
 - 1.2.5 supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, that such training is provided. Pupils will receive such training as

- considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated and recorded;
- 1.2.6 the required safety and protective equipment and clothing together with information on its use;
 - 1.2.7 adequate welfare facilities;
 - 1.2.8 a regular review of the accident book.
- 1.3 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:
- 1.3.1 this policy;
 - 1.3.2 all other relevant health and safety matters;
 - 1.3.3 the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

In pursuance of this policy, the Governors have established a Standards Committee. Any member of staff, pupil or parent who has reason to believe there is a problem with safety in the school should contact either the Headteacher, Chair of the Standards Committee or Chair of Governors.

2.0 The Duties of the Headteacher

- 2.1 As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers and others as appropriate.
- 2.2 The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times. In particular, the Headteacher will, on a day-to-day basis, be responsible to:
- 2.3 ensure safe working conditions of the school premises and facilities;
 - 2.4 ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
 - 2.5 ensure safe working practices and procedures throughout the school so that all risks are controlled;
 - 2.6 arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
 - 2.7 identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
 - 2.8 ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others

- are made safe in a timescale commensurate to the risk;
- 2.9 collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations;
- 2.10 monitor the standards of health and safety throughout the school, including all school-based activities;
- 2.11 monitor the management structure, in consultation with the governors;
- 2.12 consult with members of staff, including Trade Union safety representatives, on health and safety issues;
- 2.13 encourage staff and others to promote health and safety;

3.0 The Duties of Supervisory Staff

This includes Subject Leaders, Key Stage Leaders, School Administrators and Supervisors.

- 3.1 In addition to the general duties of all members of staff, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 3.2 As part of their day-to-day responsibilities they will ensure that:
 - 3.2.1 safe methods of working exist and are implemented throughout their area of responsibility;
 - 3.2.2 health and safety regulations, rules, procedures and codes of practice are being applied effectively;
 - 3.2.3 staff, pupils and others under their jurisdiction are instructed in safe working practices;
 - 3.2.4 new employees are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
 - 3.2.5 regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
 - 3.2.6 positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
 - 3.2.7 all plant, machinery and equipment in the area in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
 - 3.2.8 appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area in which they work;
 - 3.2.9 hazardous and highly flammable substances in the area in which they work are correctly stored and labelled, and exposure is minimised;
 - 3.2.10 they monitor the standard of health and safety throughout the area of responsibility in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
 - 3.2.11 all health and safety information is communicated to the relevant persons
 - 3.2.12 they report any health and safety concerns to the Headteacher.

4.0 Duties of Class Teachers

4.1 Class teachers are expected to:

- 4.1.1 Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- 4.1.2 Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice and to ensure that they are applied.
- 4.1.3 Give clear oral and written instructions and warnings to pupils as often as necessary.
- 4.1.4 Follow safe working procedures personally and ensure high standards of housekeeping.
- 4.1.5 Require the use of protective clothing and guards where necessary.
- 4.1.6 Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 4.1.7 Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- 4.1.8 Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- 4.1.9 Report all accidents, defects and dangerous occurrences to their Headteacher or School H & S Co-ordinator.

5.0 Duties of All Employees [including temporary & volunteers]

- 5.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:
 - 5.1.1 Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
 - 5.1.2 Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
 - 5.1.3 Act in accordance with any specific H&S training received.
 - 5.1.4 Report all accidents in accordance with current procedure.
 - 5.1.5 Co-operate with other persons to enable them to carry out their health and safety responsibilities.
 - 5.1.6 Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
 - 5.1.7 Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.
 - 5.1.8 Exercise good standards of housekeeping and cleanliness.
 - 5.1.9 Know and apply the procedures in respect of fire, first aid and other emergencies.
 - 5.1.10 Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- 5.2 All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.
- 5.3 Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate superior must approve such re-assignments.

6.0 School Health and Safety Officer

- 6.1 The School Health and Safety Officer has the following responsibilities:
- 6.1.1 To co-ordinate and manage the annual risk assessment process for the school.
 - 6.1.2 To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
 - 6.1.3 To make provision for the inspection and maintenance of work equipment throughout the school.
 - 6.1.4 To manage the keeping of records of all health and safety activities.
 - 6.1.5 To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
 - 6.1.6 To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
 - 6.1.7 Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

7.0 School Health and Safety Representatives

- 7.1 The Governing Body and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union.

