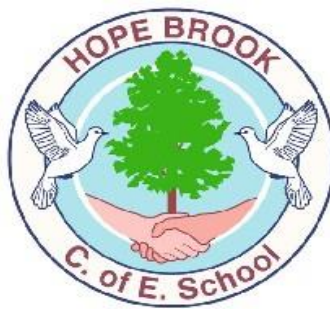


Hope Brook Church of England Primary School



Health and Safety Policy

The staff and governors are committed to the development of each child in a positive, healthy and respectful learning environment to encourage all children to achieve their fullest potential.

We want all the children and adults to achieve success through their own efforts, teamwork, self-discipline and motivation; and through links with the Church, the local community and the global community, work towards a better future for themselves and the world in which they live.

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 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 and revised as and when necessary.

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

Signed:	Signed:
Headteacher's name:	Chair of Governors' name:
Date:	Proposed review date:

PART 2 ORGANISATION

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PART 2 - ORGANISATION

<p><i>Organisation – Introduction.</i></p> <p>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 the H&S Policy Document.</p>	<p><i>An organisational chart for H&S Management is attached (Appendix 1)</i></p> <p><i>The main responsibilities for H&S lie with the Headteacher and the School Business Manager</i></p> <p><i>In the absence of the H&S leads, KS1 / KS2 leads will assume responsibility</i></p> <p><i>In the absence of the School Business Manager, the administrator will assume responsibility</i></p>
<p><i>The Duties of the Governing Body</i></p> <p>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.</p>	<p><i>The Governing Body agrees to monitor the management structure to enable the implementation of health and safety at Hope Brook</i></p>
<p><i>The Duties of the Headteacher</i></p> <p>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.</p>	<p><i>This includes ensuring that a termly safety walk is completed.</i></p>

<p><i>The Duties of Employees</i></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 & 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 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, share what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p><i>Any hazards or concerns should be reported to the Headteacher or the School Business Manager</i></p>
<p><i>Pupils</i></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><i>Pupils will receive regular reminders about health and safety through curriculum time.</i></p> <p><i>Parents and pupils will receive regular reminders about health and safety through our fortnightly newsletter</i></p>
<p><i>School Safety Representatives</i></p> <p>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.</p>	

However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.	
<p><i>Temporary Staff</i></p> <p>Temporary staff 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. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	
<p><i>Teaching Staff</i></p> <p>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.</p>	
<p><i>Teaching Assistants</i></p> <p>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.</p>	
<p><i>The Duties of Off Site Visit Coordinators (OVC)</i></p> <p>The Offsite 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.</p>	<p><i>The named Off Site Visit Co-ordinator for Hope Brook is Mrs Isobel Hollis.</i></p> <p><i>All teachers have received training on the use of the on-line reporting system (EGO) recommended by the LA</i></p>

<p><i>The Duties of Premises Manager (School Business Manager)</i></p> <p>The Premises 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.</p>	<p><i>At Hope Brook, this role is under the remit of the School Business Manager (Mrs Jen King).</i></p>
<p><i>Volunteer and Parent Helpers</i></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><i>Health and Safety information is provided by the School Business Manager.</i></p>

PART THREE – GENERAL ARRANGEMENTS

<p><i>Arrangements</i></p> <p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of: Name/Title</p>	<p>Action/Arrangements</p>
<p><i>Communication</i></p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>Jen King – School Business Manager</p>	<p><i>SBM collates all information and ensures information is available for relevant parties. Information is stored in the school office or is contained in the School Procedures folder</i></p>
<p><i>Consultation with Employees</i></p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Stephanie Severn - Headteacher</p>	<p><i>Health and safety issues are discussed in staff meetings and Governors Resources and Committee meetings. The union representatives are: NUT – Mrs Mair Blackman NASUWT- Mrs Helen Selwood</i></p>

<p>Section 1 - RISK ASSESSMENT</p>		
<p><i>Risk Assessment</i></p> <p>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.</p>	<p>Stephanie Severn – Headteacher</p>	<p><i>The following staff are responsible for completion of risk assessments within the following areas:</i></p> <p><i>Science – Mrs Helen Selwood PE/DT – Ms Naomi Stephens</i></p> <p><i>All risk assessments are stored in Headteacher's office</i></p>

