

<b>Policy Name: Health and Safety</b>	
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Member of staff responsible for the policy:	Beth Warren
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## **HEALTH AND SAFETY POLICY DOCUMENT**

### **PART ONE**

#### **STATEMENT OF INTENT**

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

The Local Authority, Head of Service and GHES Management Committee 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 Management Committee and Head of Service.

In particular the Management Committee and Head of Service 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 Local Authority and Head of Service 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 Local Authority and Head of Service will ensure adequate resources, including finance to implement the Policy.

The Local Authority and Head of Service are committed to this Policy and all Members of staff required to comply. They are encouraged to support the Management Committee and Head of Services 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 GHES Management Committee.

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## PART TWO - ORGANISATION

<p><b>Organisation – Introduction.</b></p> <p>In order to achieve compliance with the Local Authority and Head of Service's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>	<p><i>Gloucestershire Hospital Education Service GHES is a GCC Service Head of Service</i></p> <p><i>Health and Safety Representatives/Committee: one from GRH and one from GHESOP;</i></p> <p><i>Management Committee – Chair (until new nominee)</i></p>
<p><b>The Duties of the Local Authority</b></p> <p>The Local Authority has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Head of Service the Local Authority will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout GHES, 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>Most recent visit from GCC SHE unit to discuss this latest version of the policy and health and safety arrangements.</i></p> <p><i>Stewart Heggs – GCC SHE unit – did a 'light' audit of our health and safety policy and procedures 23<sup>rd</sup> February 2015. This policy was approved.</i></p> <p><i>Stewart Heggs – GCC SHE Unit – did an audit of health, safety and Welfare on 19/01/2016 and said: 'In the auditors opinion the standard of health and safety management in the Service is excellent.'</i></p>
<p><b>The Duties of the Head of Service</b></p> <p>The Head of Service has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Management Committee the Head of Service 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 Head of Service 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>Health and Safety File in Head of Service Office Health and Safety a regular standing agenda item at team meetings/SLT meetings and management committee meetings.</i></p> <p><i>All staff encouraged to raise health and safety issues or concerns that arise at any time. Open door policy for discussion.</i></p>

## 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 and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

- *Dynamic risk assessments to take place on initial home visits by managers and concerns recorded on initial visit form*
- *Individual staff undertake dynamic risk assessment on each visit to a home*
- *Staff inform managers of any concerns or changes to this*
- *Staff responsible for 'Safer Driving at Work' – see advice in SHE document.*
- *Managers responsible for checking driving documents annually in September, or when a new member of staff starts work.*
- *Regular annual risk assessment carried out at GRH and when there are changes to the daily routine e.g. fundraising event and enrichment days.*
- *In GHES classroom risk assessments are carried out if there are particular activities which require them or if a pupil is deemed to be a risk in the classroom.*
- *Opportunities built into 1:1 supervision and regular staff meetings for any reports of Health and Safety hazards/issues.*
- *Open door policy of managers for any health and Safety issues requiring immediate response.*

## 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.

- *Managers outline Health and Safety procedures in initial visits to families including the need for a responsible adult to be in the home, a non-smoking environment, pets to be restrained etc.*
- ***PLEASE REFER TO and read:  
GHES HOME VISITS POLICY; GHES PARENT/CARER HEALTH AND SAFETY AGREEMENT GHES HOME RISK ASSESSMENT***
- *Pupils are told of expectations of behaviour in initial visits to the home (GHES) and classrooms (GHES and GRH)*
- *Pupils are made aware of risk assessments and risks generally when these are required.*

