

<b>Policy Name: Health and Safety</b>	
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Member of staff responsible for the policy:	Beth Warren
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## **PART ONE - STATEMENT OF INTENT**

This policy statement is the local supplement to Gloucestershire County Council (GCC) Corporate Health and Safety Policy

The Local Authority (LA), Head of Service and GHES Management Committee recognise and accept their responsibilities both under law and also under GCC 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 LA and Head of Service also recognise their obligations to non-employees and provide trainees, members of the public, students, 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 LA, Management Committee and Head of Service will ensure adequate resources, including finance to implement the policy.

The LA 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 Service's commitment to continuous improvement in the schools health and safety performance. For the policy to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.



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## PART TWO - ORGANISATION

### Organisation – Introduction.

In order to achieve compliance with the 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.

### The Duties of the Local Authority (LA)

The LA has overall responsibility for ensuring compliance with this policy. In consultation with the Head of Service, the LA 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.

### The Duties of the Head of Service

The Head of Service has day-to-day responsibility for ensuring compliance with this Health and Safety policy.

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.

### The Duties of Employees - GENERAL

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 and procedures at all times.

They should co-operate with school management in complying with relevant health and safety law, use of all work equipment and substances in accordance with instruction, training and information received.

### The Duties of Employees – Specific to GHES

#### Working in the home with students

Risk Assessments take place on initial home visits by case managers and concerns recorded and shared on CPOMS and student support plans.

Individual staff undertake dynamic risk assessment on each visit to a home.

Staff inform case managers of any concerns or changes required.

They should report to the administration team any hazardous situations and defects in equipment found in their work places, who will then ensure the Head of Service is made aware.

They should 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.

#### Driving for work

Staff are responsible for 'Safer Driving at Work' (APPENDIX 1).

All staff provide driving documents annually in September, or when a new member of staff starts work (APPENDIX 2).

#### Working at Gloucester Royal Hospital

Regular annual risk assessments are carried out at GRH and when there are changes to the daily routine e.g. fundraising event and enrichment days.

All staff follow the health and safety policies provided by the NHS for the children's ward e.g. use of PPE, infection control.

#### Outreach Classroom – Cheltenham County Office

All students have an initial classroom risk assessment to enable them to come in to the classroom.

All individual risk assessments are held centrally on Sharepoint and linked to each Student Support Plan. Paper copies are held in the administrative office. All teachers and support staff are expected to read these before commencing work with a student.

In any GHES classroom a risk assessments must be carried out if there are particular activities which require them e.g. Art, Science equipment and materials.

#### Overall

Opportunities are 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.
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<p><b>Students</b></p> <p>Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p><u>Working in the home with students</u></p> <p>Case 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.</p> <p>Ref: APPENDIX 3 - Home visits policy - read by all staff as part of induction programme.</p> <p>Ref: APPENDIX 4 - GHES PARENT/CARER HEALTH AND SAFETY AGREEMENT - read by all staff as part of induction programme.</p> <p>Ref: APPENDIX 5 - GHES HOME RISK ASSESSMENT.</p> <p><u>Working with students in the classroom</u></p> <p>Students and parents are told of expectations of behaviour in initial visits to the home (GHES) and classrooms (GHES and GRH). GRH have PRIDE expectations.</p> <p>Students are made aware of risk assessments and risks generally when these are required.</p> <p>Students contribute to risk assessment prior to starting lessons in the Cheltenham classroom.</p> <p>Ref: APPENDIX 6 - GHES Relationships Policy - read by all staff as part of induction programme.</p>
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<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>
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<p><b>Associate Staff</b></p> <p>Associate Teachers are 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>	<p>Induction for Associate Teachers is the same as for permanent staff.</p>
<p><b>All Staff</b></p> <p>All 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.</p> <p>All staff are responsible for the immediate safety of the students in his/her classroom.</p> <p>Nominated staff are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>All staff have a responsibility to be aware of the following policies and procedures available on Staffnet. All of the following documents are required to read on induction and when they are updated.</p> <ul style="list-style-type: none"> <li>• GHES Health &amp; Safety Policy (this policy)</li> <li>• GCC Lone Working</li> <li>• Working in the Home</li> <li>• GCC Safe Driving at Work</li> <li>• GCC Accident Reporting and Investigation</li> <li>• GCC Working with Display Screen Equipment</li> <li>• GCC Work-related Stress</li> <li>• GHES Safeguarding and Child Protection Policy and Procedures</li> <li>• GHES Wellbeing Policy</li> <li>• GCC Data Protection GDPR</li> <li>• Staff using harmful substances should make themselves familiar with the relevant COSHH and CLEAPS documents and act accordingly – Art and Science</li> </ul>
<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>	<p>Risk assessments for specific offsite visits other than regular agreed teaching will need to be approved by the OVC or Head of Service prior to the visit.</p> <p>No external trips can or transportation of students can go ahead without approval of paperwork by the Head of Service or another member of SLT.</p> <p>Ref: APPENDIX 7 - GHES Trips and Visits policy.</p>