<p><i>School Trips/Offsite Visits</i></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 GCC guidance.</p>	<p>Offsite Visits Co-ordinator – Mrs Isobel Hollis</p>	
<p><i>Working at Height</i></p> <p>The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>. 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 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>Stephanie Severn - Headteacher</p>	<p><i>Hope Brook is a single storey building. The only high roof area is located in the school hall.</i></p> <p><i>Any work in the school hall requires specialist equipment and is therefore completed by contractors</i></p> <p><i>A ladder is available to access one loft space that is used for storage. The ladder is also used for putting up displays- generally carried out by teaching assistants.</i></p> <p><i>Two elephant stools are available for low level display mounting.</i></p>
<p><i>Noise</i></p> <p>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.</p>	<p>Stephanie Severn - Headteacher</p>	<p><i>Area most at risk is the hall where a sound system has been installed. The equipment is only used in the hall space.</i></p>
<p><i>Violence to Staff</i></p> <p>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</p>	<p>Stephanie Severn- Headteacher</p>	<p><i>The office area is protected by a glass screen that can be closed.</i></p> <p><i>A protocol has been agreed to respond to aggressive interactions with Headteacher/ Teachers</i></p>

misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise system.		
<p><i>Security Arrangements Including Dealing with Intruders</i></p> <p>Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	Stephanie Severn - Headteacher	<p><i>Security cameras cover the area all around the school and Pippins.</i></p> <p><i>Visitors are expected to sign in at the front desk – and are asked to wear a visitor badge on a lanyard. There is a separate visitors book for Pippins.</i></p> <p><i>The caretaker / headteacher have provided their contact details in case of an emergency.</i></p>
<p><i>Personal Security/Lone Working</i></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>	Stephanie Severn - Headteacher	<p><i>There are occasions when staff work on the site alone. Typical measures include the availability of a mobile phone.</i></p>
<p><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i></p> <p>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.</p>	<p>Stephanie Severn – Headteacher</p> <p>Janice Acton - Caretaker</p>	<p><i>All COSHH data sheets are stored in the risk assessment folders in the Headteacher's office.</i></p> <p><i>The caretaker's store is a lockable space where any hazardous substances are stored.</i></p>

<p><i>Personal Protective Equipment (PPE)</i> 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. Staff are responsible for ensuring that they use PPE where it is provided.</p>	Stephanie Severn - Headteacher	<p><i>There is very limited PPE available at Hope Brook. Eye protection glasses are stored in the stock room, hand protection gloves are stored in the medical room and the caretaker's store and a high visibility coat is stored in the disabled toilet.</i></p>
<p><i>School Transport</i> 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.</p>	Stephanie Severn - Headteacher	<p><i>Pupils are transported by coach if numbers are above 20. Parents and staff transport children to smaller events ie nature quiz, sporting events etc All parents sign a slip to agree transportation arrangements for their child.</i></p>
<p><i>Manual Handling (typical loads and handling pupils)</i> The school refers to the SHE/GN/30 <i>Manual Handling</i> 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. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	Stephanie Severn - Headteacher	<p><i>Two teaching assistants have attended training on manual handling</i></p>
<p><i>Curriculum Safety (including extended schools activity/study support)</i> 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 documentation a risk assessment is carried out. An inventory of all equipment is kept by the School Business Manager and all tools / equipment /</p>	Stephanie Severn - Headteacher	<p><i>Teachers take responsibility for health and safety issues within their own teaching time.</i></p> <p><i>Helen Selwood – Science Co-ordinator Naomi Stephens – DT Co-ordinator and PE Co-ordinator Both co-ordinators are aware of specific guidance relating to their subject. Specific guidance is available in school – stored in the resource cupboards.</i></p>

machinery are checked, maintained and stored correctly.		
<p><i>Work Experience Placements</i></p> <p>The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</p>	Stephanie Severn - Headteacher	<i>The headteacher takes responsibility for work placements, completes the relevant forms and liaises with relevant staff from the placement bodies</i>
<p><i>Display Screen Equipment</i></p> <p>The majority of staff within the school are not considered to be DSE users. The school refers to 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>	Jen King – School Business Manager	<i>The DSE risk assessment has been completed by office staff and will be reviewed if there are any changes to office equipment or staff.</i>

