

Health and Safety Policy

Version 1.2

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Dursley C of E Primary Academy's Governing Body and Principal recognise and accept their responsibilities for the local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

Our Academy is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Principal.

In particular the Governing Body and Principal are responsible for:

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

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

The Governing Body and Principal are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Principal's 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 co-operation of employees and others who use the premises.

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

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

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PART TWO - ORGANISATION

<p>Organisation – Introduction.</p> <p>In order to achieve compliance with the Governing Body and Principal's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>	<p>As an Academy we currently buy a traded service from the LA so that health and safety standards and procedures are maintained and reflect current best practice. There are annual visits to review and recommend any actions required. The Principal liaises with the LA to organise and works with the assigned Health and Safety Governor</p>
<p>The Duties of the Governing Body</p> <p>The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Principal 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.</p>	<p>This policy is reviewed through the Curriculum Committee and the Premises Committee, but remains the responsibility of the whole governing body.</p>
<p>The Duties of the Principal</p> <p>The Principal has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Principal will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Principal will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	<p>Health and Safety is treated incredibly seriously in our school. We regularly discuss as a staff any concerns or issues we may have, seeking to resolve these promptly and efficiently.</p>

<p>The Duties of Employees</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p>All staff are reminded of their responsibilities on a regular basis. Feedback to line management is offered through staff meetings.</p>
<p>Pupils</p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p>Reminders about Health and Safety are given on a regular basis, either individually, in class groups or through larger groups as required or as appropriate.</p>
<p>School Health and Safety Representatives</p> <p>The Governing Body and Headteacher recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and 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.</p>	<p>SHE Audit date:</p>

<p>Temporary Staff</p> <p>Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<p>This is given to staff as part of their welcoming procedure. All staff are directed to key information.</p>
<p>Teaching Staff</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	
<p>Teaching Assistants</p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	
<p>The Duties of Off Site Visit Coordinators (OVC)</p> <p>The Offsite Visit Coordinator (OVC) ensures that all off-site activities and Educational Visits, Regulations and GCC SHE standards for offsite visits are followed. The OVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School. The school refers to SHE webpages.</p>	<p>The Headteacher Helen Springett is the OVC</p>
<p>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</p>	<p>The Site Manager is employed by Daybreak Cleaning & Maintenance LLP and ensures that all requirements are delivered in line with the school's policy.</p>

<p>The Premises Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	
<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<p>Information is given to all volunteer and parent helpers to ensure that they know what to do should an incident occur on site.</p>

PART THREE - ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the Academy to minimise health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
Communication The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	Principal, Vice Principal, Office Staff as required.	A variety of means is used to ensure that this occurs, through meetings, including staff meetings and also through newsletters and website news and handbooks.
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Principal	Resources Committee, Staff Meetings, 'as and when required'
Section 1 - RISK ASSESSMENT		
Risk Assessment The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The following staff are responsible for completion of risk assessments within the following areas: Paul Daniels - Principal		New set of Risk Assessments created by Principal and Health and Safety Governor November 2013 using LA risk assessment toolkit and audit. Monthly tour of above to review health and safety using LA annual audit documentation.

<p>School Trips/Offsite Visits</p> <p>The school complies with DFE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on County Council Guidance.</p>		<p>Class Teachers carry out their own Risk Assessments for Class Visits offsite. These are sanctioned in accordance with GCC safe practices by the OVC Paul Daniels OVC policy in place</p>
<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>		<p>Principal has had working at height training (2008), and they work under GCC directives. Undertaking works at height should only be carried out with approval of head teacher and all operations are only to be undertaken following a detailed risk assessment. Working at height should only be undertaken by people with ladder training.</p> <p>Where possible items such as display boards are placed so that working at height is not necessary.</p>
<p>Noise</p> <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>		<p>The Academy ensures that should an event occur when noise is identified as a potential issue, a risk assessment would be conducted.</p>

<p>Violence to Staff</p> <p>The Academy is aware of its responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the Academy ensures appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise System.</p>		<p>Academy is aware of its responsibility for assessing risk of violence towards staff. Risks are continually reviewed.</p>
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>		<p>See Separate Risk Assessment GCC Supported The Principal - Paul Daniels is the Emergency Contact</p> <p>All visitors on site are logged into the Academy registers, so that in case of fire an accurate record is available..</p>
<p>Personal Security/Lone Working</p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>		<p>Academy to investigate lone working best practice</p>
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>		<p>CoSHH documents and records to be collected and practise monitored by the Principal. Hazardous substances are store under lock key</p>