<p><b>School Health and Safety Representatives</b></p> <p>The Management Committee and Head of Service recognise the role of Health and Safety Representatives who maybe appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Head of Service or Management Committee.</p>	<ul style="list-style-type: none"> <li>• <i>One Health and Safety representative for GHES outpatient team.</i></li> <li>• <i>One Health and Safety representative for GRH schoolroom.</i></li> </ul>
<p><b>Temporary Staff</b></p> <p>Temporary Members of staff provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary Members of staff directly accountable to the Head of Service whilst on the school site.</p>	<ul style="list-style-type: none"> <li>• <i>Temporary staff, including agency staff, have an induction with GHES manager, where their attention is drawn to the relevant policies and procedures which apply to them;</i></li> <li>• <i>A staff handbook to be provided for all staff with key information;</i></li> </ul>
<p><b>Teaching Staff</b></p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues. <b>(GHES teachers often work in the home.)</b></p>	<p><i>Teachers have a responsibility to be aware of the following policies and procedures available on the shared drive in the GHES General folder and on staffnet (GCC intranet). GHES is part of GCC so GCC policies apply.</i></p> <ul style="list-style-type: none"> <li>• <i>GHES Health and Safety Policy</i></li> <li>• <i>Risk Assessment (including individual risk assessments)</i></li> <li>• <i>Lone Working</i></li> <li>• <i>Working in the Home</i></li> <li>• <i>Safe Driving at Work</i></li> <li>• <i>Accident Reporting and Investigation</i></li> <li>• <i>Working with Display Screen Equipment</i></li> <li>• <i>Work-related Stress</i></li> <li>• <i>GHES Safeguarding and Child Protection Policy and Procedures</i></li> </ul> <p><i>Staff using harmful substances should make themselves familiar with the relevant CoSHH and CLEAPS documents and act</i></p>

*accordingly.*

<p><b>Support Workers</b></p> <p>Support Workers have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session. (GHES support workers often work independently in the home, as do teachers).</p>	<p><i>Support Workers have a responsibility to be aware of the following GCC policies and procedures available on the shared drive in the GHES General folder (GHES is part of GCC and all Members of staff centrally employed staff).</i></p> <ul style="list-style-type: none"> <li>• <i>GHES Health and Safety Policy</i></li> <li>• <i>Risk Assessment (including individual risk assessments)</i></li> <li>• <i>Lone Working</i></li> <li>• <i>Working in the Home</i></li> <li>• <i>Safe Driving at Work</i></li> <li>• <i>Accident Reporting and Investigation</i></li> <li>• <i>Working with Display Screen Equipment</i></li> <li>• <i>Work-related Stress</i></li> <li>• <i>GHES Safeguarding and Child Protection Policy and Procedures</i></li> </ul> <p><i>Staff using harmful substances should make themselves familiar with the relevant CoSHH and CLEAPS documents and act accordingly.</i></p>
<p><b>The Duties of Off Site Visit Coordinators (OVC)</b></p> <p>The Offsite Visit Coordinator (OVC) ensures that all off-site activities and Educational Visits, Regulations and GCC SHE standards for offsite visits are followed. The OVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School. The school refers to SHE webpages.</p>	<ul style="list-style-type: none"> <li>• <i>The Head of Service Is the OVC. Risk assessments for specific offsite visits other than regular agreed teaching will need to be approved by her (or another member of the senior leadership team) prior to the visit.</i></li> <li>• <i>Offsite visit policy and procedures are with the Head of Service and on the S drive as well as in the policy file.</i></li> </ul>
<p><b>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</b></p> <p>The Premises Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Head of Service 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>	<ul style="list-style-type: none"> <li>• <i>County offices has a Buildings Manager.. The premises is managed and overseen by GCC. GHES rent for the space they use at the county offices.</i></li> <li>• <i>GRH – the school room is the responsibility of the NHS as it is provided by them. GRH is owned by Zanders and rented from them by NHS. There is an NHS person responsible for Health and Safety of the Children’s Centre.</i></li> <li>• <i>There is one local rep for OP</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>There is one local rep for IP</i></li> </ul>
<p><b>Volunteer and Parent Helpers</b></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>	<ul style="list-style-type: none"> <li>• <i>GRH staff supervise and provide information for all visitors and make them aware of all health and safety issues.</i></li> <li>• <i>GHER staff supervise and provide information for all visitors and volunteers and make them aware of health and safety issues and protocols.</i></li> </ul>

## PART THREE - ARRANGEMENTS

<b>Arrangements</b> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (customise to meet your own situation)</b>
<b>Communication</b> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	Head of Service Team Managers All staff	<ul style="list-style-type: none"> <li>• <i>Health and Safety Policy shared with and ratified by the management committee.</i></li> <li>• <i>Health and Safety Policy reviewed and posted on the GHES website.</i></li> <li>• <i>Health and Safety Policy will be provided for all staff member to read and sign that they have read. Staff meeting time will be allocated after each review for comment and any adaptations deemed necessary to be made.</i></li> </ul>
<b>Consultation with Employees</b> The school recognises the importance of consulting with employees on health and safety matters.	Head of Service Team Mangers GRH Schoolroom Manager All Staff	<ul style="list-style-type: none"> <li>• <i>All GHESOP and GRH staff have a regular Health and Safety slot in the team meeting to raise any concerns or for managers to consult or update staff.</i></li> <li>• <i>Staff have opportunities to talk about any specific issues during their 1:1 supervision.</i></li> <li>• <i>Staff will be consulted and have the opportunity to contribute to the Health and Safety Policy.</i></li> </ul>
<b>Section 1 - RISK ASSESSMENT</b>		

