



Together we Develop, Inspire, Succeed

Health & Safety Policy

UPDATED: October 2025

REVIEWED BY: Resources Committee

NEXT REVIEW DUE: October 2026

1. Policy Vision

Our Vision runs through every aspect of our school, including our policies. As part of this, through our Policy Name, we aim to work **together** as a team of staff and governors to:

Develop our understanding of the Health & Safety legislation through consultation with the County Council and their template documents.

Inspire the whole school community to reduce the risks associated with Health & Safety for everyone who uses the school and takes part in school activities.

Succeed in creating an environment that is safe for learning and teaching.

Dinglewell Infant School
HEALTH & SAFETY POLICY DOCUMENT
PART 1 STATEMENT OF INTENT

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

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

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

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

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

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the schools health

and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

Headteacher's name: Jemma Southgate	Chair of Governors' name: Adam Coates
Date:	7 October 2025

Part 2 Organisation

1. Organisation – Introduction

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

2. The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Policy will be reviewed annually by the Resources Committee. A Health and Safety Audit will be carried out **at least** annually by a member(s) of the Resources Committee and the SBM.

3. The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher 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 Headteacher 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.

4. The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & 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.

5. Pupils

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.

6. School Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections

within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).

7. Temporary Staff

Temporary employees are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. They are directly accountable to the headteacher whilst on the school site.

8. Teaching Staff

Teaching staff have a day-to-day responsibility for ensuring compliance with this Health & 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.

9. Teaching Assistants

Teaching assistants have a day-to-day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

10. The Duties of Off-Site Visit Coordinator (OVC)

The named competent person nominated as Off-Site Visits Co-ordinator is the Headteacher – Jemma Southgate. The Off-Site Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.

11. The Duties of Premises Manager (School Business Manager)

The School Business Manager has a day-to-day responsibility for ensuring compliance with the school Health & 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. The day-to-day compliance is the responsibility of the School Business Manager – Kelly Mortimer and the Site Supervisor – Andy Barnett. Both of whom are ultimately responsible to the Headteacher.

12. Volunteer and Parent Helpers

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.

Part 3 General Arrangements

The following procedures and arrangements have been established within the school to minimise H&S risks to an acceptable level.

Arrangements	Responsibility of: Name/Title	Action/Arrangements
Communication The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc.	Jemma Southgate Headteacher	Communication of H&S issues may be delegated. The school policy is accessible via the School Office and is communicated via the Induction process and staff meetings/training.
Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.	Jemma Southgate Headteacher	Staff meetings (teaching and TA staff) and discussions on an as needed basis. INSET training, staff Noticeboard, weekly briefing etc.
Section 1 - RISK ASSESSMENT	Responsibility of:	Action/Arrangements
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 CLEAPSS / 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:	Various	Responsibility for Completion of Risk Assessment School – Kelly Mortimer Classroom/SEN Room – Class/SEN Teacher PE – Lisa Beer Forest School – Juliet Bews Stress – Jemma Southgate School Office – Kelly Mortimer Caretaking – Andy Barnett
School Trips/Offsite Visits The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.	Visit Leaders	Risk Assessments are completed for any proposed off-site visit by the Visit Leader and filed with the Headteacher.

Working at Height 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.	Andy Barnett Site Supervisor	Only individuals with suitable training are permitted to work at height – the Site Supervisor has received this training. The Site Supervisor is responsible for carrying out periodic documented ladder checks.
Noise The school is aware of its 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.	Jemma Southgate Headteacher	Headteacher to monitor and action whenever required.
Violence to Staff The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise System.	Jemma Southgate Headteacher	Headteacher to monitor and action whenever required.

