

# Hope Brook Church of England Primary School



## Health & Safety Policy

The staff and governors are committed to the development of each child in the best possible learning environment to encourage all children to achieve their fullest potential.

We want the children to achieve success through their own efforts, teamwork, self-discipline and motivation, and through links with the Church and 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. As a LA maintained Voluntary Controlled school we follow the protocols outlined by GCC.

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.

Signed:	Signed:
Headteacher's name:	Chair of Governors' name:
Date:	Date:

## Part 2 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.

#### 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 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. At Hope Brook, some of these responsibilities are delegated to the School Business Manager who has a responsibility for maintaining the school premises.

#### 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.

#### 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.

#### 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).

### 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.

### 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.

### 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.

### The Duties of Off Site Visit Coordinators (OVC)

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.

### The Duties of Premises Manager (School Business Manager)

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.

### 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**

### **Part 3.1 – Risk Assessment**

#### **Risk Assessment**

At Hope Brook, we use a range of risk assessments, following guidance provided by GCC, SHE, CLEAPSS.

The SHE Primary School Risk Assessment templates are used.

- Classroom risk assessments are completed by classteachers and reviewed every 4 years, or when there is a significant to change to school arrangements
- School events are completed by the organiser of the event – Headteacher, PTA Chair or Classteacher
- Office risk assessments are completed by the School Business Manager
- School Trips/Offsite Visits - The person with the delegated role of Off-Site Visits Coordinator (OVC) has responsibility to oversee risk assessments for trips; this role has been delegated to Isobel Hollis. 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.
- Curriculum Safety (including extended schools activity/study support) – Curriculum leads 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 guidance, a risk assessment is carried out. An inventory of all equipment is kept by the curriculum leads and all tools/equipment/machinery are checked, maintained and stored correctly.

### **Part 3.2 - Specific Risks**

#### **Communication**

We recognise that it is important to ensure effective communication of health and safety messages. We use a range of strategies to achieve this.

Employees – key messages are shared through inset days, staff meetings and staff meeting notes. Our procedures are documented in our 'School Procedures Folder' which is stored in the main office.

Visitors – are informed about our protocols when they sign in at the main office. A pack of information is also provided for reference.

Pupils – are provided with advice, guidance and instruction through lessons, school council meetings and collective worship

Parents – are provided with advice and guidance via our weekly updates, our termly newsletter and our website.

Volunteers – are provided with an information pack that provides some basic information about important elements of health and safety

Contractors – receive guidance and advice about our health and safety procedures as part of the project planning process.

#### **Consultation with employees**

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by ensuring that procedures are reviewed regularly, at least annually. One aspect of health & safety is revisited annually on a 3 year rotation ie fire safety, risk assessments, first aid

## **Display Screen Equipment**

The majority of employees within the school are not considered to be DSE users;

Office staff using computers are provided with appropriate (e.g. adjustable) equipment

The Headteacher ensures that DSE workplace assessments are conducted for any users

DSE assessments are reviewed where equipment changes or office layouts change or when there are staff changes.

## **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. Safety data sheets are used for hazardous materials and are stored in the Risk assessment folder in the Head's office.

## **Lone Working**

The school manages the risk of lone working by:

- ensuring that all external doors are locked and keypad on front door is activated
- access to one of the school phones
- designating days in the holidays when staff can come in

## **Manual Handling**

The school manages the risk of moving heavy items by:

- ensuring larger loads are broken down for easier movement
- ensuring the availability of manual handling aids e.g. trolley or sack truck
- establishing agreed methods for regular tasks e.g. setting up tables at lunchtime

## **Moving and Handling Pupils**

The school manages the risk of moving and handling pupils by:

- ensuring that potential risks are included in pupil behaviour/ care plans
- ensuring appropriate employees are trained in correct moving / handling techniques
- handling aids such as adapted chairs are serviced by appropriate persons

## **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. Generally, noise risk is managed by keeping the exposure time low.

## **Parent Teacher Association**

The PTA operates as a separate body with its own insurance for PTA organised events

Risk assessments are carried out for PTA run events and adequate insurance is in place.

Measures used during events include adequate supervision, food hygiene, first aid, DBS and controlling vehicle movements.