<p><b>Risk Assessment</b></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>The following Members of staff responsible for completion of risk assessments within the following areas:</p>	<p>Head of Service and team managers. Individual members of staff</p>	<ul style="list-style-type: none"> <li>• <i>Specific risk assessments are available on the shared drive in the GHES General folder</i></li> <li>• <i>Members of staff responsible for recognising activities which may incur a risk and writing a risk assessment. Training has been given on this. No trips can or transportation of pupils can go ahead without approval of paperwork by Head of service or another manager.</i></li> <li>• <i>Generic risk assessments are reviewed/adapted as needed.</i></li> <li>• <i>All activities with risk, whether new or longstanding, should be risk assessed and updated to reflect that specific activity in that given context. Always date them to reflect review and to demonstrate that they have been considered and adjusted as necessary.</i></li> <li>• <b>Development for Academic Year 2018-19 – an overarching Risk Assessment will be completed, cross-referencing specific risk assessments used by the service and bring all risk assessments into one place – GHES General Policies Risk Assessments.</b></li> </ul>
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<p><b>School Trips/Offsite Visits</b></p> <p>The school complies with DFE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on County Council Guidance.</p>	<p>Head of Service</p>	<ul style="list-style-type: none"> <li>• <i>The Head of Service is OVC and Members of staff responsible for ensuring that they have agreed risk assessments and arrangements for educational visits with her. No trips or visits can go ahead without consent and approval of paperwork and risk assessments by head of service or another member of SLT.</i></li> </ul>
<p><b>Working at Height</b></p> <p>The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>All staff</p>	<ul style="list-style-type: none"> <li>• <i>N/A – all work at height undertaken by Buildings Manager</i></li> <li>• <i>One member of admin team is trained in step-ladder use should it be required</i></li> <li>• <i>One member of GRH staff also step ladder trained</i></li> <li>• <i>Step ladder training should be updated as staff change.</i></li> <li>• <i>Zanders are responsible for work at height at GRH.</i></li> </ul>
<p><b>Noise</b></p> <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	<p>N/A</p>	<p>N/A</p>

<p><b>Violence to Staff</b></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 misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise System.</p>	<p>All staff to be aware of home visits policy.</p>	<ul style="list-style-type: none"> <li>• <i>Members of staff aware of 'GHES Home Visits' policy and are aware that they should make excuses to leave any home where they feel that their personal safety is threatened</i></li> <li>• <i>Pupils and parents are aware of the behaviour expectations and there is a parent/carer health and safety agreement signed by parents prior to tuition taking place in the home.</i></li> <li>• <i>Incident forms to be filled in promptly in the event of any incident or abuse and are kept in the Head of Service's office.</i></li> </ul>
<p><b>Security Arrangements Including Dealing with Intruders</b></p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>Buildings manager Head of Service</p>	<ul style="list-style-type: none"> <li>• <i>Intruders dealt with by the buildings manager or security guards;</i></li> <li>• <i>GRH Nurse in charge contacts security if there are any issues of this nature;</i></li> <li>• <i>School room in county offices – risk assessment and protocol;</i></li> <li>• <i>GHES follows GCC protocols and policies for GDPR to ensure that data is protected and only shared on a needs to know basis;</i></li> </ul>
<p><b>Personal Security/Lone Working</b></p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>Individual Staff/GCC All staff to read lone working policy</p>	<ul style="list-style-type: none"> <li>• <i>GCC Lone Working Policy adopted by GHES and available to staff on shared drive in GHES General folder</i></li> <li>• <i>GHESOP Staff have mobile phones for work use and they should be available to them and charged during the work day</i></li> <li>• <i>Staff working alone in County Offices in the evening are responsible for making sure someone knows where they are and that they are safely home. Lone working policy and guidance should be followed.</i></li> <li>• <i>Staff outlook calendars should be kept up to date so that it is evident at any time in the work day we are able to locate staff;</i></li> </ul>
<p><b>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</b></p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary</p>	<p>Head of Service Team Managers All staff</p>	<ul style="list-style-type: none"> <li>• <i>COSHH and CLEAPS details kept in office for staff using any substances.</i></li> <li>• <i>Art teachers and those teaching art are responsible for ensuring that substances used for Art have the correct COSHH assessments in place and are aware of the contents</i></li> <li>• <i>Science teachers and those teaching science are responsible for ensuring that substances used in science</i></li> </ul>