<p><i>Parent Teacher Association</i></p> <p>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.</p>	<p>Stephanie Severn - Headteacher</p>	<p><i>PTA Committee meet termly. Headteacher attends meetings and ensures health and safety issues are considered.</i></p> <p><i>Chair of PTA is Janet Bainton. Committee ensure relevant paperwork and risk assessments are completed for events.</i></p>
<p><i>Playground Supervision/Play Equipment and Maintenance</i></p> <p>Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. 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>Stephanie Severn – Headteacher – responsible for staff</p> <p>Jen King – School Business Manager – responsible for equipment</p>	<p><i>Play equipment is checked an annually. Maintenance issues are resolved promptly following annual check or when issues are reported by staff</i></p> <p><i>KS1 playground, including climbing frame, is used by children aged 4-7</i></p> <p><i>KS2 playground, field, quiet area and trim trail are accessed by all children aged 4-11</i></p> <p><i>Playground areas are monitored by at least one member of staff. At least 2 members of staff are always on duty. A red card system is also in place to manage any emergency situations that might emerge.</i></p> <p><i>The school grounds are completely fenced in and all areas around the school building are monitored by CCTV.</i></p> <p><i>The headteacher / designated head are always available to deal with break time or lunchtime issues.</i></p> <p><i>Children are regularly reminded about behaviour in and around the school, including break and lunchtimes.</i></p>

Section 2 - PREMISES		
<p><i>Mechanical and Electrical (fixed and portable)</i> 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.</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 school 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>Jen King – School Business Manager</p>	<p><i>Risk assessments are stored in the Headteacher's office</i></p> <p><i>PAT testing is completed annually (Jan) by Eleksafe (UK) Ltd</i></p> <p><i>Fixed electrical checks are completed every 5 years. The last test was completed 19/4/2011</i> <i>Lightning protection strips are tested annually.</i></p>
<p><i>Maintenance of Machinery and Equipment</i> 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.</p>	<p>Jen King – School Business Manager</p>	<p><i>Regular maintenance checks are completed.</i> <i>Heating equipment (school) is maintained by Clancy's every 6 months</i> <i>Heating equipment (Pippins) is maintained by SK Heating every 6 months</i> <i>Fire Alarms / security alarms are maintained by Stroud Alarms – every 6 months</i></p>

<p>Asbestos 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 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 <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 		<p><i>There is no asbestos in the building fabric of Hope Brook C of E Primary School or Pippins@hopebrook. Both buildings were completed post 2003.</i></p>
<p>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.</p>	<p>Jen King – School Business Manager</p>	<p><i>All contractors report to the school office where they are issued with a visitors badge, the scope of work is clarified and safety procedures are outlined. Regular contractors used by the school are – Clancy's, SK Heating, Stroud Alarms, JW Maintenance</i></p>
<p>Building Contractors 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>Jen King – School Business Manager</p>	<p><i>Hope Brook buys into GCC Property Care service and use their services to support any building work completed on site.</i></p>

<p><i>Small Scale Building Works</i> This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>	<p>Jen King – School Business Manager</p>	<p><i>Most small scale work is completed by our handyman – Brian Acton who generally works outside school hours and is fully aware of all school procedures relating to health and safety.</i> <i>Any external contractors are expected to report to the school office where they will be issued with a visitors badge and where they will be informed about school safety procedures</i></p>
<p><i>Lettings (shared working – playgroups etc)</i> The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher 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>Jen King – School Business Manager</p>	<p><i>A Lettings Policy is in place.</i> <i>We currently hire out the school hall to a dance group for 4 hours on a Monday evening. A signed letting agreement has been completed, a copy of the hirer's public liability insurance has been seen and the hirer has been familiarised with school safety procedures.</i></p>
<p><i>Slips/Trips/Falls</i> The school 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 Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Stephanie Severn - Headteacher</p>	<p><i>Termly safety walks are completed by School Business Manager or Headteacher</i> <i>Any issues are reported to the Headteacher or to the School Business Manager</i></p>