### **Personal Protective Equipment (PPE)**

The need for PPE as a control measure is assessed on the basis of risk assessment and CoSHH assessments. 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. Employees are responsible for ensuring that they use PPE where it is provided.

For example, PPE is available to protect staff from infectious diseases. This equipment is stored in the main office or The Nest

### **Playground Supervision/Play Equipment and Maintenance**

Playground risks are assessed using the SHE Information Sheet 14 Playground Supervision

A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken

Measures to manage the risk include 2 staff at playtime, 4 staff at lunchtime

### **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. The procedure is documented in the 'School Procedures' folder. The relevant paperwork is stored in the teachers shared area. Copies of the relevant templates are also stored in the school office.

The OVC is Isobel Hollis.

### **School Transport**

Hope Brook follows 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.

Checks are made to ensure that employees who drive 'at work' have the correct documents and business cover insurance.

### **Security Arrangements**

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as:

- A keypad code door security system
- Visitors are required to sign in using office based ipad
- Visitors are required to wear school provided visitor badges
- Smartwater is used on all electrical items and items of value
- Strangers on site are always challenged
- Fences, hedges and gates are well maintained

### **Work Experience Placements**



Work experience students are provided with the visitor's pack which provides basic information about health and safety procedures at Hope Brook. The supporting classteacher takes responsibility for ensuring students are informed about day-to-day issues.

## **Working at Height**

The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height.

Employees have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable)

## **Workplace Violence to Employees and Behaviour Management**

The school site has several features designed to protect staff and pupils ie locked gates during the school day, a keypad access system, CCTV covering all the entrances to school.

Our school policies – Code of Conduct, Complaints Policy and Behaviour Policy provides clear guidance about our expectations regarding the behaviour of all members of the school community.

## **Part 3.3 – Premises Risks**

### **Asbestos**

There are no asbestos containing materials on the school site.

### **Building Contractors**

Where part of the site is handed over to the contractor - hazards associated with this activity are controlled by planning the work and taking risks into account, use of Method Statements and correct working practices, effective supervision of students and contractors whilst on the school site;

Small scale building works - including day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are control by signing in, contractors are shown the work site. The School Business Manager ensures contractors understands what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.

### **Caretaking and Grounds Maintenance**

Caretaking and grounds maintenance are contracted out.

The School Business Manager monitors that necessary works are completed and that contractors have the necessary risk assessment procedures in place.

The School Business Manager ensures that all contractors follow the health and safety procedures at Hope Brook.

### **Cleaning**

Our cleaning services are managed by Glen's and monitored through the GCC contract

A cleaning schedule is in place which is monitored by the School Business 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 Business Manager 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.

## **Gas**

There is no gas available on the Hope Brook site.

## **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.

## **Lettings**

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.

The Headteacher ensures she 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.

## **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 the main office.

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.

## **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.

## **Slips/Trips/Falls**

The school recognises the main cause of accidents is slips, trips and falls.

It is the responsibility of each teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.

All hazards, obstructions, spillages, defects or maintenance requirements are reported to the School Business Manager via a notebook located in the main office.

All employees are expected to be vigilant and aware of possible hazards.

Food spillages are cleared immediately.

Cleaners are briefed not to leave hazards such as wet floors without warning signs.

## **Snow and Ice**

Adequate arrangements are in place to minimise the risks from snow and ice on the site.

An emergency plan has been developed to determine what action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted, warning signage and communication protocols.

There is suitable storage for salt/grit and tools (such as wheeled grit spreader) on site (in the plant room) and a sufficient supply of grit/salt is available.

## **Transport Arrangements (on-site)**

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.

Signage indicates limitations to school access during school hours (8.30am – 4.30pm)

The main gates on the driveway are closed during the school day (9.15am – 3.15pm)

## **Water Hygiene**

A water hygiene risk assessment has been documented.

An effective water hygiene management plan is in place to control the risks of legionellosis to employees and members of the public.

A site log book is used to record checks

The named responsible person (School Business Manager) 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.

## **Part – 3.4 Health and Wellbeing**

### **Dealing with Medical Conditions**

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and employees. 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.

### **Drug Administration**

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings.

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.