<p>this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>		<p><i>have the correct COSHH/CLEAPS assessments in place and are aware of the contents.</i></p> <ul style="list-style-type: none"><li>• <i>Teachers are responsible for ensuring that relevant risk assessments are written, with support of subject leads if needed, for all activities where there may be a risk.</i></li><li>• <i>Generic risk assessments for some commonly delivered lessons are available on the shared drive, GHES General folder Models needed for Science, Art, Drama, DT, as appropriate. Teachers need to ensure that risk assessments are adapted as necessary to ensure that risks are controlled and managed in their specific context.</i></li></ul> <p><b><i>These will also be referred to in the new overarching risk assessment.</i></b></p>
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<p><b>Personal Protective Equipment</b></p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Members of staff responsible for ensuring that they use PPE where it is provided.</p>	<p>All staff</p>	<ul style="list-style-type: none"> <li>• <i>Members of staff responsible for making sure that both themselves and pupils use PPE where it is risk-assessed as necessary</i></li> <li>• <i>Staff <u>should not</u> undertake activities needing PPE unless this is available to both staff and pupils.</i></li> <li>• <i>Subject leads are responsible for ordering, storing, maintaining and monitoring PPE equipment needed for their subject.</i></li> <li>• <i>Science is the subject which is most likely to need PPE – Members of staff made aware through subject lead meetings where appropriate.</i></li> <li>• <i>Risk assessments should reflect where PPE will be required;</i></li> </ul>
<p><b>School Transport</b></p> <p>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.</p>	<p>Head of Service (OVC)</p> <p>All staff</p>	<p><i>GHES only transports pupils for offsite visits. The appropriate guidelines and policy are followed and risk assessments completed.</i></p> <p><i>GCC safer driving procedures are followed.</i></p>
<p><b>Manual Handling (typical loads and handling pupils)</b></p> <p>The school refers to the GCC SHE Manual Handling Risk Assessment toolkit and risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training <i>provided for staff. Head of Services (or add name of responsible person(s) here)</i> are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.</p>	<p>Head of Service</p> <p>Team managers</p> <p>All staff</p>	<ul style="list-style-type: none"> <li>• <i>Members of Members of staff trained in neither manual handling nor restraint and should therefore not attempt either. Please refer to the GHES BEHAVIOUR POLICY which covers restraint.</i></li> </ul>

<p><b>Curriculum Safety (including extended schools activity/study support)</b></p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Subject Leads</p> <p>Team Mangers</p>	<ul style="list-style-type: none"> <li>• Subject specific risk assessments to be added to shared drive as they are produced</li> <li>• <b>These will be stored with the overarching risk assessment for GHES.</b></li> </ul>
<p><b>Work Experience Placements</b></p> <p>Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>	<p>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• Pupils from Sir Thomas Rich's School who do work experience at GRH Schoolroom are risk assessed by their school and copies of this are held by GRH staff.</li> <li>• In the event that any pupils undertake work experience placements through GHES, appropriate risk assessments and checks will be carried out with placement staff by staff prior to the start of the placement. <b>Work experience placements can be organised through the pupil's home school or can be investigated and checked for suitability by our careers advisor.</b> . GHES would check the robustness of the checking procedures and appropriateness of arrangements.</li> </ul>
<p><b>Display Screen Equipment</b></p> <p>The majority of staff within the school are not considered to be DSE users. The school adheres to the GCC Corporate Policy, guidelines and procedure SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Head of Services/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>Head of Service</p> <p>Team managers</p> <p>All staff</p>	<ul style="list-style-type: none"> <li>• SHE GCC link to SHE procedure and self assessment for use of DSE equipment on shared drive</li> <li>• DSE assessments to be reviewed annually <b>(responsibility of individual staff to do this if they feel it is needed)</b> and risks to individuals identified.</li> <li>• <b>With the increase in online teaching, staff to review their use of DSE and let managers know if they need any adaptations to ensure the health and safety of staff.</b></li> </ul>