<p>Personal Protective Equipment</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>		<p>PPE is used when appropriate, for example protective goggles, gloves and appropriate footwear when working with equipment that requires it. Protective clothing is provided for staff escorting children on the public highway.</p>
<p>Academy Transport</p> <p>The Academy uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC Guidance as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities.</p>		<p>Parental cars are not used for transporting children unless directed by private agreement with parental consent. Academy staff occasionally transport children. GCC policy is followed. Appropriate insurance is in place and appropriate risk assessments are carried out.</p>
<p>Manual Handling (typical loads and handling pupils)</p> <p>The Academy refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Principal is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.</p>		<p>No additional manual handling is required at present within our school.</p> <p>Staff should not carry excessive loads, and should always pick up with knees bent. Where in doubt seek advice from Principal.</p>

<p>Curriculum Safety (including extended schools activity/study support)</p> <p>Subject leaders ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. All tools/equipment/machinery are checked, maintained and stored correctly.</p>		<p>Whole School Risk Assessment in place covers most everyday activities in and around school.</p> <p>Any adventurous activity that falls outside of this scope will of course be covered by an additional risk assessment.</p>
<p>Work Experience Placements</p> <p>Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>		<p>Principal is responsible for any work experience and ensures that Health and Safety guidance is given.</p>
<p>Display Screen Equipment</p> <p>The majority of staff within the Academy are not considered to be DSE users. The Academy adheres to the GCC Corporate Policy, guidelines and procedure SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>		<p>This does not apply to any staff except the office staff and Principal. DSE assessment carried out annually.</p>

<p>School Association</p> <p>The Academy offer support to the School Association (SA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for SA run events and adequate insurance is in place.</p>		<p>The Principal is a member of the School Association. A member of the SA is responsible for producing risk assessments for any event that is run and these are kept and filed in the school office. Adequate Insurance is in place</p>
<p>Playground Supervision/Play Equipment and Maintenance</p> <p>Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>		<p>Playground equipment is assessed annually by LA recommended inspectors for Health and Safety and any recommendations are actioned. Playground is a secure environment and no visitors can gain access. The the general public have access to the the fireld and car parks during the day due to other users on site. When pupils are on the field teachers and lunchtime supervisors position themselves to observe entrances and anyone who enter via them There are seven lunchtime supervisors plus one additional assistant to support a SEN child. Regular meetings between the Principal and Lunchtime supervisors occur where risks are identified and action to mitigate delivered. Walkie talkies are used to aid communication across the site at luchtimes. A member of the Senior Management Team is always on site and available during this time should an emergency arise that needs to be responded to.</p>

<p>Section 2 - PREMISES</p>		
<p>Mechanical and Electrical (fixed and portable)</p> <p>The Academy takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Academy office.</p> <p>Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</p>		<p>PAT test annually (June 2013). No extraordinary equipment is used. Principal ensure correct use of equipment. No untested equipment should be used in Academy.</p> <p>All files and reports held in the school office</p> <p>Fixed Wiring Test November 2013 Due February 2018.</p>
<p>Maintenance of Machinery and Equipment</p> <p>The Academy inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependent on the use and type of equipment. Guidance issued by Asset Management and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>		<p>All relevant service and maintenance is carried out in line with current guidance ie. Boiler Maintenance, Fire Alarm, fire extinguishers, Intruder Alarm annually. This is reviewed with the Resources committee on a regular basis.</p> <p>The catering contractor has responsibility for maintenance of kitchen equipment alongside GCC catering – to provide copies of service documents for all kitchen equipment.</p> <p>Break glasses checked weekly on rota, Emergency lighting checked monthly on rota.</p>

<p>Asbestos</p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations and County Policy concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 		<p>The school's Asbestos Register is kept in the School Office. Any contractors are made aware of it. Dated 10 Nov 2005.</p>
<p>Service Contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>		<p>School Contractors report directly to the school office who make them aware of what is expected of them in school. Working practices always take into account that there are children and other adults on site .</p>
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>		<p>Principal and Caretaker will liaise with contractors over carrying out of any work required in a pre site meeting. Larger projects which would involve disruption to school life are programmed around holiday and closure periods to avoid any additional risk to pupils and staff.</p>