8.0 Pupils

- 8.1 Pupils, in accordance with their age and aptitude, are expected to:
- 8.1.1 Exercise personal responsibility for the health and safety of themselves and others.
 - 8.1.2 Observe standards of dress consistent with safety and/or hygiene.
 - 8.1.3 Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
 - 8.1.4 Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

9.0 Visitors, Members of the Public and Volunteers

- 9.1 Visitors and members of the public must co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.
- 9.2 Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

PART THREE

PROCEDURES AND ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1.0 Accident Reporting, Recording & Investigation

- 1.1 The School takes the reporting and investigation of accidents, incidents and near misses seriously and the school will adhere to the GCC Corporate policy and guidelines <http://www.gloucestershire.gov.uk/index.cfm?articleid=10934>
- 1.2 In line with the SHE procedure, SHE/Pro/4 Accident Reporting and Investigation, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence. The Headteacher and Standards Committee will monitor these incidents on a termly basis to assess any need for preventative action.
- 1.3 All completed accident/incident/near miss forms will be reported electronically using SHE Enterprise accident database.
- 1.4 In the case of a child being involved in an accident, other than a minor injury, the Headteacher must be informed along with the class teacher and parents. Telephone numbers for the local surgeries and the hospital are kept in the school office. Before phoning a surgery, check the child's details in the information files in the school office. If a parent is unavailable, a member of staff should accompany the child acting 'in loco parentis'. In an emergency an ambulance should be called.

2.0 Asbestos

A Type 2 survey was undertaken in 2005 in both Swell and Longborough Schools. No asbestos was detected in school and no further action is required.

3.0 Contractors

- 3.1 The school follows the guidance issued by Corporate Building Services as outlined in the Property Log Book for the selection, appointment and monitoring anyone undertaking works These include:
 - 3.1.1 Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS or a combination taking into Consideration nature and scale of the works required)
 - 3.1.2 Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
 - 3.1.3 Having clearly identified personnel who are points of contact for contractors and visiting workers

- 3.1.4 Having all significant and unusual hazards and risks on site clearly identified
- 3.1.5 Exchanging information on hazards and risks.
- 3.2 Arrangements for Monitoring and Controlling Works in Progress. Key areas to focus attention are:
 - 3.2.1 Segregation of traffic and pedestrians
 - 3.2.2 Segregation of contractors and occupants of the school (where possible)
 - 3.2.3 Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
 - 3.2.4 Implications on fire precautions due to possible increased risk and interference with fire alarm
 - 3.2.5 System and routes of evacuation
- 3.3 **Communication**
 - 3.3.1 The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes
 - 3.3.2 Providing visitors with copies of appropriate hazard registers such as the asbestos register
 - 3.3.3 Telling visitors about these on site
 - 3.3.4 Asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
 - 3.3.5 Asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
 - 3.3.6 Controlling access so that contractors know who may also be working on site
 - 3.3.7 Sign-off / safe completion certificates
 - 3.3.8 Ensuring completion of the Premises Log Book by contractors and visiting persons
- 4.0 **Curriculum Safety** [including out of school learning activity/study support] – (see Appendix 2)
 - 4.1 The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
 - 4.2 Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPS, AfPE (formally BAALPE) DATA and county polices.
 - 4.3 All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.
 - 4.4 Schemes of work will be reviewed to assess the risk in all activities in order to determine:
 - 4.4.1 where close supervision is required
 - 4.4.2 suitable group size
 - 4.4.3 suitability for whole class participation
 - 4.4.4 where particular skills need to be taught
 - 4.4.5 personal protective equipment (PPE)
 - 4.4.6 levels of hygiene required.

5.0 Disabled visitors, staff and children

- 5.1 Access is available to all ground floor areas of the school.
- 5.2 The toilet for use by disabled persons is inspected regularly for ease of access.
- 5.3 The schools have an action plan following on from implementation of the DDA.

6.0 Drugs and Medications

- 6.1 Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or pediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.
 - 6.1.1 There is no legal duty that requires school or setting staff to administer medicines. However the school recognizes that Children with medical needs have the same rights of admission to a school or setting as other children.
 - 6.1.2 Parents wishing their child to receive medicines in school must contact the Headteacher. If it is agreed that a teacher should give medicine, the parent must complete the 'medicines in school' form.
 - 6.1.3 If a child has asthma, then an asthma registration card must be completed by the parents and be updated regularly. Teachers should have access to these cards, which are kept in the classroom. All inhalers and spacers should be named and kept on shelves in the class area.
 - 6.1.4 All staff will be made aware of children with specific medical conditions (e.g. diabetes, severe allergies requiring epipens) and the location of their emergency treatment, which is on a shelf in the classroom above child height. Children's names are displayed on a notice board in the staff room.
- 6.2 The school has adopted the DfES guidance Managing Medicines In Schools and Early Year Settings
- 6.3 For more complex needs the school has adopted the DfES and Council For The Disabled Children Including Me

7.0 Electrical Equipment [fixed & portable]

- 7.1 Portable Electrical Equipment will be inspected on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.
- 7.2 Fixed electrical checks will be carried out in accordance with guidance issued through Corporate Building Services.