<p><b>Parent Teacher Association</b></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>	n/a	N/A
<p><b>Playground Supervision/Play Equipment and Maintenance</b></p> <p>Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	GRH team manager	<i>GRH use risk assessments when using the roof-top play area.</i>

<p><b>Section 2 - PREMISES</b></p>	<p><i>GHESOP is located in a GCC building and the school room in GRH (Gloucester Royal Hospital). The respective buildings managers holds responsibility for maintenance, building works etc. Any boxes left blank are the responsibility of GCC and the buildings manager or GRH – Zanders have responsibility for the buildings.</i></p>	
<p><b>Mechanical and Electrical (fixed and portable)</b></p> <p>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:</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>Head of Service/team managers/all staff</p>	<p><i>PAT testing takes place in November every year for the Outpatient Team organised by Karen Harris and the administrative team. PAT testing to be moved to July in the academic year of 2018 -19 as this will minimise disruption to pupil learning.</i></p> <p><i>GRH – PAT testing is carried out by hospital staff bi-annually. New electrical equipment is PAT tested prior to use.</i></p>
<p><b>Maintenance of Machinery and Equipment</b></p> <p>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 and Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>	<p>Buildings Manager or NHS at GRH. All staff to report any visible faults or issues.</p>	<ul style="list-style-type: none"> <li>• <i>Any machinery in either building is monitored by respective buildings managers.</i></li> <li>• <i>GHESOP/GHESIP report any concerns/malfunctions to respective buildings managers.</i></li> </ul>

<p><b>Asbestos</b></p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> <li>• complying with all regulations and County Policy concerning the control of asbestos;</li> <li>• removing asbestos containing materials where the risk to building users is unacceptable;</li> <li>• 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.</li> <li>• where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> </ul>	<p>GCC/Buildings Manager.</p>	<ul style="list-style-type: none"> <li>• <i>Safe removal of asbestos on County Offices Site has been dealt with by the buildings manager. Remaining material is being managed and will only be removed as and when it is likely to be disturbed on a needs basis, or if it poses a risk as part of a managed strategy.</i></li> </ul>
<p><b>Service Contractors</b></p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>GCC</p>	<ul style="list-style-type: none"> <li>• <i>Contractors on either site report to the buildings managers/ward manager for supervision.</i></li> </ul>
<p><b>Building Contractors</b></p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>GCC</p>	<ul style="list-style-type: none"> <li>• <i>Contractors on either site report to the buildings managers/ward manager for supervision.</i></li> </ul>

<p><b>Small Scale Building Works</b></p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	GCC	<ul style="list-style-type: none"> <li>Contractors on either site report to the buildings managers/ward manager for supervision.</li> </ul>
<p><b>Lettings (shared working – playgroups etc)</b></p> <p>The school follows the Asset Management and 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 hirer's/tenant's claims arising from negligence. If any part of the school is let, the Head of Service 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>	n/a	N/A
<p><b>Slips/Trips/Falls</b></p> <p>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 Head of Service or via a recognised reporting process. All Members of staff expected to be vigilant and aware of possible hazards.</p>	<p>Head of Service</p> <p>All staff</p>	<ul style="list-style-type: none"> <li>Accidents should be reported and investigated immediately</li> <li>Accidents book kept in Head of Service's office.</li> <li>Members of staff responsible for keeping communal areas tidy and safe</li> <li>Regular risk management tours undertaken by H&amp;S rep at County Offices</li> </ul>