<p><b>The Duties of Premises Manager - AMPS</b></p> <p>AMPS has a day to day responsibility for Premises Management, taking effective action and/or immediately referring to the Head of Service any health and safety issues brought to their attention.</p>	<p>GCC AMPS team have oversight on daily basis for Premises Management.</p> <p>GRH – the school room is the responsibility of the NHS as it is provided by them. GRH is owned by Apleona and rented from them by NHS. There is an NHS person responsible for Health and Safety of the Children's Centre.</p>
<p><b>Volunteer and Parent Helpers</b></p> <p>Volunteers and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<p>GRH staff supervise and provide information for all visitors and make them aware of all health and safety issues as appropriate.</p> <p>GHES staff supervise and provide information for all visitors and volunteers and make them of aware of health and safety issues and protocols as appropriate.</p> <p>GHES does not use parent helpers for work with students.</p> <p>GHES has two parent members on the Management Committee. They are always with permanent members of staff whilst on site. Part of their induction requirement is to read the following policy:</p> <p>Ref: APPENDIX 8: GHES Safeguarding and Child Protection Policy and Procedures.</p>

### 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:</b>	<b>Action/Arrangements</b>
<b>Communication</b> The school recognises the importance of communication to such as staff, visitors, students, parents, volunteers, contractors etc...	Head of Service Team Leads GRH Team All Staff	Health and Safety Policy shared with and ratified by the Management Committee. Health and Safety Policy reviewed and posted on the GHES website. Health and Safety Policy provided for all staff members to read and sign that they have read – at point of induction and when updated. Staff team updates used to communicate information and updates. Health & Safety documents included in pack sent to parents. Students & Parents have an active role in risk assessments for teaching in the home and in Cheltenham classroom space. CAMHS care-coordinators and paediatricians have an active role in risk assessments as necessary. At GRH, the lead teacher has regular updates from the ward staff, which is then passed onto the teaching team.
<b>Consultation with Employees</b> The school recognises the importance of consulting with employees on health and safety matters.	Head of Service Team Leads GRH Team All Staff	All staff are able to raise any concerns or for managers to consult or update staff. Staff have opportunities to talk about any specific issues during their 1:1 LM meetings or through email at any time. Staff will be consulted and have the opportunity to contribute to the Health and Safety Policy.

<p><b>Section 1 - Risk Assessment</b></p> <p>The school uses GCC risk assessment processes and templates 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>Head of Service Team Managers All staff</p>	<p>Members of staff responsible for recognising activities which may incur a risk are required to write a risk assessment. Training has been given on this.</p> <p>No external trips or transportation of students can go ahead without approval of paperwork by Head of Service or another member of SLT.</p> <p>Generic risk assessments are reviewed/adapted as needed.</p> <p>Classroom risk assessment and general paperwork has a set procedure to follow before commencing work with a student. If a student has an individual risk assessment this is attached to their Support Plan and it is the responsibility of every member of staff to read and refer to this before commencing any work with a student. Paper files are kept in the red folder in the admin office for any who need to quickly refer to information or in the case of an emergency. A weekly list of students coming into the classroom can be found in the admin office – those with an individual risk assessment or medical need are highlighted.</p> <p>GRH have an 'Important Information' header on the Pupil Lesson Log to alert all staff to any risk assessment for individuals.</p> <p>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.</p> <p>All staff are expected to conduct a dynamic risk assessment every time they enter a family home or when students come on site to the classroom space in Cheltenham.</p>
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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>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.</p>
<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>	All staff	<p>N/A – all work at height undertaken by AMPS.</p> <p>Apleona are responsible for work at height at GRH.</p>
<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 all staff 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>	All staff	<p>Accidents should be reported and investigated immediately by the admin team and reported to the Head of Service. They should be recorded through the SHE area on staffnet.</p> <p>All staff are responsible for keeping communal areas and classrooms tidy and safe.</p> <p>Regular risk management tours undertaken by the Head of Service.</p>