8.0 Emergency Plans (see Appendix 3)

- 8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or user of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - save life
 - prevent injury

minimise loss

This sequence will determine the priorities of the emergency plan.

- 8.1.1 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The nature of rehearsals should be discussed with the LA. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.
- 8.1.2 In the event of an emergency closure the 'snowline' will be used to notify parents and the radio stations contacted.
- 8.2 The school has a 'Crisis Management Plan' in place.

9.0 Fire Precautions & Procedures (see Appendix 4)

9.1 The named competent person has responsibility for implementing the fire Management Plan by:-

- 9.1.1 Detailing of any significant findings from the fire risk assessment and any action taken;
- 9.1.2 Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
- 9.1.3 Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
- 9.1.4 Recording of false alarms;
- 9.1.5 Testing and maintenance of emergency lighting systems;
- 9.1.6 Testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
- 9.1.7 Testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
- 9.1.8 Recording and training of relevant people and fire evacuation drills;
- 9.1.9 Planning, organising, policy and implementation, monitoring, audit and review;
- 9.1.10 Maintenance and audit of any systems that are provided to help the fire and rescue service;
- 9.1.11 The arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire;
- 9.1.12 All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

10.0 First Aid

- 10.1 The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.
- 10.1.1 All teaching and support staff have first aid training. Staff working with infant children also have specific Paediatric First Aid training..
- 10.1.2 Supplies of first aid materials will be held at two locations (Cloakroom store cupboard and the KS2 classroom). These locations will be determined and reviewed by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.
- 10.1.3 Adequate and appropriate first-aid provision will form part of the arrangements for all out-of-school activities.

- 10.1.4 A record will be made in the Accident Book of each occasion any member of staff, pupil or other person receives first-aid treatment either on the school premises or as part of a school-related activity.
- 10.2 The guidance issued by the DfES on first aid for schools has been adopted by the school. [Online Publications: Product details - L01](#)

11.0 Food Hygiene

- 11.1 If a Catering Manager is employed, he/she will be trained in an Intermediate Level of Food Hygiene and all other catering staff at the basic level. All will receive refresher training as necessary.

12.0 Glass & Glazing

- 12.1 All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises.

13.0 Hazard reporting procedures

- 13.1 Staff should be alert to hazards at all times and report any concerns immediately to the head teacher or deputy head teacher.
- 13.2 Slips, trips and falls account for a high percentage of injuries in school. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to, and report, any condition considered hazardous. Such conditions can include, but are not limited to, uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

14.0 Hazardous Substances

- 14.1 The School will adhere to GCC policy and procedure in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.
- 14.2 The SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) will be followed as guidance to the assessment process.
<http://www.gloucestershire.gov.uk/index.cfm?articleid=11066&detailid=11091&startat=C>

15.0 Health and Safety Advice

- 15.1 Health and safety advice is obtained from Gloucestershire County Council SHE Unit .
- 15.2 **General Health & Safety arrangements**
- 15.2.1 Potentially dangerous substances must not be stored in class areas.
- 15.2.2 Water, clay or any other potentially 'slippery' material should not be left lying on the vinyl floors.
- 15.2.3 Stiletto heels are not to be worn in the school building.
- 15.2.4 If staff have medicines in handbags, these are not to be stored in class areas where children could have access to them.

- 15.2.5 Should any batteries begin to leak, dispose of them carefully.
Where children are handling batteries (ie science) they should not use rechargeable batteries.
- 15.2.6 If any equipment is taken home by a member of staff, a form (kept in the school office) should be completed and then signed by the Headteacher. This is necessary for insurance purposes.

16.0 Handling & Lifting

- 16.1 The school will adhere to the corporate approach on managing manual handling as identified in its health and safety policy.
- 16.2 Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.
- 16.3 Managers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.

17.0 Insurance and legal obligations

- 17.1 The governing body is responsible for the following insurance:-
- (a) Public Liability Insurance
 - (b) Insurance cover for community use of schools which details:-
 - (i) Professional indemnity and liability cover for school governors
 - (ii) Employer's liability
 - (iii) Personal accident insurance
 - (iv) Third party claims
 - (v) Hiring of County premises
 - (vi) Buildings
 - (c) School journey insurance scheme from LA is in place
- 17.2 It should be noted that the following are not covered by insurance:-
- (a) Equipment hired on loan
 - (b) Equipment owned by staff/pupils/community users
- 17.3 The Headteacher has personal insurance for their vehicles in the event of an accident whilst taking a child home, or for emergency treatment.
- 17.4 School and unofficial funds are covered by the authority, within the limits imposed for keeping money on school premises overnight, i.e. (a) Official funds - £200, (b) Unofficial - £200. Special arrangements should be made where sums involved are exceptionally large.