<p><b>Cleaning</b></p> <p>A cleaning schedule is in place which is monitored by the Head of Service/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 ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	GCC/NHS	<ul style="list-style-type: none"> <li>• GRH School Room is cleaned by NHS domestic staff.</li> <li>• County Offices has a cleaning contract which is monitored by the buildings manager.</li> <li>• GHES Members of staff responsible for ensuring that shared food areas are kept clean, tidy and hygienic during the working day</li> <li>• Paper recycling is available by using labelled bins at County Offices</li> <li>• Recycling bins are available in GRH kitchen</li> </ul>
<p><b>Transport Arrangements (on-site)</b></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. The school wherever possible avoid same access for all.</p>	n/a	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Bus Duties (supervision of pupils boarding school buses)</b></p>	n/a	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Caretaking and Grounds Maintenance (and grounds safety)</b></p> <p>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.</p>	GCC/NHS	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<p><b>Gas and Electrical Appliances</b></p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	GCC/NHS	<ul style="list-style-type: none"> <li>• <i>PAT testing takes place in November every year – this will be altered during academic year 2018-19 due to service needs with online teaching;</i></li> <li>• <i>GRH –at least annually</i></li> </ul>
<p><b>Glass and Glazing</b></p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	GCC/NHS	<ul style="list-style-type: none"> <li>• <i>Glazing is the responsibility of the buildings manager and the glazing in the GHESOP classroom was checked by specialists prior to it being used for this purpose and was deemed fit for purpose.</i></li> </ul>
<p><b>Water Supply/Legionella</b></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>	GCC/NHS	<ul style="list-style-type: none"> <li>• <i>GRH staff has been advised to run the cold tap for two minutes each morning to minimise the risk of legionellosis. Water is regularly checked in the hospital.</i></li> <li>• <i>Policy in place ‘Control of water hygiene’ – responsibility of John Fitzpatrick in County Offices and ultimately the head of GCC.</i></li> </ul>

<p><b>Snow and Ice Gritting</b></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>	GCC/NHS	<ul style="list-style-type: none"> <li>• <i>GHES has a business continuity plan in the event of adverse weather conditions.</i></li> <li>• <i>Members of staff always advised to take notice of their local conditions and to react accordingly.</i></li> <li>• <i>Members of staff advised to carry emergency supplies such as snacks, water and warm clothing in the event that bad weather is forecast.</i></li> <li>• <i>Bad weather policy and procedure on GHES general drive.</i></li> </ul>
<p><b>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</b></p>		
<p><b>Infectious Diseases</b></p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>Head of Service</p> <p>Team Managers</p> <p>All staff</p>	<ul style="list-style-type: none"> <li>• <i>Members of staff aware that, in the case of young people with compromised immune systems, it is prudent to check with parents before they go to a lesson with any minor ailments which do not preclude them from working</i></li> <li>• <i>GRH follow guidance of NHS staff for each individual pupil</i></li> <li>• <i>In the event of an epidemic/pandemic, GHES will follow advice from public health about their appropriate course of action. It may be possible, in the event of a serious epidemic (such as swine flu) that teachers can set work remotely to avoid unnecessary contact with families.</i></li> </ul>
<p><b>Dealing with Medical Conditions</b></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health</p>	<p>Head of Service</p> <p>Team Managers</p> <p>All staff</p>	<ul style="list-style-type: none"> <li>• <i>Pupils with GHES inevitably have medical needs</i></li> <li>• <i>In the home, there is always a responsible adult who is responsible in the case of need</i></li> <li>• <i>In the GHESOP classroom, pupils have individual care plans which risk assess the needs and action plans for response</i></li> <li>• <i>GRH liaise with NHS staff, parents and home school to support pupils with medical needs.</i></li> <li>• <i>GHES has a policy for children with medical needs medical needs which should be referred to.</i></li> </ul>

professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.



<p><b>Drug Administration</b></p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• <i>This will be in individual care plans for any pupils in GHESOP classroom</i></li> <li>• <i>The NHS nursing Members of staff responsible for all medication at GRH School Room</i></li> </ul>
<p><b>First Aid</b></p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools GCC SHE procedure is followed</p>		<ul style="list-style-type: none"> <li>• <i>For information, the security guards in the courts are trained first aiders</i></li> <li>• <i>GRH – refer all first aid required to the appropriate nursing staff.</i></li> <li>• <i>Two members of staff are first aid trained. This training has to be renewed every three years;</i></li> <li>• <i>Three members of OP staff are now trained in CPR and use of the defibrillator.</i></li> </ul>
<p><b>Reporting of Accidents, Hazards, Near Misses</b></p> <p>The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure <i>SHE/Pro/4 Accident Reporting and Investigation</i>.</p> <p>In line with the SHE procedure, all 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 Enterprise accident database.</p>	<p>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• <i>Accidents and near misses should be reported and a record kept, along with records of any investigation undertaken.</i></li> <li>• <i>Accidents/near misses record kept in the Head of Service's Office.</i></li> </ul>