<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>	N/A	<p>Registry and AMPS are informed of confirmed exam dates to ensure we have presence from the AMPS teams on those days, and to let registry with regards to weddings.</p> <p>JCQ posters are placed in prominent positions during exam times as we are in a public building.</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>	All staff to be aware of Home Visits Policy.	<p>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. Part of the induction involves shadowing an experienced member of staff to think about making the home visits policy an active document. Staff can use Hollieguard. If required we put in check-in and check-out systems in place or can send two staff.</p> <p>Students 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.</p> <p>All accidents/incidents <b>must be discussed with your line manager</b> initially. SHE guidance on staffnet must be followed.</p>
<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>	AMPS Head of Service	<p>GRH Nurse and DSL in charge contacts security if there are any issues of this nature.</p> <p>All access to buildings is with staff badge/fob. All GHES staff are expected to ask to see these or challenge anyone in the building who does not have their ID badge with them.</p> <p>Tailgating through staff doors should be challenged.</p> <p>Any intruders should be asked to leave the GHES site / building, and if any threatening behaviour occurs, staff are asked in the first instance if possible to keep students and themselves safe, and phone 999.</p>

<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</p> <p>All staff to read Lone Working Policy</p>	<p>GCC Lone Working Policy adopted by GHES (APPENDIX 9).</p> <p>All Staff have mobile phones for work use and they should be available to them and charged during the work day. Staff are also expected to carry their own personal phones as there are parts of the County where network coverage for work phones isn't reliable.</p> <p>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 – this would be a family or friend. Staff are reminded to carry their mobile phone on them and always have their staff badge with them.</p> <p>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.</p>
<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 this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.</p>	<p>Head of Service</p> <p>Science &amp; Art team</p> <p>All staff</p>	<p>COSHH and CLEAPPS details kept in office for staff using any substances.</p> <p>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.</p> <p>Science teachers and those teaching science are responsible for ensuring that substances used in science have the correct COSHH/CLEAPPS assessments in place and are aware of the contents.</p> <p>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.</p> <p>Generic risk assessments for some commonly delivered lessons are available. Teachers need to ensure that risk assessments are adapted as necessary to ensure that risks are controlled and managed in their specific context.</p>
<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</p>	<p>All staff</p>	<p>Members of staff responsible for making sure that both themselves and students use PPE where it is risk-assessed as necessary.</p>

<p>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>Staff <u>should not</u> undertake activities needing PPE unless this is available to both staff and students.</p> <p>Staff at GRH follow the same expectations as NHS ward staff and are provided with the necessary PPE as required.</p>
<p><b>School Transport</b></p> <p>The school uses the GCC SHE Transporting Students Risk Assessment Toolkit and GCC Guidance as a basis to ensure safe transportation of students.</p> <p>Risks associated with driving are evaluated within assessments for activities.</p>	<p>Head of Service All staff</p>	<p>GHES uses the school transport team to arrange taxi provision from home to the classroom space in Cheltenham.</p> <p>All staff have Business Insurance and are able to transport students with parents, however, no transport should take place without a prior risk assessment and discussion with the students' case manager and/or Head of Service.</p>
<p><b>Manual Handling (typical loads)</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 provided for staff. Head of Services are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.</p>	<p>Head of Service Team Managers All staff</p>	<p>All staff should follow the GCC Manual Handling procedure which is:</p> <p>Taking reasonable care of their own and others safety whilst undertaking manual handling;</p> <p>Attending any training provided and acting upon the information provided;</p> <p>Ensuring they follow safer systems of work as indicated in documented manual handling risk assessments;</p> <p>Reporting immediately to their line-manager any shortcoming in their training and competency;</p> <p>Report to their line-manager any health issues that may affect their ability to undertake manual handling tasks (for example, back injury or pregnancy);</p> <p>Reporting to line manager any accidents or incidents.</p>
<p><b>Positive Handling (of students)</b></p>		<p>2023 – 2024 No staff are trained in the use of Positive Handling.</p>