18.0 Legionella

- 18.1 There is no requirement to undertake legionellosis training or regular monitoring for the school's current water system.
- 18.2 A formal legionellosis and scalding risk assessment is not required.
- 18.2 The Headteacher is not currently responsible for the management of legionellosis risk in school
- 18.4 Further guidance can be found in the Policy and Strategy for Water Hygiene (including legionellosis risk) in County Council Occupied Buildings document.

19.0 Lettings/shared use of premises

- 19.1 There may be occasions when the school is hired out or let or leased to private organisations (For further details on hiring/letting/leasing the school buildings to a third party please refer to Resource Management Factsheet 4: The School Site & Buildings: Use by Governors & Third Parties issues as part of the extended schools guidance)
- 19.2 The governing body are responsible for ensuring that the hirer/tenant has public liability insurance in place in order to indemnify third parties from all such hirer's/tenant's claims arising from negligence.

20.0 Lone Working

- 20.1 In many areas lone working is inevitable due to flexible working hours and field working. Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts
- 20.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

21.0 Maintenance / Inspection of Equipment

- 21.1 In order to meet health and safety regulations, statutory obligations and industry good practice, guidance issued by corporate building services in the property log book on servicing, testing or inspected is followed and records kept.
- 21.2 Faulty or dangerous equipment should be reported to the Headteacher or Administrator immediately.
- 21.3 The Administrator is responsible for security marking new equipment and the Health & Safety Governor is responsible for ensuring the inventory is regularly updated.

22.0 Personal Protective Equipment (PPE)

- 22.1 The school endorses the approach within GCC's health and safety policy and requires line managers to assess on the basis of risk assessment and COSHH assessments the need for PPE.
- 22.2 Where it is assessed that PPE is required it shall be appropriately selected and provided.
- 22.3 A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.
- 22.4 Staff are responsible for ensuring that they use PPE where it is provided.

23.0 Pupil Supervision

- 23.1 The school day begins at 8.55am but children may enter the school grounds at 8.45am. Staff must be present to supervise children as soon as they enter the building. School ends at 3.00pm. Children being collected by the 'after school'

club should wait outside the main entrance with a member of staff from the club. Any child who is not collected at the end of the day should be supervised by a member of staff and the parents contacted by the teacher.

- 23.2 Except in an emergency, no teacher must leave a class unattended.
- 23.3 A teacher will be on duty for morning playtime. Staff should be vigilant at all times and exercise as much care and responsibility towards the children as a caring parent.
- 23.4 At lunchtimes the midday supervisory assistants will monitor the children in the playground.

24.0 Risk Assessments

- 24.1 Risk assessment is at the core of risk management, and procedures are in place to assess the risks associated with activities undertaken by the school staff and pupils.
- 24.2 Risk assessment is the responsibility of the schools management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.
- 24.3 Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.
- 24.4 The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process. [Gloucestershire County Council - R](#)

25.0 School Trips/ Off-Site Activities (see Appendix 5)

- 25.1 The school complies with the LA guidance on educational visits and school journeys.

26.0 School Transport

- 26.1 The school recognises that its duty of care to employees to provide safe systems of work extends to driving activities during the course of work. Occupational driving also typically involves an element of lone working. The risk associated with these activities will be risk assessed and the local authority is working to develop best practice guidance and an Occupational Road Risk Policy.
- 26.2 Where staff are required to drive as part of their job, line managers within the school are required to check on an annual basis that they hold a current and valid drivers licence, appropriate business insurance and an MOT where relevant.

27.0 Smoking Policy

- 27.1 The school has a no smoking policy and all staff, contractors and visitors are expected to comply with this policy when on site.

28.0 Staff Consultation

28.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

29.0 Staff Health & Safety Training and Development

29.1 Within the school the importance of training and development in providing for effective health and safety management is fully recognised. Training and the assessment of training needs, through looking at competency requirements in a structured manner ensures that training provision matches needs, in a manner that enhances the risk management process.

29.2 In line with the Corporate Health and Safety policy, areas within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis.

29.3 Line managers conducting the PAR process will consider health and safety performance and address areas of concern with employees. In line with Human Resources policies individuals are responsible for maintaining their own training records.

29.4 Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues must be addressed as a priority.

29.5 New employees and employees currently in post are Criminal Records Bureau (CRB) checked through HR Services at the LA. Supply workers and volunteers, including parent helpers and governors, are also checked by the CRB.

30.0 Staff Well-being / Stress

30.1 Stress is a significant component of sickness and absence rates within schools. It is recognised that stress can arise from home or work related circumstances or a combination of the two. The School will adhere to any guidance or corporate policies on the management of stress.

30.2 Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

30.3 Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff. Options include referral to Occupational Health for counselling and staged returns to work.