Security Arrangements Including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.	Andy Barnett Site Supervisor	The School has a camera entry system on the main gate, all other gates remain locked except for normal arrival and departure times of the children. All external doors are locked, all visitors must report to reception via the main door which has a buzzer entry system installed. If the school are alerted to an intruder during school hours the Lockdown alarm must be activated and Lockdown procedures followed. Staff are made aware of Lockdown procedures during their induction and at September inset training.
Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.	Jemma Southgate Headteacher / Lone Working Staff	Lone working is discouraged however any individual working alone is expected to follow the Lone Working Policy, which is reviewed by the Headteacher regularly.
Hazardous Substances (Control of Substances Hazardous to Health CoSHH) Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T) relating to the specific activities of the Department or area.	Kelly Mortimer SBM Andy Barnett Site Supervisor	The school seeks to keep the use of any such substance to a minimum. These include cleaning materials and materials used in the photocopier. COSHH assessments carried out by the school should be regularly reviewed to ensure that the details given are correct. Cleaning materials are the responsibility of the Site Supervisor to ensure they are kept locked up and out of reach of children.
Personal Protective Equipment (PPE) 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.	Kelly Mortimer SBM / Andy Barnett Site Supervisor	The Site Supervisor is provided with any PPE that he requires in order to complete his duties. The Site Supervisor is expected to request this equipment when necessary.

School Transport The school 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.	School Administrator	Most transport outside of school is arranged with recognized coach companies using vehicles fitted with appropriate seat belts. Drivers have been DBS checked. In any other situation it is ensured that relevant checks on individuals have been made and insurance provision in place.
Manual Handling (typical loads and handling pupils) The school refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Head of Services are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.	Various Jemma Southgate Headteacher	Manual handling is only carried out by individuals who have had appropriate training. Assessment of appropriate approaches to manual handling are undertaken on a case-by-case basis.
Curriculum Safety (including extended schools activity/study support) Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.	Lisa Beer PE Co-ordinator Kellie Hockley D&T Co-ordinator	PE Guidelines contained in the LA Safety Policy for physical education [kept in the file in the staffroom cupboard] should be followed at all times. An annual risk assessment is made of all PE activities and equipment. All fixed and portable physical education equipment is checked annually by an outside agency. All children must wear PE kit and work in bare feet or daps. All earrings including studs should be removed or taped before lessons and long hair should be tied back. Design & Technology Cutting tools and glue guns should only be used under adult supervision. Basic food hygiene regulations should be observed in the storage, handling and preparation of food. Pupils should be closely supervised when near a hot oven or hob.

Work Experience Placements Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.	Emma Bishop Deputy Head	The induction of any work experience trainees includes Health & Safety responsibilities.
Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – Working with Display Screen Equipment. 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.	SBM Leigh James	Annual DSE assessments are completed by Admin Staff and Headteacher and SENDCO and reviewed by the SBM.

Parent Teacher Association The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.	Emma Bishop	The Deputy Headteacher attends Friends of Dinglewell Infant School (FoDIS) meetings and liaises with the Chair to ensure that all events have the required risk assessment and insurance in place.
Playground Supervision/Play Equipment and Maintenance 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.	Jemma Southgate Headteacher Lisa Beer PE Co-ordinator Kelly Mortimer SBM	The Brig, Trim Trail and Tree Platforms are used only with adult supervision. Midday Supervisors are briefed on their safe use and pupil behaviour expectations. Portable PE equipment is assessed by the PE Co-ordinator and appropriate training is given where necessary. All fixed indoor and outdoor PE equipment is reviewed in the Governors H&S inspection and an annual service is arranged with a recognized, competent contractor by the SBM

Section 2 - PREMISES	Responsibility of:	Action/Arrangements
Mechanical and Electrical (fixed and portable) The school 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. 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 [state location]. Reference is made to AMPS Technical Briefing Note EM005 Portable Appliance Testing) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.	Andy Barnett Site Supervisor Andy Barnett Site Supervisor / All Staff	The Site Supervisor is responsible for the maintenance of the school's mechanical and electrical equipment. To ensure that the regulations for safety are observed the following items should be considered: 1. An approved installer should carry out installations. Any safety aspects should be noted and made known to the user(s). 2. All items in use should be checked on installation. PAT testing of all portable electrical equipment is carried out annually by the Site Supervisor. Record of this inspection will be noted in the maintenance log, any item that is not sound must be removed immediately. 3. The condition of electrical leads, plugs and sockets must be checked visually before every use. If wear or damage is noted, the item should be taken out of use and the fault reported and corrected before reuse. 4. Trailing leads are a hazard and must be re-routed with consideration of the safety of others using the building. 5. Many items of equipment contain dry cells, which should be replaced regularly to avoid fire and acid damage. 6. Personal equipment must not be used in school. 7. Pupils should not be allowed to connect or disconnect electrical equipment nor should they be allowed to switch it on or off. 8. Pupils should only collect or return items of equipment under staff supervision. 9. Pupils should only use electrical equipment under supervision of an adult.