<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>Career's Lead Link Tutors / Case Managers</p>	<p>In the event that any students 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. Work experience placements can be organised through the student's home school or can be investigated and checked for suitability by our careers advisor. GHES would check the robustness of the checking procedures and appropriateness of arrangements.</p>
<p><b>Display Screen Equipment</b></p> <p>The majority of staff within the school are 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 All staff</p>	<p>SHE GCC link to SHE procedure and self assessment for use of DSE equipment on staffnet should be completed on induction, and on the advice of Occupational Health, or at any point where a member of staff feels the need to revisit and review.</p> <p>All staff are provided with a laptop and monitor to work from home. Through the DSE additional equipment for working at home can be identified and provided.</p>

<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>	<p>GRH Team Leader</p>	<p>GRH staff do not supervise pupils outside. Play Specialists or parents have this responsibility. NHS is responsible for the risk assessment of the outside space.</p>
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## Section 2 – PREMISES MANAGEMENT

GHES Outreach team is located in a GCC Cheltenham County Office building. AMPS have overall responsibility for premises management.

The hospital school room is located in NHS Gloucester Royal Hospital. Apleona have responsibility for the premises management of the ward and classroom.

<b>Mechanical and Electrical (fixed and portable)</b> <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>	AMPS team  Admin Team  Learning Technologist	AMPS carry out regular PAT testing of GCC staff electrical equipment.  GHES (through AMPS) carry out PAT testing for curriculum laptop devices that are loaned to students on a bi-annual basis.  PAT testing is carried out by Apleona at GRH.
<b>Maintenance of Machinery and Equipment</b> <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>	Buildings Manager or NHS at GRH. All staff to report any visible faults or issues.	Any machinery in either building is monitored by respective buildings managers.  GHES / GRH schoolroom report any concerns / malfunctions to respective buildings managers.
<b>Asbestos Management</b> <p>Refer to GCC Policy: Strategy and Implementation Plan for Management of Asbestos (Appendix 10).</p>		
<b>Service and Building Contractors</b> <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. <i>All contractors in GHES building are expected to sign in as a visitor if they are not a permanent member of GHES staff. All are required to have a DBS check in place – where not, contractors have to be escorted by a member of permanent staff when on site.</i></p>		

**Cleaning**

AMPS oversee and are responsible for the cleaning contracts and expectations in place for Cheltenham county office

**Caretaking and Grounds Maintenance (and grounds safety)**

AMPS and Apleona oversee the caretaking and ground maintenance for both sites GHES operates out of, this includes clearing of the site or gritting in the event of snow/ice.

**Lettings (shared working – playgroups etc)**

GHES does no shared working

**Electrical Appliances**

APPENDIX 11 - Refer to GCC Policy: Electrical Safety

**Glass and Glazing**

APPENDIX 12 - Refer to GCC Policy: safety glazing policy

**Water Supply/Legionella**

APPENDIX 13 - Refer to GCC Policy: water hygiene policy

### Section 3 – MEDICAL / FIRE & EMERGENCY ARRANGEMENTS

#### Infectious Diseases

RIDDOR – reporting of injuries, Diseases and Dangerous Occurrences Regulations – (i) if the incidence falls within the scope of RIDDOR 2013, then: the occurrence of occupational ill health must be reported to HSE by the quickest means – usually this will be a phone call

(ii) an F2508A form must be completed – see HSE website to access online reporting

Reporting must be via HSE website. <https://hse.gov.uk/riddor/index.htm>

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'.

- 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
- GRH follow guidance of NHS staff for each individual student
- 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 and Covid 19) that teachers can set work remotely to avoid unnecessary contact with families.

#### Dealing with Medical Conditions

Ref: APPENDIX 14: GHES Supporting a student with medical needs in school.

Ref: APPENDIX 15: Generic individual student risk assessments / health care plans for those coming into the classroom.

GRH staff working on the children's ward are not responsible for dealing with the medical condition of any child. Following daily assessment of every child, those identified as well enough for education will have teaching at the bedside or will come into the schoolroom.

#### First Aid

First Aid trained staff: Kim, Lindsay, Emma H, Maddy, Gabby, Fiona, Beth.