31.0 Use of VDU's / Display Screens

31.1 The majority of staff within the school are not considered to be DSE users. However incorrect use of equipment and poor workstation configuration can

result in a variety of injuries or occupational ill health resulting in lost time and absence from work.

- 31.2 The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment, to ensure that DSE workplace assessments are conducted for all users. The policy requires users to complete self-assessment forms. There is an online training package available at <http://www.learninglink.ac.uk/keepfit/index.htm> for staff who wish to receive additional guidance.
- 31.3 DSE assessments should be reviewed annually and where equipment changes or office layouts change or when there are staff changes.

32.0 Vehicles on Site

- 32.1 The governors recognise that this is an area of growing concern therefore they will endeavour to:
 - 32.1.1 Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic
 - 32.1.2 Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site.
 - 32.1.3 Wherever possible avoid same-access for all.
- 32.2 Only emergency vehicles and the school minibus have access onto the school playground.

33.0 Violence to Staff / School Security

- 33.1 Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place. These might include personal attack alarms, mobile phones, training, briefing or other instruction and avoidance of lone working. Staff must report incidents of violence and aggression in the same manner as accidents.
- 33.2 Risks to personal security and premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the headteacher and governing body who will liaise with their local Crime Prevention Officer.

34.0 Working at Height

- 34.1 In many areas of the school, working at height is inevitable. Line managers will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.
- 34.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.
- 34.3 The Caretaker (Les Webber) has been trained in the safe use of ladders, only they must use one. [Gloucestershire County Council - W](#)

35.0 Work Experience

- 35.1 In order to meet health and safety regulations, statutory obligations and good practice, the work experience co-ordinators will ensure that guidance on safe working practices outlined **Work-related learning and the law** – Guidance for

schools and school-business link practitioners is followed at all times. [Online Publications: Product details - L02](#)