Maintenance of Machinery and Equipment The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.	Kelly Mortimer SBM	The SBM is responsible for arranging for inspections to take place.
Asbestos To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by: • complying with all regulations and GCC practices 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.	Kelly Mortimer SBM	The asbestos survey is located in the school office.
Service Contractors Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.	Kelly Mortimer SBM	All contractors must report to the school office and are expected to comply with both the school H&S policy and their own respective guidelines. The SBM will make sure they are aware of their responsibilities and the school's safe systems of work.

Caretaking and Grounds Maintenance (and grounds safety) The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the GCC SHE General Risk Assessment Toolkit.	Kelly Mortimer SBM Andy Barnett Site Supervisor	An Annual H&S inspection is carried out by the Resources Committee and separately by the Local Authority. Both are arranged with the SBM. The Site Supervisor carries out weekly fire alarm system checks and monthly legionella testing. All outdoor play equipment is checked monthly by the Site Supervisor and annually by an appropriate contractor. All six monthly fire alarm and emergency lighting and annual fire extinguisher checks are completed by an appointed specialist. Records of all testing are kept in the school office.
Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.	Kelly Mortimer SBM Andy Barnett Site Supervisor	Gas appliances are serviced annually by an appointed specialist. This is arranged by the SBM. 5 year Fixed Electrical Test is carried out by a LA approved contractor. This is arranged by the SBM. Annual PAT testing is completed by the Site Supervisor.
Glass and Glazing A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard 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.	Kelly Mortimer SBM	All windows are double glazed to comply with current standards at time of installation. All low level glass panels in doors are reinforced/toughened. Window inspection is included in the annual Health & Safety and Maintenance walks undertaken by the Resources committee and SBM.

Water Supply/Legionella An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. 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.	Andy Barnett Site Supervisor	The Site Supervisor carries out monthly tests and records are kept in the school office.
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.	Andy Barnett Site Supervisor/ Jemma Southgate Headteacher	The Site Supervisor is responsible for ensuring safe access routes on the school premises during winter conditions. If it is deemed unsafe due to extreme weather then the decision to close the school rests with the Headteacher.

Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS	Responsibility of:	Action/Arrangements
Infectious Diseases RIDDOR – reporting of injuries, Diseases and Dangerous Occurrences Regulations – (i)if the incidence falls within the scope of RIDDOR 2013, then: the occurrence of occupational ill health must be reported to HSE by the quickest means – usually this will be a phone call (ii) an F2508A form must be completed – see HSE website to access online reporting Reporting must be via HSE website. https://hse.gov.uk/riddor/index.htm	Kelly Mortimer SBM	The poster is located in the School Office and if requiring updating would be replaced by the SBM.

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'.		
Dealing with Medical Conditions The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.	Class Teachers/ Jemma Southgate Headteacher Liz Higginbotham Teaching Assistant	The relevant class teachers and support staff are aware of the requirements of the Individual Care Plan for those pupils in their class. The headteacher is responsible for the ensuring all staff are made aware of pupils with medical needs. An appointed Teaching Assistant is responsible for collecting information relating to all pupils with medical conditions and ensuring that the relevant information is communicated to class teachers and other staff involved with the child.
Drug Administration The school accommodates pupils with medical needs wherever practicable and makes reference to <i>DfE 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.	Class Teachers/ Jemma Southgate Headteacher	Parents are requested when possible to obtain medicines which can be taken outside of the school day. Only prescription medicines in their original labeled packaging will be administered by school staff in accordance with written directions from parents. All administration of medicine will be recorded. Alternative appropriate arrangements will be made for School Trips. Children who use asthma inhalers keep them in their classrooms.