Parents are required to complete a form outlining dosage and time interval if any prescribed medications need to be administered during the school day. Any prescribed medications are administered by office staff.

The school nurse and specialist voluntary bodies provide additional background information for employees.

### **Emergency Management/ Business Continuity**

An Emergency/Business Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. A team is in place to act as the decision-making body for the management of any incident. 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 emergency, 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 periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

### **Fire Safety**

The school has a fire risk assessment undertaken by a competent body every 3 years or so.

The school reviews the fire risk assessment and any actions within it at least annually

Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)

Arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

Fire Safety records are stored in the Fire Safety folder in the main office.

## **First Aid**

The school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders [including paediatric trained staff for EYFS].

The guidance issued by the DfE on first aid for schools SHE/G036 First Aid at Work is followed.

The School Business Manager ensures staff attend training as required. All training records are documented on our Single Central Record.

## **Health and Well Being Including Absence Management**

The school refers to SHE/GN/31 Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress.

The school endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.

## **Infectious Diseases**

The school follows the guidance produced by Public Health England, which is summarised on the poster 'Guidance on Infection Control in Schools and other Child Care Settings' and the Public Health England booklet 'The Spotty Book'.

## **Pregnant Members of Staff**

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

The checklist contained in SHE is used and reasonable adjustments made

## **Reporting of Accidents, Hazards, Near Misses and their investigation**

The school records accidents in the silver accident book which is stored in the blue file box in the staffroom.

More significant accidents ie those that require treatment from an external practitioner are recorded in the Accident Book – also stored in the blue box file in the staffroom

Parents receive an accident form for any accidents that involve the head or have left a mark on a child. Children are also given a head bump sticker if any incidents involving the head have occurred. This ensures all staff and parents are immediately aware that an incident has taken place.

The Headteacher reviews the accident book to consider trends or emerging issues.

If accidents are increasing due to behaviour issues – midday supervisors are asked to document incidents in their notebooks. Notebooks are monitored by the Head.

## **Smoking on Site**

The school is a no smoking site and visitors and contractors are required to conform to this status.

## **Part 3.5 – Monitoring, Review and Audit**

### **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. At Hope Brook, this is completed by GCC property services staff on an annual basis.

The action points identified through the audit form part of the school development plan, where necessary.

The governors also complete an annual health and safety walk – using the property services guidance sheets.

### **Monitoring**

The School Business Manager and Head monitor all aspects of health and safety. This is completed as part of the agenda during their weekly/fortnightly meetings.

### **Review**

The Health & safety Policy is reviewed on an annual basis.

The Governing Body review all safety audits and inspection reports relating to property issues, as well as being part of the policy review process.

## **Section 3.6 – Training**

### **Employee Health and Safety Training/Competence**

The school is committed to ensure employees are competent to undertake the roles expected of them. The Headteacher 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.

### **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 information booklet. 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.

### **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/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

## **Section 3.7 - Environmental Management**

### **Environmental Compliance**

The school fulfils its waste management responsibilities by:

- seeking to minimise waste at source and using only what is needed
- recycling as much as is practicable
- disposing of as little as necessary

### **Disposal of Waste**

Waste is stored carefully onsite to avoid escape within the grounds or elsewhere

Fire safety is considered e.g. bins are stored well away from the school building

An appropriate (licensed) waste contractor is used for all waste removal

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

## **Section 3.8 - Catering And Food Hygiene**

### **Food Hygiene**

The caterer has a food hygiene management system (HACCP) in place

Catering staff are appropriately trained in food hygiene.

Contractors have access to competent health and safety advice.

The provider of the food business (Caterlink) is registered with the Local Authority.

Food hygiene inspection reports are shared with the school

## **Section 3.9 – Health And Safety Advice**

### **Information**

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350

[she@gloucestershire.go.uk](mailto:she@gloucestershire.go.uk)

[www.gloucestershire.gov.uk/she](http://www.gloucestershire.gov.uk/she)

Date of policy: September 2021

Date of review: September 2022

This policy was formulated in consultation with the Headteacher and teaching staff.

This policy was accepted by the Governing Body at their meeting on Wednesday 29<sup>th</sup> September 2021 and will be reviewed annually.

(A signed copy of this policy is stored in the staffroom 'Policies' folder.)