Health & Safety Policy and Handbook

Each school will use this as their template to create their own site specific policy

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1) HEALTH & SAFETY POLICY STATEMENT

It is the policy of Gloucestershire Learning Alliance to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, pupils, contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.

The Trust will ensure, so far is reasonably practicable, that

- its premises provide a healthy and safe working environment for all pupils, staff, clients, temporary contractors and the general public
- there are safe systems of work for all employees and pupils
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

The Trust recognises its responsibility to provide adequate control of the health and safety risks arising from its own and school activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Board of Trustees.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. The Trust commits to implementing the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. The Trust's competent health and safety representative will provide to the Trust and schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

The Trust supports good performance and safety of itself and all its schools and holds the view that a positive health and safety culture is of significant benefit to outcomes for all. A positive and proactive approach for pupils will be encouraged, supported and developed through risk education and awareness. Furthermore, it is recognised that Health & Safety is an important element of Safeguarding within the OFSTED inspection framework. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

The Trust will review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

Delegation to the Chief Operations Officer to make any minor changes to the operational/ procedural content. These changes will be reported to the Finance & Audit Committee at its next meeting, and will support Trustees in focusing on strategic matters, whilst at the same time allowing officers to make prompt operational decisions.

2) LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards

employees and duties relating to lettings

- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The Trust follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with our funding agreement and articles of association.

3) ORGANISATION AND RESPONSIBILITIES

Gloucestershire Learning Alliance recognises the need to identify organisational arrangements in its schools for implementing, controlling, and monitoring H&S matters. In this matter they follow the guidance in document HSG 65 Managing for Health and Safety published by the Health and Safety Executive. We also accept the need to consult individuals before allocating health and safety functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow. Posts with significant H&S roles are set out in the sections below. Everyone has some responsibility, and this highlights the major management lines.

Introduction

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Board of Trustees. However, each school, supported by the central team, will manage its own Health and Safety procedures which fully integrate with this Policy. Headteachers are responsible and accountable for the implementation of and compliance with this policy within their school. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.

The Board of Trustees' responsibilities are:

- To ensure the Trust operates in accordance with all relevant Health & Safety legislation
- To appoint a lead Trustee for Health & Safety

- To appoint a Finance & Audit Committee to undertake delegated responsibilities in relation to health, safety, risk and security

Finance & Audit Committee

The Finance & Audit Committee's responsibilities are:

- To approve, review and amend trust-wide policies on health and safety
- To monitor risk management and maintain a trust-wide Risk Register
- To ensure appropriate buildings, employer, public liability and other insurance is in place
- To approve, review and amend a trust-wide Health & Safety Policy
- To approve, review and amend a trust-wide Business Continuity Plan

Chief Executive Officer

The CEO is responsible for leading on Health & Safety matters across the central team and the schools within the Trust. The CEO is accountable for the implementation of and compliance with this policy within the Trust, ensuring that a positive health and safety culture is encouraged and developed within the Trust, and that all staff and pupils understand their responsibilities and adhere to the Trust Health and Safety Policy.

The CEO must:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the Trust.
- Consider the impact of health and safety in all strategic and operational decision making.
- Ensure that the Trust culture promotes a shared responsibility for health & safety.

The CEO will delegate day to day responsibility as detailed below:

Chief Operations Officer

The Trust COO is the conduit between the Finance & Audit Committee and the Executive Team with responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The COO is responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical installations and control of legionella.

The COO must:

- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation and lock down of the Trust's premises.
- Agree with the Finance & Audit Committee a programme of health and safety inspections.
- Ensure all staff receive adequate health & safety training.
- Be the point of contact with the Trust's appointed Health & Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money.

- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments.
- Ensure that when awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the trust Health & Safety Policy and appropriate schools' Health & Safety Arrangements.
- Ensure that the correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- Ensure that school asbestos registers and asbestos management plans are maintained and readily available.
- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015).
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.
- Ensure that there is a programme of servicing and inspection of workplaces.
- Manage the appointment of suppliers and contractors such that they share the trust's commitment to managing health, safety and welfare in the workplace, requiring them to demonstrate sound health and safety management and performance.
- Report appropriate information to the Finance & Audit Committee to enable them to undertake their strategic responsibilities in an informed way.

Estates Manager

The Estates Manager is responsible for:

- Assisting schools with the implementation of the health & policy in their schools
- Acting as a conduit between schools and COO in relation to health & safety / premises compliance matters
- Providing expert advice, proactively and on request, on health & safety matters to school leaders and consulting with the Trust's health & safety consultant as necessary
- Ensuring the schools and other settings remain compliant in respect of the management of premises, and aiding as required for those areas under school responsibility
- Managing trust contractors to ensure compliance with the trust Health & Safety Policy.
- Being aware of fragile roofs in the sites within their areas of responsibility, ensuring appropriate signage is in place and that relevant staff and contractors are aware

Headteacher (COO for Central Team)

Each headteacher is responsible and accountable for the implementation of and compliance with this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and pupils understand their responsibilities and adhere to the trust Health and Safety Policy.

The Headteacher is responsible for:

- Ensuring that Health and Safety arrangements within the school are aligned to the Health and Safety Policy
- Appointing a named Health & Safety contact for the school (who may be the Headteacher)
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.
- Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional consultants, volunteers, visitors and contractors.
- Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary.

- Reporting to the COO any hazards which cannot be rectified by the caretaker.
- Ensuring that risk assessments are undertaken for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant staff and that they are reviewed at least annually.
- Ensuring that all staff complete mandatory health & safety and other related training.
- Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training (refreshed every 3-years) to carry out the role (where educational visits are carried out by the school) and that each visit has a named leader and deputy leader.
- Ensuring that there are effective health and safety management arrangements for educational visits and authorising all education visits.
- Appointing a named first aid coordinator and administrator of medication for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school.
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, and visitors.
- Informing the COO and the Trust's external competent person of all RIDDOR reportable incidents within 24 hours of the incident occurring.

Managers

Although the Headteacher is responsible overall for health and safety in his or her school (subject to the specific responsibilities of the COO), managers have some specific responsibilities:

- Applying the Trust Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high-risk activities within their department, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of and make use of such guidance.
- Ensuring risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe. Reporting any defaults in line with school procedure where required.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available.
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Comply with the Health and Safety Policy.
- Carry out health & safety related training as instructed.
- Report all accidents and near misses.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant etc.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

First Aid Coordinators

The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid kit stocks and records.
- In conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.
- Ensuring that the location's Automated External Defibrillator is maintained in good working order and to carry out weekly manual battery checks. To ensure that as a minimum all first aiders have been trained on its use.

Administration of Medication

Each school must have a named person responsible for:

- Administering prescription medicines when parental consent has been obtained to do so.
- In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely.

Appointed Educational Visits Co-ordinator (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff, and volunteers.

- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.
- Recommend each visit to the Headteacher for final authorisation.
- Obtain approval from the external competent support for Category C and/or residential visits.
- Ensure appropriate records kept, maintained and available for audit.

Competent Health & Safety Advisor

The Trust will seek competent Health and Safety advice from an external provider to assist in discharging its health and safety responsibilities.

A summary of the Service Level Agreement is as follows:

- Provide timely health and safety advice, support and training to the Trust, schools and their staff.
- Support the Trust in ensuring that all members, trustees, governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect.
- Undertake pro-active monitoring such as workplace inspections / audits and health checks.
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the trust.

For the 23/24 and 24/25 academic years, the Trust has retained Gloucestershire County Council as its competent health & safety advisor.

Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4) GENERAL ARRANGEMENTS

Accessibility Plan

- The school has an accessibility plan which is regularly reviewed and updated
- A personal accessibility plan will be put in place for each pupil that requires one.