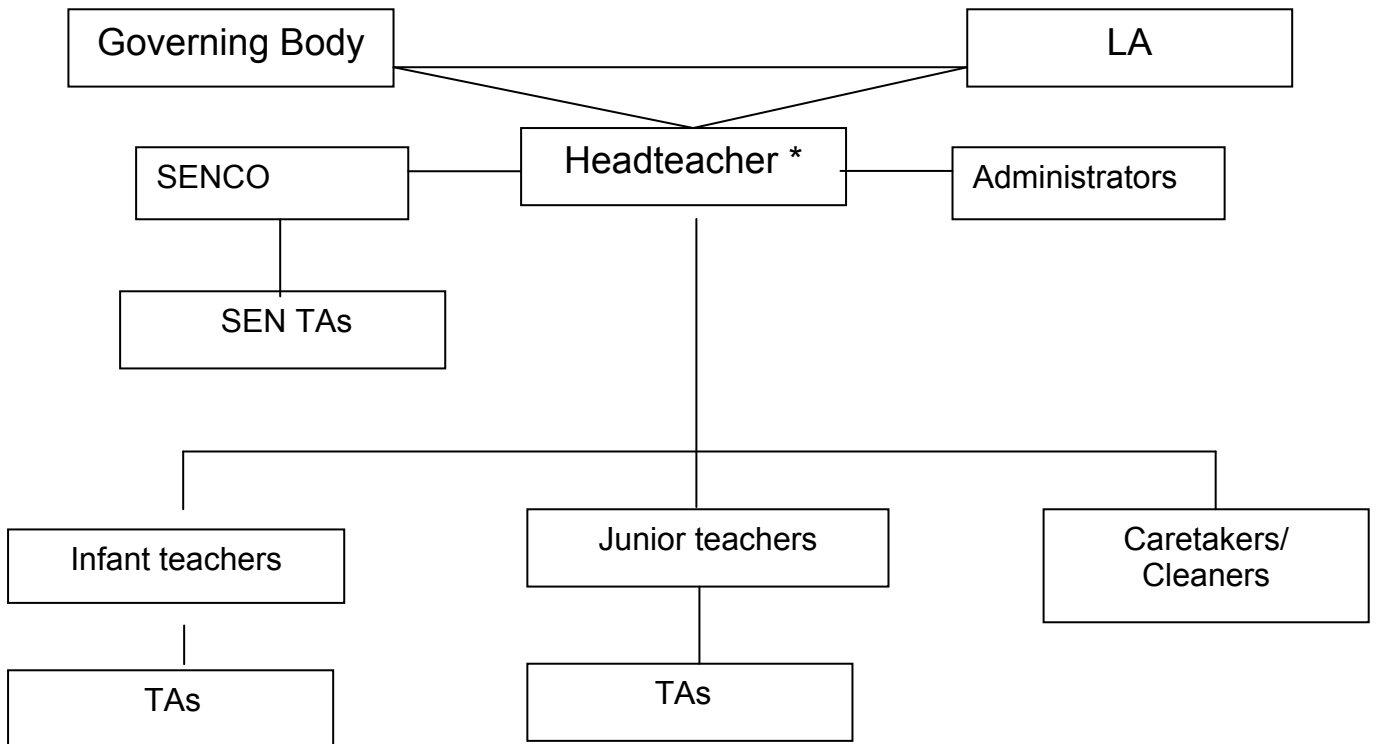
36.0 Workplace Inspections

36.0 & Premises Risks

- 36.1 The school endorses the approach within GCC's health and safety policy and requires managers responsible for premises to undertake workplace inspections every three months.
- 36.2 Where premises are shared, line managers must come to a clear understanding with other occupiers about where responsibility rests for various safety activities (e.g. repairs, maintenance etc).
- 36.3 The site managers will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.
- 36.4 Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, site managers should contact Corporate Building Services.

Appendix One

ORGANISATIONAL CHART – SWELL & LONGBOROUGH PRIMARY SCHOOL



Appendix Two

SCHOOL RULES TO ENSURE SAFETY

SWELL & LONGBOROUGH PRIMARY SCHOOLS

Supervision

- Children are supervised from 8.45am until 3.20pm. (3pm Swell) Before and after these times, it is the parents' responsibility to supervise their own children.
- At the end of the afternoon session, all infant children are accompanied to the main entrance by the class teacher..
- If a parent is late, the child should remain with the class teacher.
- The teacher in charge of any after school activity is responsible for ensuring that the children leave the premises safely once the activity is completed.
- No children are allowed to leave the school premises during the school day unless the class teacher receives a letter or telephone call requesting such a withdrawal from a parent or guardian. Any other exits from the school premises must gain the approval of the Headteacher.
- Boundary walls, fences etc. are out of bounds to all children.
- When classes of children are moving about, they are to be supervised in such a manner that any risk of injury is reduced to a minimum.
- The ratio of staff/children is maintained without exception.

Electrical

- No child is allowed to touch electrical apparatus without permission.
- Care should be taken not to cover switches or electrical points when displaying work.
- Staff must ensure trailing leads do not create trip hazards.
- Each member of staff is responsible for ensuring that all electrical appliances in his/her classroom are switched off at the end of the day.
- Teachers using electrical equipment in any location should make sure that it is switched off at the end of the session.
- The use of glue guns should be restricted to children aged 8 years and upwards, and even then, staff should assess the child's aptitude with previous use of tools. Children should be supervised whilst using the gun and, if possible, the work should be segregated from other activities. The electric wires to the glue guns should be regularly inspected for split or loose ends.
- All cooking activities should be carried out in the kitchen, where appropriate facilities are available. Children are to be supervised at all times.

General

- Children should receive training in the careful use of particularly dangerous instruments e.g. compasses, scissors and all technology tools.
- Coffee and tea making facilities should be kept out of reach of children.
- Any permitted spray cans must be used by an adult and operated in the open air.

- Jewellery should not be worn, particularly long earrings, necklaces or bracelets.
- Children must walk in school.
- Children are not allowed to:-
 - (a) play with doors and windows
 - (b) climb on furniture
 - (c) shout and/or indulge in rough play
 - (d) move around the school with shoelaces undone
 - (e) play with water and/or sand in such a way that this becomes a danger to others
 - (f) bring penknives or any sharp instruments to school or to have matches in their possession
 - (g) bring mobile phones to school, if it is necessary for them to do so it must be left in the school office
 - (h) make or carry hot drinks around the school
 - (i) use correction fluid
 - (j) bring chewing gum or fizzy drinks into school.

Guidelines for safety in P.E. Lessons

- If stud earrings are worn they are removed or micropore tape must be brought into school to enable them to be covered during P.E. lessons
- Staff should wear plimsolls, trainers or bare feet for all P.E. activities.
- Long hair should be tied back.
- Children should not use any P.E. apparatus unsupervised.

Guidelines for the use of the Playground and the Field

Children:-

- must not climb on any of the trees, fences or walls before, during, or after school;
- must walk to and from the playground/grassed area;
- must not go behind the sheds where they cannot be seen.

Staff:-

- should take care to monitor children when playing near shrubs and trees so that they do not become hidden;
- must be vigilant and report to the Caretaker, Bursar or Headteacher with regard to dog faeces, broken glass or other dangerous objects.

Sun safety

In summer months, Children are encouraged to stay in the shade and wear a hat. A sun cream spray applicator is provided by the school, parents must sign a consent form for its use. Any parents not wishing to use the school sun cream are asked to provide their own.

Fresh drinking water is available throughout the day.