Mental Health First Aiders: Elaine, Karen, Esther, Beth.

First aid kits in the following areas: Downstairs – classroom 1, classroom 2 and meeting room. Upstairs – classroom 3.

Eyewash, regular blankets, aspirin, food/drink for diabetic students can all be found in the admin room.

There are two defibrillators on site – one situated by the backdoor and one midway down the corridor of floor 2.

Every member of staff has been given a first aid kit to keep in their car.

With regards to staff own health, if there is anything of note that would be useful for our first aiders to know about staff are asked to complete a medical conditions form at point of recruitment, and to update as necessary. Staff are also encouraged to complete a Wellness Action Plan (WAP).

## **Fire Safety and Emergency Evacuation**

GHES follows AMPS guidance.

Ref APPENDIX 16 - Fire Management Strategy for Council Occupied / Owned Buildings

- Cheltenham County Office fire alarms are tested Tuesdays 9.30 am
- GHES fire marshals are: Head of Service, Deputy Head and the admin team, plus 2 further staff.
- GRH - fire alarms tested Wednesdays 10.30 to 11am.

For Cheltenham County Offices, the fire meeting point is the GCC staff carpark on St George's Road. GHES staff are expected to report to one of our fire marshalls who will be wearing a high-vis jacket.

For GRH, the fire meeting point is outside the front entrance of The Children's Centre.

All students have a classroom risk assessment that takes into account mobility and lessons on the second floor. If a risk is identified those lessons can only take place on the ground floor.

There is an evac chair on Floor 2 for in the event of an emergency.

## **Crisis and Emergency Management**

AMPS have 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.

Ref: APPENDIX 17: GHES Business Continuity Plan.

## **Adverse Weather**

Ref: APPENDIX 18: GHES Adverse weather policy.

## **Section 4 - HEALTH AND WELLBEING**

### **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 with reference to GCC SHE guidance.

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

Ref: APPENDIX 19 - GCC Sickness and Absence Management policies for support staff (green book).

Ref: APPENDIX 20 - GCC Sickness and Absence Management policies for unattached teachers (burgundy book).

Ref: APPENDIX 21 - GHES Staff Wellbeing policy.

### **Smoking on Site**

No smoking on the County Offices or GRH sites.

Parents made aware of GCC no smoking policy on initial visits.

## **Section 5 - WASTE MANAGEMENT**

### **Environmental Compliance**

GHES 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.

- Recycling for paper available in offices.
- Recycling bins available in GRH kitchen

## **Section 6 - CATERING AND FOOD HYGIENE**

GHES do not provide meals.

In GRH this is the responsibility of the NHS.

## **Section 7 – HEALTH AND SAFETY ADVICE**

Health and safety advice is obtained from Gloucestershire County Council Occupational Health and Safety (SHE) 01452 425350

Email: [she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk)

Website: [www.goucestershire.gov.uk](http://www.goucestershire.gov.uk)

## **APPENDICES**

**Appendix 1** – GCC Driving for work

**Appendix 2** – GHES Annual driving checks

**Appendix 3** – GHES Home visits policy

**Appendix 4** – GHES Parent/Carer Health & Safety agreement

**Appendix 5** – GHES Home visits risk assessment

**Appendix 6** – GHES Positive Relationships policy

**Appendix 7** – GHES Trips and Visits policy

**Appendix 8** – GHES Safeguarding and Child Protection Policy and Procedures

**Appendix 9** – GCC SHE Lone Working policy

**Appendix 10** - GCC Policy Strategy and Implementation Plan for Management of Asbestos

**Appendix 11** – GCC Policy Electrical Safety

**Appendix 12** – GCC Policy Safety Glazing

**Appendix 13** – Water hygiene policy

**Appendix 14** – GHES Supporting a students with medical needs in school

**Appendix 15** – GHES Classroom risk assessment

**Appendix 16** – Fire Management Strategy for Council Occupied / Owned Buildings

**Appendix 17** – GHES Business Continuity Plan

**Appendix 18** – GHES Adverse weather

**Appendix 19** - GCC Sickness and Absence Management policies for support staff (green book).

**Appendix 20** - GCC Sickness and Absence Management policies for unattached teachers (burgundy book)

**Appendix 21** – GHES Staff Wellbeing