

Safety, Health and Environment (SHE) Guidance

Creating a School Health & Safety Policy Document

This guidance will enable schools to compile a meaningful Health & Safety Policy Document describing how they manage safety locally. It also contains a template that schools may choose to use but local detail must be added.



3.1 Introduction

'Employers', under the *Health & Safety at Work Act 1974* are required to produce a local Health & Safety Policy Document. Where schools are concerned there are two situations to be considered:

- a) where GCC remains the employer, the school's document must be a subsidiary document to the GCC Corporate H&S Policy Document and reflect the status of the school;
- b) where the school is non-maintained, this status must be reflected i.e. that the Headteacher or Governing Body become the employer.

In both cases, this document must be tailored to each school as it will contain specific information on local risks and how they are controlled.

Whilst the source of a reliable template used by schools is not important, it is essential that generic texts are not used but, rather, that schools edit any template and populate it with a summary of local arrangements so that it becomes a meaningful expression of how health and safety is managed.

3.2 How to Adapt the Model Document

An effective policy document will address three main areas:

- the statement of the employer's general policy on health and safety (Part 1 – Statement of Intent);
- the organisation for implementing arrangements including allocation of functions to individuals (Part 2 - Organisation); and
- the arrangements for carrying out the functions to control risks (Part 3 – General Arrangements).

The model document in Appendix A - *Model Health & Safety Policy Document* is based on a version created for local authority schools. Schools no longer within Local Authority (LA) control may use this template but must make changes to reflect local ownership of responsibilities no longer held by the LA.

Part 1 – Statement of Intent

All Community and Controlled schools may adopt the Gloucestershire County Council statement of intent – see Part 1 of this model. Foundation, VA and academy 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 2 - Organisation

All Community and Controlled schools should operate to the organisation and responsibilities as laid down in Part 2 of this template document. Foundation, VA and academy schools are recommended to adopt but are free to create their own version. Section 3 can be used to detail schools specific arrangements.

Part 3 – General Arrangements

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, VA and academy schools are free to create their own arrangements.

Specific arrangements should be summarised for the subjects outlined in Part 3 – General Arrangements so far as they apply. Delete any items that are not relevant and edit the text so that a true reflection is given of your arrangements to manage risks.

As indicated above, where a school has separate policies, you can simply refer to them ('signposting') as this will keep your H&S Policy Document concise and avoid the risk of two sources becoming out of step.

3.3 Using the Finished Document

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

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

Appendix A – Model Health & Safety Policy Document

Hester's Way Primary School

HEALTH & SAFETY POLICY DOCUMENT PART 1 STATEMENT OF INTENT

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

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

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

In particular the Governing Board and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

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

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

The Governing Board and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

Signed:	Signed:
Headteacher's name: Kirsti Ashman	Chair of Governors' name: Helen Sexton
Date:	Date:

Part 2 Organisation

Organisation – Introduction

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

The Duties of the Governing Board

The Governing Board has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher, the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors, the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Pupils

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

School Safety Representatives

The Governing Board and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Board).

Temporary Staff

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

Teaching Staff

Teaching staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teaching Assistants

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

The Duties of Off-Site Visit Coordinators (OVC)

The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.

The Duties of Premises Manager (Bursar, Business Manager, Site Manager)

The Premises Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their

attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe

Volunteer and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

Part 3 General Arrangements

Part 3.1 – Risk Assessment

Risk Assessment

As a school we use risk assessment documents from:

- SHE
- CLEAPSS
- COSSH
- GCC Off-site Visits Coordinator (OVC)
-
- how the risk assessments are brought to the attention of employees
- review process (e.g. periodically and after any incidents)

Typical headings might include;

- Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of [SBM, Site Manager etc]
- School Trips/Offsite Visits - The person with the delegated role of Off-Site Visits Coordinator (OVC) has responsibility to oversee risk assessments for trips; this role has been delegated to [post]. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.
- Curriculum Safety (including extended schools activity/study support) - Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.

Part 3.2 - Specific Risks

Communication

Summarise how you communicate with:

- employees e.g intranet, staff meetings, performance reviews
- visitors – signing in
- pupils – lesson plans, school council, assembly
- parents – admissions process, school prospectus, website, news letters
- volunteers – simple induction
- contractors – part of work planning

Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters. This is achieved by [state local practice].

Display Screen Equipment

Typical text might include:

- The majority of employees within the school are not considered to be DSE users; Office staff using computers will have appropriate (e.g. adjustable) equipment
- The school refers to SHE guidance
- Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for any users
- DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Typical text might include:

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Safety data sheets are used for hazardous materials.

[For secondary schools - where necessary this H&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T) relating to the specific activities of the Department or area.] Local means to manage the risk include....]