<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>		<p>Any small maintenance issues are dealt with as they arise. Contractors report to the school office, who advise of expected conduct and behaviour whilst on site. All staff will be given visitors badges and reminded to come back to the school office should any problem arise. They are reminded to utilise safe working practices as instructed by their own employer in conjunction with GCC policy.</p>
<p>Lettings (shared working – playgroups etc)</p> <p>The Academy follows the Asset Management and Property Services (AMPS) Guidance and casual hiring agreement form. The Academy ensures that the hirer/tenant has public liability insurance in place in order to indemnify the Academy from all such hirer's/tenant's claims arising from negligence. If any part of the Academy is let, the Principal is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>		<p>The Academy ensures that any hirer has the requisite public liability insurance. The Principal will ensure that any user will use the building in a safe and secure manner.</p>
<p>Slips/Trips/Falls</p> <p>The Academy recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Principal or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>		<p>The Principal ensures that all staff are aware of this potential hazard and, as a result, all classrooms and exits are regularly checked. All spillages, defects, maintenance issues are reported and dealt with promptly.</p>

<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Principal person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The Academy ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>		<p>The Academy employs its own staff for the daily cleaning of the building. This is monitored by the clening in charge and the Principal. However the Principal ensures that all class teachers and pupils are aware that there is a responsibility from them as well to assist in ensuring a well ordered environment.</p> <p>Kitchen cleaning is currently the responsibility of Edwards and Ward.</p>
<p>Transport Arrangements (on-site)</p> <p>The Academy segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>		<p>Gates to the school car parks are closed from 8.30am until 9.05 and 3.00 until 3.25pm. During the Academy day pupils are separated from traffic via internal fencing. When pupils are playing on the Academy field temporary barriers are placed to inhibit traffic movement. Pupils are reminded not to ride bikes scooters on site. School staff manage embarking and disembarking. Clear pathways are available which all pupils use.</p>
<p>Bus Duties (supervision of pupils boarding Academy buses)</p>		<p>Some pupils come to the Academy use a public bus service which has a stop directly outside the building. A staff member collect pupils from the bus in the morning and also places them onto the service at the end of the Academy day. The Academy uses a bus company on a weekly basis to transport the pupils back from their swimming lessons. They are escorted onto and off the bus by members of staff and line up immediately after disembarking to allow for staff to ensure their safety.</p>
<p>Caretaking and Grounds Maintenance (and grounds safety)</p> <p>The Academy identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the GCC SHE General Risk Assessment Toolkit.</p>		<p>The Cleaner in Charge is responsible for the caretaking of the school site. It is the responsibility of the Principal and the governor for Health and Safety to carry out, or commission, relevant tests and checks to ensure the safety of all within the building. Log books of checks are kept in the Academy Office. Site Plans are in the Academy office. Any defects are reported to the Principal so that appropriate action can be taken. Regular site inspections are carried out by the Governors and a record is kept of this, GCC also carry out annual</p>

		building inspection.
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<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>		<p>The boilers are serviced every six months. PAT testing is annual and fixed wire testing is every five years. School kitchen appliances are serviced by Edwards and Ward as part of the GCC contract.</p>
<p>Glass and Glazing</p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>		<p>Principal has responsibility for ensuring that this is checked and staff are expected to report any hazardous glazing.</p> <p>Safety film and glazing check to be commissioned</p>
<p>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>		<p>Checks to be carried out by Foundation Governor every two week, following purchase of testing equipment Checks are carried out every two years by the Local Authority on behalf of the Diocese.</p>

<p>Snow and Ice Gritting</p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>		<p>This is the responsibility of the Caretaker, The Principal will communicate with Daybreak to ensure that appropriate action is taken in adverse weather conditions.</p>
<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p>Infectious Diseases</p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>		<p>Poster located in School Office.</p>
<p>Dealing with Medical Conditions</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>		<p>See Medicines policy. Medical notes for relevant children in First Aid cupboard in office and on safeguarding board in staffroom. Chris Raffle :responsible for medical needs. Dave wright, Vanessa Pekala and Julia Carter First Aid trained.</p>