<p><i>Cleaning</i></p> <p>A cleaning schedule is in place which is monitored by the Headteacher/responsible person. 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 students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Jen King – School Business Manager</p>	<p><i>Cleaning and caretaking is contracted to Glen Cleaning company. The company is responsible for day to day cleaning, termly deep cleaning, annual cleaning of lino flooring and annual high level clean.</i></p> <p><i>School lunches are provided by Edwards and Ward who take responsibility for maintaining the kitchen equipment and the regular deep cleaning required in kitchen facilities.</i></p>
<p><i>Transport Arrangements (on-site)</i></p> <p>The school 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.</p>	<p>Jen King – School Business Manager</p>	<p><i>A School Travel Plan was completed in 2009 and we continue to follow the recommendations contained within that document</i></p>

<p><i>Caretaking and Grounds Maintenance (and grounds safety)</i></p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.</p>	<p>Jen King – School Business Manager</p>	<p><i>Caretaking responsibilities are contracted to Glen Cleaning Services. We also purchase a monitoring service from GCC to ensure standards are maintained. Grounds maintenance responsibilities are contracted to PJ & PD Adams</i></p>
<p><i>Glass and Glazing</i></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 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.</p>	<p>Jen King – School Business Manager</p>	<p><i>All glazing complies with British Standards. Any damage to glazing is reported to Headteacher or School Business Manager</i></p>
<p><i>Water Supply/Legionella</i></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>Stephanie Severn - Headteacher</p>	<p><i>Legionella training was completed by the Headteacher in 2009 and the caretaker in 2015. Legionella Risk Assessment was completed in 2014</i></p>

<p><i>Snow and Ice Gritting</i></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>Janice Acton - Caretaking</p>	<p><i>Salt, salt spreader and snow shovels are stored in the plant room.</i></p> <p><i>Caretaking staff manage necessary clearance during adverse conditions.</i></p> <p><i>During icy conditions a path is cleared for use by children, parents and staff to provide access to the site. Notices are displayed to warn people about icy conditions.</i></p>
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Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
<p><i>Infectious Diseases</i> The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.</p>	<p>Stephanie Severn - Headteacher</p>	<p><i>A procedure for managing infectious diseases has been agreed and is stored in the Headteacher's office. The HPA poster is displayed in the staffroom</i></p>
<p><i>Dealing with Medical Conditions</i> 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>Jen King – School Business Manager</p>	<p><i>Any procedures / medical requirements are documented and stored in the school office.</i></p>
<p><i>Drug Administration</i> 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</p>	<p>Jen King – School Business Manager</p>	<p><i>All medications are stored in the staffroom fridge, office or locked cupboard in SEN room. Any medical requirements are outlined on the relevant paperwork which is stored and displayed in the school office.</i></p>

specialist voluntary bodies provide additional background information for staff.		
<p><i>First Aid</i></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 SHE/Pro/8 <i>First Aid</i> is followed.</p>	Jen King – School Business Manager	<p><i>First Aiders – Jen King</i> <i>Paediatric First Aiders – Heather Rowe, Tracey Hathaway, Pauline Freeman, Mary Croudace, Heather Harrington, Maria Hudson.</i> <i>First aid boxes are stored in the SEN Room.</i> <i>A portable First Aid Kit is available for all school trips.</i></p>
<p><i>Reporting of Accidents, Hazards, Near Misses</i></p> <p>The school report and investigate all accidents, incidents and near misses and adhere to <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>	Stephanie Severn - Headteacher	<p><i>An incident book is stored in the staffroom – along with head bump stickers and letters for parents.</i> <i>Incidents involving children are recorded at the front of the book. Incidents involving adults are recorded at the back of the book.</i> <i>The incident book is reviewed by the Headteacher and annually by governors.</i></p>
<p><i>Fire Safety and Emergency Evacuation</i></p> <p>The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	Stephanie Severn - Headteacher	<p><i>A Fire Risk Assessment was completed in 2014 and a copy is stored in the Head's office.</i> <i>Fire safety procedures are described in the Fire Safety Policy.</i> <i>Termly fire drills are carried out and outcomes recorded in the black file in the school office.</i> <i>Fire equipment is readily available and is maintained by Church's – annually.</i></p>