Lone Working

The school manages the risk of lone working by:

Typical text might include:

- having everyone off site by 18.00
- a second person knows that a member of staff is in the school alone
- locking doors
- access to a 'phone
- designating days in the holidays when staff can come in

Manual Handling

Typical text might include:

- loads broken down for easier movement
- site staff assist with handling operations
- use manual handling aids e.g. trolley or sack truck
- agreed methods for regular tasks e.g. setting up tables at lunchtime

Moving and Handling Pupils

Typical text might include:

- included in pupil behaviour/ care plans
- employees trained in correct moving/ handling techniques
- handling aids such as hoists and lifts are inspected and serviced

Noise

Risks from noise may not arise in schools so edit as appropriate. Typical text might include:

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place. Generally noise risk is managed by keeping the dose (exposure time) low.

Specific reference might be need for site managers using equipment such as petrol mowers or strimmers.

Parent Teacher Association/ Friends of the School

[NB – the school may wish to reflect the status of the PTA as a separate body if that is the case.]

Typical text might include:

- risk assessments are carried out for PTA run events and adequate insurance is in place.
- measures used during events include adequate supervision, food hygiene, controlling vehicle movements.

Personal Protective Equipment (PPE)

Typical text might include:

The need for PPE as a control measure is assessed on the basis of risk assessment and CoSHH assessments. Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Employees are responsible for ensuring that they use PPE where it is provided. [Ensure that your risk assessments reflect the need for PPE and what is provided.]

Playground Supervision/Play Equipment and Maintenance

Typical text might include:

- risks are assessed using the SHE Information Sheet 14 Playground Supervision
- a risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken
- measures to manage the risk include xx staff at playtime, xx staff at lunchtime

School Trips/Offsite Visits

Typical text might include:

- the school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.
- the OVC is
- outline how trips are managed...

School Transport

Typical text might include:

- use of SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures
- risks associated with driving are evaluated within assessments for activities.
- checks made that employees who drive 'at work' have the correct documents and business cover insurance

[Add any further local practices.]

Security Arrangements

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

- door security
- visitor signing in/ badges
- use of smartwater
- challenging any strangers on site
- fences, hedges and gates

Work Experience Placements

Typical text might include:

- using the SHE checklist/ questionnaire for employers
- filtering low risk locations
- undertaking workplace assurance checks for higher risk locations
- briefing pupils before placements and reviewing afterwards

Working at Height

Typical text might include:

- The risks associated with working at height are identified through risk assessment using SHE/GN/5 Working at Height.
- 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 employees.
- Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place.
- Employees 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 (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable)
- Training in the use of access equipment will be provided where required (e.g. for ladders, scaffold towers and high step ladders)

Note - If the school has a separate policy that adequately describes its arrangements e.g. Managing medicines in School, a straightforward reference ('signposting') can be made here rather than duplicate information.

Workplace Violence to Employees and Behaviour Management

Typical text here might include:

- school security measures
- dealing with difficult parents
- reporting incident (SHE Assure or your own database)
- follow-up to incidents
- pupils with behaviour management plans where required
- e.g. employees have Team teach or Thrive training

Part 3.3 – Premises Risks

Asbestos

[This item is a prime example where actual arrangements in the school must be known rather than including a generic statement.]

Typical text might include:

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- complying with all regulations and GCC practices concerning the control of asbestos;

- removing asbestos containing materials where the risk to building users is unacceptable;
- having an Asbestos Management Plan so that active means are in place to manage the risk;
- having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises Guidance.
- where necessary communicating to all employees and visitors where asbestos containing materials are located within the school site.

Building Contractors

Typical text might include:

- work where part of the site is handed over to the contractor - hazards associated with this activity are controlled by planning the work and taking risks into account, use of Method Statements and correct working practices, effective supervision of students and contractors whilst on the school site;
- small scale building works - this includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks are control by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has ben left in a safe condition.

Caretaking and Grounds Maintenance (and grounds safety)

Typical text might include:

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 Caretaking Duties Risk Assessment Toolkit. [Reference will need to be made to any grounds maintenance contractors and how they are managed.]

Cleaning

[Schools will need to differentiate between employed and contracted cleaners and the way each are managed.]

Typical text might include:

- a cleaning schedule is in place which is monitored by the Headteacher/responsible person.
- all waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary.
- the school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc.
- all members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Gas and Electrical Appliances

Typical text might include:

Any necessary work and testing of gas and electrical appliances is carried out by qualified, accredited contractors. Gas and electrical appliances are subject to appropriate formal inspection.

Glass and Glazing

Typical text might include:

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.

Lettings

Typical text might include:

The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

Where shared working e.g. playgroups are on site

Typical text might include:

Risks are managed by:

- maintaining separate entrances/ exits
- tenancy agreement in place including a clear understanding of each party's responsibilities
- tenant co-operates with the school's arrangements

Mechanical and Electrical (fixed and portable)

Typical text might include:

The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed

to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in [state location].

Reference is made to AMPS Technical Briefing Note EM005 Portable Appliance Testing) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.

[Items that will be found in certain schools includes LEV and fume cupboards – these should be covered by maintenance servicing arrangements.]

Maintenance of Machinery and Equipment

Typical text might include:

NB – if the school does not use Property Services reference should be made to your source of competent advice

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.