<p><b>Fire Safety and Emergency Evacuation</b></p> <p>The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place</p>		<ul style="list-style-type: none"> <li>• GHESOP fire alarms tested Tuesdays 9.30 am</li> <li>• GHESOP fire marshal Wendy Crisp</li> <li>• GRH- fire alarms tested weekly at GRH - Wednesday about 10.30am.</li> <li>• Three members of staff trained in the use of the Evac Chair in the event that a pupil who uses a wheelchair is in the building in the event of a fire. There are regular practices in the use of the evac chair to hone skills and develop confidence in the event that the chair needs to be used. Further training due to take place in Autumn 2018 to improve the cover. (4 additional members of staff) Evac chair needs renewing every three years.).</li> </ul>
<p><b>Crisis and Emergency Management</b></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• Business continuity plan in place for unforeseen but likely eventualities</li> <li>• Information communicated via GCC website in case of major incident</li> <li>• <b>Emergency Crisis Plan needed</b></li> </ul>
<p><b>Section 4 - MONITORING AND REVIEW</b></p>		

<p><b>Monitoring</b></p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>	<p>Head of Service</p>	<ul style="list-style-type: none"> <li>• <i>GHESOT risk management tours undertaken approximately monthly by H&amp;S rep.</i></li> <li>• <i>Monitored by Head of Service</i></li> <li>• <i>GHESOP forum for concerns in team meeting and in 1:1 supervision</i></li> <li>• <i>GRH discuss weekly any concerns, or as they arise.</i></li> <li>• <i>Regular H&amp;S audits</i></li> </ul>
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<p><b>Inspections</b></p> <p>Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the <i>Good Stewardship Guide</i> and the GCC SHE <i>Management Committee 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>	GCC/NHS	<ul style="list-style-type: none"> <li>• <i>GRH is inspected regularly by Zanders and NHS ward manager.</i></li> <li>• <i>Monthly checks carried out by the buildings manager.</i></li> </ul>
<p><b>Review</b></p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>	<p>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• <i>Health and Safety checks are both proactive and reactive.</i></li> <li>• <i>Reactive - how we respond to accidents and is reflective</i></li> <li>• <i>Proactive – undertaking planned workplace inspections using AMPS checklist.</i></li> <li>• <i>Actions and outcomes recorded and kept on health and Safety file.</i></li> </ul>
<p><b>Auditing</b></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>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• <i>Self-assessment audit carried out in January 2015. Review due 2015 by Team Managers</i></li> <li>• <i>Action plan to be written</i></li> <li>• <i>Formal GCC audit took place 19/01/2016 – only one recommendation.</i></li> <li>• <i>New audit required for January 2019.</i></li> </ul>

<p><b>Section 5 -TRAINING</b></p>		
<p><b>Staff Health and Safety Training/Competence</b></p> <p>The school is committed to ensure Members of staff competent to undertake the roles expected of them. The Head of Service/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>	<p>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• <i>Allocated team meetings to update staff</i></li> <li>• <i>GHSOP weekly team meeting agenda item</i></li> <li>• <i>GRH weekly team meeting agenda or in daily morning handover.</i></li> </ul>
<p><b>Supply and Student Teachers</b></p> <p>The school's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Head of Service 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 Head of Service/responsible person gives guidance on the work to be covered.</p>	<p>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• <i>Induction followed and staff handbook/access to policies</i></li> </ul>

<p><b>Volunteer and Parent Helpers</b></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>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• <i>GRH/OP staff supervise all volunteers at all times and make them aware of the health and safety issues together with need for confidentiality</i></li> </ul>
<p><b>Section 6 - HEALTH AND WELLBEING</b></p>		
<p><b>Pregnant Members of Staff</b></p> <p>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 GCC SHE guidance.</p>	<p>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• <i>No first aid room in County Offices- rest arrangement to be discussed with line-manager.</i></li> <li>• <i>GRH – there is an NHS a staff room where pregnant staff could rest.</i></li> </ul>
<p><b>Health and Well Being Including Absence Management</b></p> <p>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.</p>	<p>Head of Service</p> <p>Team managers</p>	<ul style="list-style-type: none"> <li>• <i>OHU (occupational health unit) available to staff members</i></li> <li>• <i>All staff have access to the free advice service Employee Assistance Programme (EAP) – contact details available through staffnet.</i></li> <li>• <i>Management support to improve attendance where absence is high</i></li> </ul>