<p><i>Crisis and Emergency Management</i></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 any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.</p>	<p>Stephanie Severn - Headteacher</p>	<p><i>Crisis Management Team – Stephanie Severn and Jen King</i></p> <p><i>Blank incident log sheets are held in office – available if required</i></p> <p><i>Emergency contact list printed in office – all children in alphabetical order by surname (to enable prompt contact to all families)</i></p>
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Section 4 - MONITORING AND REVIEW		
<p><i>Monitoring</i></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>	Stephanie Severn - Headteacher	
<p><i>Inspections</i></p> <p>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.</p>	Jen King – School Business Manager	<p><i>An annual health and safety walk is completed by Headteacher, School Business Manager and governors. A termly health and safety walk is completed by Headteacher / School Business Manager. Any issues are recorded by the School Business Manager who co-ordinates and manages a response to issues.</i></p>
<p><i>Review</i></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 unplanned checks and inspections.</p>	Stephanie Severn - headteacher	<p><i>Premises issues are reported to Governors via the termly Headteacher's Report.</i></p>

<p><i>Auditing</i></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>Stephanie Severn - Headteacher</p>	<p><i>A Health and Safety Audit is completed by the SHE Unit every 3 years. The last audit was completed in 2014. Any issues raised are managed by the School Business Manager.</i></p>
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Section 5 -TRAINING		
<p><i>Staff Health & Safety Training/Competence</i></p> <p>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 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>	Jen King – School Business Manager	<p><i>The Headteacher and School business Manager attend regular training updates related to health and safety. Staff receive annual guidance about health and safety issues during school inset days. A record of training opportunities is maintained by the School Business Manager.</i></p>
<p><i>Supply and Student Teachers</i></p> <p>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, Health & Safety 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.</p>	Stephanie Severn - Headteacher	<p><i>Guidance for new teachers, supply teachers, student teachers and work experience students is stored in a 'School Procedures' folder stored in the staffroom.</i></p>

<p><i>Volunteer and Parent Helpers</i></p> <p>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/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	<p>Stephanie Severn - Headteacher</p>	<p><i>Volunteers are encouraged to attend the 2hour safeguarding training – run by GSCB</i></p>
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Section 6 - HEALTH AND WELLBEING		
<p><i>Pregnant Members of Staff</i></p> <p>The first aid room/rest room has 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.</p>	Stephanie Severn - Headteacher	<i>SEN Room is the nominated space</i>
<p><i>Health and Well Being Including Absence Management</i></p> <p>The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i> and has carried out a risk assessment based on the Health & Safety Executive's <i>Management Standards for Work-Related Stress</i>. 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>	Stephanie Severn - Headteacher	<i>School purchases support package from GCC including telephone support for all staff – for issues related to well being</i>
<i>Smoking on Site</i>	Stephanie Severn - Headteacher	<i>Hope Brook is a non-smoking site.</i>

Section 7 - ENVIRONMENTAL MANAGEMENT		
<p><i>Environmental Compliance</i></p> <p>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.</p>	Stephanie Severn - Headteacher	<p><i>The Eco Council organizes the collection of food waste and recycled paper waste from classrooms</i></p> <p><i>A nominated TA manages compost bins</i></p> <p><i>The caretaker makes use of the recycling bin for paper, cardboard and plastic milk containers.</i></p>
<p><i>Disposal of Waste</i></p> <p>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	Stephanie Severn - Headteacher	<p><i>Nappy waste is collected weekly by Cannon.</i></p> <p><i>Sanitary disposal facilities are also provided and collected monthly.</i></p>
Section 8 - CATERING AND FOOD HYGIENE		

<p><i>Catering and Food Hygiene</i></p> <p>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).</p>	<p>Jen King – School Business Manager</p>	<p><i>Catering contract – Caterlink</i></p>
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Section 9 – HEALTH AND SAFETY ADVICE		
<p><i>Information</i></p> <p>Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she</p>	<p>Stephanie Severn - headteacher</p>	