<p>Drug Administration</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>		<p>Academy has a First Aid and Medicines Policy in place which covers this.</p>
<p>First Aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools GCC SHE procedure is followed</p>		<p>The Academy's official First Aid Lead is Chris Raffle. The school has 3 other additionally qualified first aid at work trained colleagues. Need to train paediatric first aid. There is a First Aid and Medicines Policy which is updated at regular intervals.</p>
<p>Reporting of Accidents, Hazards, Near Misses</p> <p>The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure <i>SHE/Pro/4 Accident Reporting and Investigation</i>.</p> <p>In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p> <p>All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.</p>		<p>Order Accident Book. All incidents are reported accordingly and as promptly as possible. Minor Injuries are reported in the Accident Book which is maintained in the First Aid room.</p> <p>Injuries are reported by a member of the SLT to the SHE unit if Injuries require doctor or hospital treatment .</p> <p>Injuries requiring referall to Riddor are reported by the SLT in consultation with SHE unit advice.</p> <p>These are reported electronically.</p>

<p>Fire Safety and Emergency Evacuation</p> <p>The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place</p>		<p><i>Fire Risk Assessment is reviewed on an annual basis by the Premises Committee. Headteacher is responsible for ensuring safety of this Academy and regularly trains school staff. Termly drills are carried out. Servicing of Alarm on a 6 monthly basis. All staff and students aware the location of the assembly points. Two weekly fire point testing to be instigated</i></p>
<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>		<p>This is the responsibility of the Headteacher and the SLT in consultation with the Governing Body. Emergency Plan is in place.</p>
<p>Section 4 - MONITORING AND REVIEW</p>		
<p>Monitoring</p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>		<p><i>Health and Safety is reviewed on an annual basis.</i></p>

<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the <i>Good Stewardship Guide</i> and the GCC SHE <i>Governors Guide - Workplace Inspections</i> of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>		<p>Good Stewardship Guide is followed and the governing body (resources committee) led by Gwyn Lloyd, Foundation Governor, carries out regular checks of the building and site alongside Principal. Hazards and risks are discussed and controlled as appropriate.</p>
<p>Review</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>		<p>The school also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc throughout the year. ● The Health and Safety Policy Document will be reviewed annually and approved by the Governors. ●</p>
<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>		<p>SHE unit carries out the Audit. Principal ensures together with the Governing Body that actions are carried out.</p>

<p>Section 5 -TRAINING</p>		
<p>Staff Health and Safety Training/Competence</p> <p>The Academy is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.</p>		<p>Principal organizes this in consultation with the Vice Pincipal.</p>
<p>Supply and Student Teachers</p> <p>The Academy's expectations are made clear to the Supply and Student Teacher through the provision of information leaflet. Teachers on supply and Student Teachers are shown where the Staff Handbook, Health and Safety Policy Document and other relevant Policies are maintained. The Principal is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Principalr/responsible person gives guidance on the work to be covered.</p>		<p>The Academy office ensures that all information is given to Student Teachers or Teachers covering Supply. Relevant information is given to each of these members of staff.</p> <p>The overall responsible person is the Principal</p>

<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive information regarding child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>		<p>Academy Designated Child Protection Officer is Paul Daniels</p>
<p>Section 6 - HEALTH AND WELLBEING</p>		
<p>Pregnant Members of Staff</p> <p>The Staff Room is the place where expectant and nursing mothers can rest. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to GCC SHE guidance.</p>		<p>Risk Assessment carried out by Principal</p>
<p>Health and Well Being Including Absence Management</p> <p>The Academy refers to GCC SHE <i>Stress Risk Assessment Toolkit</i> and has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>		<p>The Principal is responsible, together with the Vice Principal, for ensuring that all staff stress risk and emotional well being are well catered for. Advice is given when required. The Academy uses occupational health to support staff where necessary</p>

Smoking on Site		No smoking on the Academy site.
Section 7 - ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The Academy seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.		Recycling of paper and card occurs when needed.
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner		Smith collects special waste
Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).		Edwards and Ward have responsibility as the Local Authority Contractor.
Section 9 – HEALTH AND SAFETY ADVICE		
Information Health and safety advice is obtained from		

Policy Cross Reference - safeguarding

This policy should be read in conjunction with the policies below, in order to ensure full statutory safeguarding requirements are met:

Child protection, behaviour, anti-bullying, first aid and medication, positive handling and restraint, health and safety, sex and relationships education, complaints, acceptable users policy, SEN, transport, School/setting trips, attendance.