[Lifts should be included here if found on site. Schools should be able to operate lifts in an emergency to free anyone in a failed lift.]

Slips/Trips/Falls

Typical text might include:

- the school recognises the main cause of accidents is slips, trips and falls.
- it is the responsibility of each teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- a responsible person ensures regular inspection of communal areas.
- all hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process.
- all employees are expected to be vigilant and aware of possible hazards.
- food spills are cleared immediately.
- cleaners are briefed not to leave hazards such as wet floors without warning signs.

Snow and Ice

Typical text might include:

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 action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted. 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.

Swimming Pool/Hydrotherapy Pool

If the school has a pool a summary of arrangements should be included here e.g. reference to your Pool's SOP, CoSHH, maintenance etc.

Transport Arrangements (on-site)

[Typically, school will describe vehicle/ pedestrian separation, restricting access to the site for parents, closing gates during the school day etc.]

Typical text might include:

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.

Bus Duties (supervision of pupils boarding school buses) [State arrangements if applicable.]

Minibus – if the school has a minibus a summary of arrangements should be added here e.g. maintenance, pre-use checks etc.

Water Hygiene

Typical text might include:

- a water hygiene risk assessment has been documented.
- an effective water hygiene management plan is in place to control the risks of legionellosis to employees and members of the public.
- a site log book is used to record checks
- a process is also in place to deal with any actions should they arise.
- 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.

Part – 3.4 Health and Wellbeing

Dealing with Medical Conditions

Typical text might include:

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and employees. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

Drug Administration

[This is an area where various practices are acceptable for prescribed/ non-prescribed medication. Schools should summarise the specific choice of practices used in their location.]

Typical text might include:

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for employees.

Emergency Management/ Business Continuity

Typical text might include:

An Emergency/Business Continuity Plan is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press. A team is in place to act as the decision-making body for the management of any incident. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the emergency, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Fire Safety

Typical text might include:

- the school has a fire risk assessment undertaken by a competent body every 3 years or so.
- The school reviews the fire risk assessment and any actions within it at least annually

- Staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)
- arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.

Specific details such as when the alarm is tested, the location of the assembly point, where records are held can be recorded here as this document refers to your premises.

First Aid

Typical text might include:

- the school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders [including paediatric trained staff for EYFS].
- the guidance issued by the DfE on first aid for schools SHE/G036 First Aid at Work is followed.

NB – as this is your school-specific document you could include names of first aiders and certificate renewal dates or refer to where this information is held.

Health and Well Being Including Absence Management

Typical text might include:

- the school refers to SHE/GN/31 Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress.
- the school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.
- other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events for employees etc...

Infectious Diseases

Typical text might include:

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

Pregnant Members of Staff

Typical text might include:

- Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out
- The checklist contained in SHE is used and reasonable adjustments made
- The first aid room/ rest room have rest facilities for expectant and nursing mothers.

Reporting of Accidents, Hazards, Near Misses and their investigation

Typical text might include:

- describe how the school records accidents (both locally and e.g. on 'SHE Assure' for RIDDOR reportable accidents)
- how are parents advised?
- more significant accidents are investigated to identify the root causes
- review of trends
- use of data e.g. to strengthen arrangements such as playground supervision, disposal of waste, local inspections and repairs.

Smoking on Site

Typical text might include:

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

Part 3.5 – Monitoring, Review and Audit

Auditing

Typical text might include:

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.

Inspections

Local inspections are a valuable way to check on unsafe acts/ unsafe conditions. Typical text might include:

- who undertakes inspections
- frequency
- record keeping
- follow-up

Monitoring

This section should summarise how the school monitors items such as safety performance and feeds back into arrangements to manage risks.

Review

Typical text might include:

- the school has a programme for review, updating and reissue of policies
- the Governing Body review (...new policies, reports such as safety audits, workplace inspections etc)

Section 3.6 – Training

Employee Health and Safety Training/Competence

Typical text might include:

The school is committed to ensure employees are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.

Supply and Student Teachers

Typical text might include:

The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant material. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

Volunteer and Parent Helpers

Typical text might include:

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

Section 3.7 - Environmental Management

Environmental Compliance

Typical text might include:

The school fulfils its waste management responsibilities by:

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

Disposal of Waste

Typical text might include:

- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- fire safety is considered e.g. security of bins
- an appropriate (licensed) waste contractor is used
- all waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

Section 3.8 - Catering And Food Hygiene

Food Hygiene

Typical text might include the following with recognition given to local circumstances e.g. catering contractor, in-house catering or meals brought from a neighbouring school.

- the caterer has a food hygiene management system (HACCP) in place
- catering staff are appropriately trained in food hygiene.
- if external contractor: contractors have access to competent health and safety advice.
- the provider of the food business (contractor or the school if in-house) is registered with the Local Authority (District/Borough Council)
- food hygiene inspection reports are shared with the school

Section 3.9 – Health And Safety Advice

Information

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she

NB - If SHE services are not used, your source of competent advice should be stated.