<p><b>Smoking on Site</b></p>	<p>Head of Service Team managers GCC/NHS</p>	<ul style="list-style-type: none"> <li>• <i>No smoking on the County Offices or GRH sites</i></li> <li>• <i>Parents made aware of GCC no smoking policy on initial visits</i></li> </ul>
<p><b>Section 7 - ENVIRONMENTAL MANAGEMENT</b></p>		
<p><b>Environmental Compliance</b> 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>	<p>Head of Service Team managers All staff</p>	<ul style="list-style-type: none"> <li>• <i>Recycling for paper available in offices.</i></li> <li>• <i>Recycling bins available in GRH kitchen</i></li> </ul>
<p><b>Disposal of Waste</b> All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner</p>	<p>GCC/NHS</p>	<p>N/A</p>
<p><b>Section 8 - CATERING AND FOOD HYGIENE</b></p>		
<p><b>Catering and Food Hygiene</b> 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>n/a</p>	<ul style="list-style-type: none"> <li>• <i>GHER do not provide meals. This would be reviewed if appropriate e.g. for primary pupil and UFSM</i></li> <li>• <i>In GRH this is the responsibility of the NHS</i></li> </ul>
<p><b>Section 9 – HEALTH AND SAFETY ADVICE</b></p>		

<p><b>Information</b> Health and safety advice is obtained from Gloucestershire County Council Occupational Health and Safety (SHE) 01452 425349/50</p>	All staff	<ul style="list-style-type: none"> <li>• <i>The most relevant notes to this policy will be available on the GHES Shared Drive in the policies folder.</i></li> <li>• <i>All others referred to can be found where indicated in this policy.</i></li> <li>• <i>Advice for GRH also available through the NHS</i></li> <li>•</li> </ul>



## CREATING A SCHOOL HEALTH AND SAFETY POLICY DOCUMENT – GUIDANCE

### INTRODUCTION

All schools under the *Health & Safety at Work Act 1974* are required to produce a local Health and Safety Policy Document. This document should be tailored to each school as it will contain specific information on local risks and how they are controlled. The LA has produced a model statement that each school will need to customise to fit their own situation.

# HOW TO ADAPT THE MODEL POLICY DOCUMENT

An effective policy document will address three main areas:

- the statement of the employer's general policy on health and safety (Part One);
- the organisation for implementing arrangements including allocation of functions to individuals (Part Two); and
- the arrangements for carrying out the functions to control risks (Part Three).

## Part One

All Community and Controlled schools should adopt the Gloucestershire County Council statement of intent, as laid down in Part One of this model. Foundation and VA schools are recommended to accept the model policy statement but are free to adapt or create their own.

This statement is your headline commitment to managing health and safety by identifying risks in your school and stating how you will mitigate and manage those risks.

## Part Two

All Community and Controlled schools should operate to the organisation and responsibilities as laid down in Part Two, section one of this model. Foundation and VA schools are recommended to adopt but are free to create their own version. Section Three can be used to detail schools specific arrangements.

## Part Three

This part of the document states how the school will meet the standards set in the Statement of Intent. It involves procedures and arrangements for controlling risks. In most cases you will be able to summarise the key control measures in a few sentences or bullet points; in some instances, you may prefer to signpost to a separate school policy – in this case simply refer to it and do not duplicate information. Be specific about your local practices and avoid general statements.

Again, Community and VC schools should follow the advice given here. Foundation and VA schools are free to create their own arrangements.

Specific arrangements should be summarised for the subjects outlined in Part 3.

It may be that not all will apply to your school therefore delete those sections that do not apply. The number of procedures in a large school may require an appendix to the main policy document or a local safety manual.

## **CONCLUSION**

Once the H&S Policy Document has been completed the following should occur:

- communication to all staff in school;
- review – typically annually or if significant changes take place (e.g. new buildings);
- inclusion in any induction arrangements for new staff, student teachers and supply teachers.

The document also will form part of the portfolio of documentation required to demonstrate a robust safety management system e.g. at audit.