Appendix Three (S)

MANAGING CRISIS IN SCHOOL

SWELL C OF E PRIMARY SCHOOL

Internal arrangements for managing critical incidents

Critical incidents affecting this school may include:

- Death of pupil(s) or teacher(s) in or outside school time
- Violence and assault in school
- Destruction or vandalism of part of the school
- Pupil or teacher taken hostage or missing child
- Road, sea or air traffic accident involving pupils or teachers
- Death or injuries on school trips
- Natural disaster in the community
- Civil disturbance and terrorism

The internal arrangements for dealing with a major incident or other emergency will depend on the nature and scale of the crisis. Some or all of the following rooms could be brought into use as and when required.

1.	CONTROL ROOM	School Office
2.	FIRST AID/REST ROOM	Staff room
3.	RECEPTION/WAITING ROOM	Infant Classroom
4.	COUNSELLING	School Office
5.	PRESS/MEDIA	School Office

Contingency plan – Process and Personnel

Headteacher and/or official named contact person – obtain accurate factual information as quickly as possible. Establish the nature, cause and extent of the incident and identify the personnel directly involved or injured.

Headteacher – request assistance/information of emergency services and from LA to handle press and media enquiries and to help man telephones.

Appendix Three (L)

MANAGING CRISIS IN SCHOOL

Longborough C of E Primary School

Internal arrangements for managing critical incidents

Critical incidents affecting this school may include:

- Death of pupil(s) or teacher(s) in or outside school time
- Violence and assault in school
- Destruction or vandalism of part of the school
- Pupil or teacher taken hostage or missing child
- Road, sea or air traffic accident involving pupils or teachers
- Death or injuries on school trips
- Natural disaster in the community
- Civil disturbance and terrorism

The internal arrangements for dealing with a major incident or other emergency will depend on the nature and scale of the crisis. Some or all of the following rooms could be brought into use as and when required.

- | | | |
|----|------------------------|---------------|
| 1. | CONTROL ROOM | School Office |
| 2. | FIRST AID/REST ROOM | Staff room |
| 3. | RECEPTION/WAITING ROOM | Hall |
| 4. | COUNSELLING | Head's Office |
| 5. | PRESS/MEDIA | Reception |

Contingency plan – Process and Personnel

Headteacher and/or official named contact person – obtain accurate factual information as quickly as possible. Establish the nature, cause and extent of the incident and identify the personnel directly involved or injured.

Headteacher – request assistance/information of emergency services and from LA to handle press and media enquiries and to help man telephones.

Appendix Four

FIRE SAFETY ARRANGEMENTS

SWELL & LONGBOROUGH C OF E PRIMARY SCHOOLS

The emergency plan has been developed following completion of a risk assessment required under the fire Precautions (Workplace) Regulations '97. The plan specifies the action staff and other people need to take in the event of fire. It covers all operational phases of the school.

a) Fire risk rating

The fire risk rating of the schools is low. The rating applies to all operational phases, i.e. term time, holiday periods and during the evening.

b) Fire alarm system

Type: Electric break-glass with bell sounders (S&L)

Maintenance: Crown Fire & Security (L) Tann Synchronome Ltd (S)

Routine testing: weekly test carried out by caretaker (L) administrator (S)

c) Fire extinguishers

Serviced by City Fire Protection. (L) Churches (S)

A list of the types of extinguishers and their location is kept in the Fire Safety File in the staff office and all staff must be familiar with use of the correct extinguisher type according to the incident.

d) Means of escape and emergency exits

When the school is in session the designated exits (as displayed in every classroom and other areas around the school) must be opened from the inside. No furniture or equipment should block the exit at any time. At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

e) Evacuation procedures

- Fire Drill must follow the procedure laid down for 'emergency evacuations' School evacuation (fire drill) should be carried out termly i.e. 6 times a year. The evacuation will take place at different times of the day. The time and length of the evacuation is recorded in the Fire Safety File, which is kept in the staff office.
- Longborough The assembly point for fire drills is on the junior playground at the far end, away from the main building.
- Swell The assembly point for fire drills is in on the public footpath in front of the school.

- Fire safety notices, giving details of evacuation procedures, must be displayed in all rooms and corridors in a prominent position
- The management team must report to the school administrator when they enter or leave the building during the day so that clear lines of responsibility are established in the event of an emergency evacuation.
- Visitors and contractors must sign 'in' and 'out' on entering and leaving the building. Visitors should be told of the school's fire safety arrangements and wear a school badge.

f) Fire precautions

- Do not store inflammable materials near a source of heat.
- Ensure fire exits are always accessible, clearly marked and kept clear ready for emergency evacuation.
- Do not store spirits, paraffin, petrol or solvents (including Tippex) within reach of children and keep them away from direct heat.
- Keep matches in a locked drawer or a high shelf in a cupboard.
- Do not use naked flames as part of any free choice activity.
- Always closely supervise any activity, such as birthday celebrations, which use lighted candles.
- Maintain good housekeeping rules (as indicated on the yellow posters in each room).

g) Staff fire training

All staff members will be trained in fire safety procedures as follows:

- Actions to take on discovering a fire
- How to raise the alarm
- Actions to take on hearing the alarm
- Procedures for alerting children and others including directing them to exits
- Correct method for calling the Fire Service
- Evacuation procedures to enable everyone to reach the assembly point safely
- Location, and when appropriate, the use of fire fighting equipment
- Theory of fire
- Fire risks in the workplace.

h) Contractors

The Headteacher, supported by the admin officer, will liaise with contractors working at the school so that fire safety is not compromised during their activities.

Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications issued by the County Council.

i) Records and monitoring

Records are kept of routine fire safety checks, fire drills, maintenance of equipment and staff training. These are kept in the Fire Safety File and monitored by the Headteacher.

j) Review

The plan will be monitored following termly fire drills and if changes to the layout or use of the building occur.

Appendix Five

SCHOOL JOURNEYS AND EDUCATIONAL VISITS

SWELL & LONGBOROUGH C OF E PRIMARY SCHOOLS

Preparations

- The school follows the LA code relating to Educational Visits and Journeys - Guidance for Organisers.
- Before any activity takes place, the approval of the Headteacher is required.
- Staff must visit places for off-site activities, prior to visiting them with the children, to carry out an assessment of potential risks.
- Parents must have full particulars of a visit before they are asked to give their consent.

Supervision

Ratio for supervision - please refer to section 3 of Educational Visits and School Journeys, Guidance for Organisers

Parents assisting in visits must have their role explained and appropriate preparation and instruction given. Extra volunteers - please refer to Child Protection Policy (a copy is available from the School Secretary).

Only police, traffic wardens and officially designated school crossing patrols have the right under law to control traffic. Therefore, if a teacher needs to see children across a road, "s/he must do so as a responsible person and to the best of his/her ability". (For further guidance, refer to LA Off-site activities: Regulations and Guidance notes)

Record of groups going off-site

Prior to departure teachers must ensure that:-
accompanying adults have group lists showing:-

- (a) their own group responsibility
- (b) who is travelling in which vehicle
- (c) name and telephone number of the person at school who may be contacted in an emergency

The administrator should be given a list detailing:-

- (a) the names of all adults and which children are in the groups they are supervising

- (b) the distribution, if travelling in separate vehicles
- (c) contact numbers for all adults travelling with the group

Transport

Coaches and minibuses should only be hired from reputable companies. Seat or lap belts must be worn and it is the responsibility of the leaders to ensure that they are used.

Children should not occupy the front seats of a coach or the centre back seat. To ensure adequate supervision, it is essential that supervising adults are spread throughout the coach and are not sitting together.

Staff must ensure that children have the correct child restraint. Lists indicating childrens height are kept in the school office.

Emergency Action

In the event of an accident the senior member of staff in charge of the off-site activity should contact the school immediately so that parents can be informed. A mobile phone should be carried on each coach for this purpose.

It is the responsibility of the Headteacher to inform the LA if a serious accident occurs. (For further guidance, refer to LA Off-site Activities: Regulations and Guidance Notes).

Availability of Medical and Special Needs Information

Before going off-site staff must have, in advance, current information on children with specific medical or special needs problems. Prior to departure, teachers should ensure that inhalers, or any other medicines required for specific medical conditions, are given to the supervising adult.

Glossary

CHAS = Contractors Health & Safety Assessment Scheme

www.chas.gov.uk

A local government assessment scheme and database that checks the health and safety arrangements of contractors (building, catering, transport etc).

CLEAPS = Consortium of Local Authorities School Science Project

<http://www.cleapss.org.uk/>

an advisory service providing support in science and technology for primary & secondary schools. CLEAPSS produce a CD rom disc and have a website accessible to members containing risk assessments for lessons/experiments etc.

AfPE = Association for Physical Education

<http://www.afpe.org.uk/>

"lead the promotion and development of high quality physical education, inside and outside the curriculum."

BAALPE = British Association of Advisers & Lecturers in Physical Education - now AfPE

DATA = Design & Technology Association

<http://web.data.org.uk/data/index.php>

"The D&T Association is the recognised professional association which represents all those involved in design and technology education and associated subject areas"

PAR = Performance Assessment Review - Gloucestershire County Council's process for managing the process of personal performance. With an assessment every year and a review every six months. Schools generally have an equivalent process but may not call it PAR.

"Including Me - Managing complex health needs in schools and early years settings"

Produced by the Council for Disabled Children (and funded by DfES).

Illustrates how staff can work together to develop local policies and procedures to ensure the needs of children are met in a coordinated and child-centred way.

Available from Council for Disabled Children 020 7843 1900