Accident reporting

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Reporting to the Health and Safety Executive
The COO will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The COO will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences
These include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the COO will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

Notifying parents/carers
The Lead First Aiders at RIS and RJS will inform parents/carers of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to child protection agencies
The DSL will notify Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

Reporting to Ofsted
The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

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).

Cleaning

- A cleaning schedule is in place which is monitored by the Headteacher/ Estates Manager.
- All waste is disposed of according to appropriate health and safety guidelines.
- Deep cleaning is undertaken on a regular basis where necessary.
- The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc.
- All members of staff and pupils adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Lee Webb, Caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.
Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Lee Webb, Caretaker or Roxy Tyler, Headteacher immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the caretaker.

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells

of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Specialist equipment
Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

Fire

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practised at least once a term.
- Fire alarm testing will take place once a week.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- Please refer to the school's specific Emergency Procedures.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

- Following good hygiene practices - we will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
- Implementing an appropriate cleaning regime - we will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned
- Keeping rooms well ventilated - we will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly

vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases
The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

Legionella

A water risk assessment has been completed on 24/11/22 at RIS and 24/11/22 at RJS by the Water Hygiene Centre. The Caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

- This risk assessment will be reviewed every 3 years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by implementing site specific Scheme of Control Measures.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate. For other trips, there will always be at least one first aider on school trips and visits

Playground Supervision/Play Equipment and Maintenance

- Risks are assessed in line with statutory guidelines
- Play equipment is tested annually
- Lunch times are organised to avoid pressure on numbers and staff are to ensure that agreed ratios are adhered to
- Trained first aid personnel are on duty at all times

Site security

The Headteacher, Roxy Tyler and Caretaker, Lee Webb are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site and for the intruder and fire alarm systems.

Caretaker (Lee Webb), Office Manager (Sian Munn), Deputy Head (Gemma Butt) and Headteacher (Roxy Tyler) are key holders and will respond to an emergency. If they are not present in school, a member of the Senior Leadership Team will respond.

Smoking

Smoking is not permitted anywhere on the school premises.

Snow and Ice Gritting

- Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes.
- A risk assessment 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.
- The Caretaker, Lee Webb is responsible for dealing with adverse weather conditions.
- Schools who only have a caretaker in either the morning or afternoon will need to ensure they have a procedure in place for dealing with adverse weather conditions in their absence.

Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Transport

- The school uses the SHE guidance on occupational driving 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.
- Staff driving on school business are required to have business insurance for their vehicle. The school insurance policy includes cover for occasional business use.
- If transporting children, parents and staff are asked to read the checklist in the 'Letter to Drivers Transporting Young People' and confirm that they have fulfilled the requirements. No parent can drive pupils unless they have been DBS checked and have met the safeguarding criteria for the Trust. NB – parents driving by virtue of a private arrangement between parents fall outside the scope of this arrangement
- Taxi services provided by Gloucestershire County Council or through the Academy for home to school arrangements for vulnerable families are responsible for the taxi provision and DBS clearance checks.

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

Volunteer and Parent Helpers

- Volunteer and parent helpers are subject to the schools safeguarding arrangements.
- Volunteers receive an induction from the designated member of staff for child protection and general

health and safety and are expected to wear a visitors badge at all times and follow the school procedures.
- The class 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.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker (Lee Webb) retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Policy Status

Statutory **X** Recommended ☐ Good Practice ☐

Purpose

The Health & Safety Handbook is designed to provide a framework for the efficient and effective management of health and safety responsibilities across the school sites. Each school will use this as their template to create their own site specific policy.

Consultation

Links with other policies

Fire Evacuation Plan
GLA Accessibility Plans
Staff Handbook
Supply Teacher Handbook
First Aid Policy
Medical Conditions Policy

Monitoring and Evaluation

Annually ☐ Every 3 years ☐ Other Every 2 Years _____

CEO ☐ COOx MAT Board☐ Other ☐ _____

Dates

Original Implementation

Reviewed

Next Review **May 2026**