First Aid The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools GCC SHE procedure is followed.	Jemma Southgate Headteacher Trained First Aiders	The headteacher ensures that at least one trained paediatric first aider is on site whenever pupils are in school. A trained paediatric first aider is on duty at the first aid station throughout the lunch period. Any treatment given is entered in the accident book in Class 9's cloakroom for minor accidents or using the SHE Enterprise accident database for more serious injuries. Where necessary the head teacher and class teacher should be informed of the injury. In all cases of bumps to the head, the class teacher must be informed. Parents must also be informed immediately or at the end of the day. Serious bumps to the head must be notified to parents. (See Cloakroom 9 First Aid Provision).
Reporting of Accidents, Hazards, Near Misses The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure The GCC database SHE Assure can be found at <a href="https://sheassure.net/gloucestershirecc/Portal/Portal/Inde xIn line with the SHE procedure, all Members of staff 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 Assure database. As much detail as possible should be entered but if additional details come to light they can be sent to the SHE team she@gloucestershire.gov.uk Schools often maintain a record book of minor bumps; this practice is recommended for minor events in preference to full accident reports. Refer to http://www.hse.gov.uk/pubns/edis1.htm for guidance on reporting serious accidents.	First Aiders Steph Horrill School Administrator	The minor bumps record is kept in Class 9 cloakroom. More serious incidents are reported using the SHE Enterprise accident database by the School Administrator.

[illegible]

Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing H&S for staff, pupils, contractors and other visitors.	Jemma Southgate Headteacher / Governors	It is the responsibility of the governors and head teacher to monitor the implementation of this policy. The policy will be reviewed annually by the Resources Committee
Inspections Regular safety inspections are carried out by the nominated person(s) (using the format found in the <i>Good Stewardship Guide</i> and the <i>SHE 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.	Kelly Mortimer SBM / Governors Andy Barnett Site Supervisor Andy Barnett Site Supervisor / Kelly Mortimer SBM	The Resources Committee carry out an annual H&S audit. The LA carry out an annual H&S Audit, arranged with the SBM. The Site Supervisor carries out monthly inspections of outdoor play equipment, fire call points and water temperatures for Legionellosis. Any remedial work is carried out either by the Site Supervisor in the first instance or by a qualified contractor (arranged by the SBM).
Review The school has mechanisms for undertaking active monitoring and review of H&S which includes an arrangement of periodic planned H&S checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.	Jemma Southgate Headteacher / Governors	The H&S policy, Risk Assessments and other health and safety documentation are reviewed annually.
Auditing As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.	Kelly Mortimer SBM	A 3 yearly H&S audit is arranged by the SBM and carried out by SHE.
Section 5 -TRAINING	Responsibility of:	Action/Arrangements

Staff Health & Safety Training/Competence The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of H&S, 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.	Jemma Southgate Headteacher	All staff receive H&S training as part of the Induction process and this is updated as necessary.
Supply and Student Teachers The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, H&S Policy Document and other relevant policies. The Headteacher 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 Headteacher/responsible person gives guidance on the work to be covered.	Jemma Southgate Headteacher	All supply and student teachers receive a brief induction covering essential areas relevant to the school.
Volunteer and Parent Helpers Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.	Emma Bishop Deputy Headteacher	All classroom volunteers must have a DBS disclosure and receive a brief induction covering essential areas relevant to the school.
Section 6 - HEALTH AND WELLBEING	Responsibility of:	Action/Arrangements

Pregnant Members of Staff The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.	Jemma Southgate Headteacher	A Risk Assessment is carried out by the Headteacher when a member of staff is pregnant.
Health and Well Being Including Absence Management The school refers to GCC SHE <i>Stress Risk Assessment Toolkit</i> and has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	Jemma Southgate Headteacher	A Stress Risk Assessment is completed annually by the Headteacher.
Smoking on Site		No smoking is allowed anywhere on the school site
Section 7 - ENVIRONMENTAL MANAGEMENT	Responsibility of:	Action/Arrangements
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Class Teachers Kelly Mortimer SBM	All classrooms have paper recycling bins and staff and pupils are encouraged to use them. Contractors make weekly collections of paper/card for recycling, arranged by the SBM.
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.	Kelly Mortimer SBM	A specialist contractor collect clinical and sanitary waste on a monthly basis, arranged by the SBM.
Section 8 - CATERING AND FOOD HYGIENE	Responsibility of:	Action/Arrangements
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 LA.	Local Authority	Lunchtime Catering is contracted to Caterlink via the LA contract. Angela Carter from the LA carries out regular checks of Caterlink procedures.
Section 9 – HEALTH AND SAFETY ADVICE	Responsibility of:	Action/Arrangements

Information H&S advice is obtained from Safety, Health & Environment (SHE) 01452 425350, www.gloucestershire.gov.uk/she , or she@gloucestershire.gov.uk	N/A	For information.
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