

North Nibley C of E Primary School

Health and Safety Policy

(Local Implementation)

Date of policy: November 2016

Policy developed by: Head Teacher and Governors

It is a STATUTORY requirement to have a Health and Safety Policy

Our Governors have determined that the review date will be: November 2019 (Every 3 years)

North Nibley Church of England Primary School

Our Vision is to inspire and celebrate learning, achievement, faith and fun.

Ours is a school that works in partnership with the community to enable and equip each child to live life to the full, reflecting the Christian values of our foundation.

We will realise our Vision by:-

- demonstrating, as a Church school, our Christian values in action
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- encouraging participation and a love of learning by offering experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all

This policy demonstrates our commitment to our stated values by acknowledging the need to protect the health and safety of all who work or visit the school. In particular the policy recognises our determination to respect all persons who come into contact with the school, and to take responsibility for their welfare. The steps outlined below are a practical expression of a compassionate ethos.

Health and Safety Policy Statement

1. This policy statement supplements the general statement of policy issued most recently by the Gloucestershire County Council.

2. The school's Governing Body and staff recognise and accept their responsibilities both under civil and criminal law and also under Gloucestershire's scheme of delegation for local management of schools. As responsible employers and/or persons responsible for Health and Safety, the requirement to provide a safe and healthy working environment for all employees, and a safe environment for children, is acknowledged.

3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

4. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:

1. The premises are maintained in a safe condition.
2. Safe access to and egress from the premises is maintained.
3. All plant and equipment is safe to use.
4. Appropriate safe systems of work exist and are maintained.
5. Sufficient information, instruction, training and supervision is available and provided.
6. Arrangements exist for the safe use, handling and storage of articles and substances at work.
7. A healthy working environment is maintained including adequate welfare facilities.

5. In addition to the above commitment, the Governing Body also recognises its obligations to nonemployees.

Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

6. The Governing Body will ensure, that adequate resources are set aside from the total budget allocation for this policy statement to be properly implemented.

7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- To take care of their own safety and that of others and;
- To co-operate with the Governing Body and Head Teacher so that they may carry out their own responsibilities successfully.

8. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

10. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

11. This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the school's Governing Body.

PART TWO - ORGANISATION

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy. An organisational chart for Health and Safety accountability is attached at Appendix One. All staff are responsible for pupil health and safety.

1.0 The Duties of The Governing Body

In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:

1. Make itself familiar with the Local Authority's corporate Safety Policy and the advice and guidance provided by the LA;
2. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
3. Periodically assess the effectiveness of this policy (as according to the dates specified above) and ensure that any necessary revisions are made;
4. Identify and evaluate all risks relating to;
 - the premises
 - school activities (including external visits)
 - school-sponsored events
5. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

1.1 In Particular the Governing Body Undertakes to Provide:

1. a safe place for staff and pupils to work including safe means of entry and exit;
2. plant equipment and systems of work which are safe;
3. safe arrangements for the handling, storage and transport of articles and substances;
4. safe and healthy working conditions which take into account all appropriate
 - statutory requirements
 - codes of practice
 - guidance
5. Supervision, training and instruction so that all governors, staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
6. the required safety and protective equipment and clothing together with information on its use;
7. adequate welfare facilities;

The Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

8. • this policy;
9. • all other relevant health and safety matters;
10. • the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Headteacher

1. As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers and others as appropriate.
2. The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.

In particular, the Headteacher will, on a day-to-day basis, be responsible to:

3. ensure safe working conditions of the school premises and facilities;
4. ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
5. ensure safe working practices and procedures throughout the school so that all risks are controlled;
6. work with the Health and Safety governor to arrange systems of risk assessment which allow the prompt identification of potential hazards, where appropriate ensuring that the Governing Body and the LA are made aware of the findings;
7. identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
8. ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
9. collate accident and incident information and, when necessary (alongside the Local Authority) carry out investigations
10. monitor the standards of health and safety throughout the school, including all school-based activities;
11. monitor the management structure, in consultation with the governors;
12. consult with members of staff, including Trade Union safety representatives, on health and safety issues;
13. encourage staff and others to promote health and safety;

3.0 The Duties of Supervisory Staff

(This includes Curriculum Co-ordinators, Cleaner in Charge and Administrative Staff)

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

1. safe methods of working exist and are implemented throughout their area of responsibility;
2. health and safety regulations, rules, procedures and codes of practice are being applied effectively;
3. staff, pupils and others under their jurisdiction are instructed in safe working practices;

4. new employees are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
5. regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
6. positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
7. all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
8. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
9. hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
10. they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
11. all health and safety information is communicated to the relevant persons
12. they report any health and safety concerns to the Headteacher.

4.0 Duties Of Class Teachers

Class teachers are expected to:

1. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
3. Give clear oral and written instructions and warnings to pupils as often as necessary.
4. Follow safe working procedures personally.
5. Require the use of protective clothing and guards where necessary.
6. Make recommendations to their Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
8. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
9. Report all accidents, defects and dangerous occurrences to their Headteacher, using the agreed accident forms and medical book.

5.0 Duties of All Employees [including temporary & volunteers]

Apart from any specific responsibilities which may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific H&S training received.
4. Report all accidents in accordance with current procedure using the agreed accident forms and medical book.
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Inform the Headteacher or person in charge of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.

7. Inform the Headteacher or person in charge of any shortcomings they consider being in the School's health and safety arrangements.
8. Exercise good standards of housekeeping and cleanliness.
9. Know and apply the procedures in respect of fire, first aid and other emergencies.
10. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
11. All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.
12. Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate superior must approve such re-assignments.

6.0 School Health And Safety Co-ordinator

The School Health and Safety Co-ordinator (the Headteacher) has the following responsibilities:

1. To co-ordinate and manage the annual risk assessment process for the school.
2. To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
3. To make provision for the inspection and maintenance of work equipment throughout the school.
4. To manage the keeping of records of all health and safety activities.
5. To advise Governors and staff of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
6. To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
7. Carrying out any other functions devolved to him/her by the Governing Body.

7.0 School Health and Safety Representatives

1. The Governing Body and Headteacher recognise the role of Health and Safety Representatives 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.
2. They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

8.0 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

9.0 Visitors, Members of the Public and Volunteers

1. Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.
2. Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. They are required to read and sign the Volunteer Policy and Safer Working Practices document. Line managers will therefore have

responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

PART THREE - PROCEDURES AND ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

The School takes the reporting and investigation of accidents, incidents and near misses seriously and the school will adhere to the GCC Corporate policy and guidelines. In line with the SHE procedure, SHE/Pro/4 Accident Reporting and Investigation, all staff will be required to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms will be reported using the appropriate paperwork. Serious accidents which require external medical attention also need to be reported to Gloucestershire's SHE unit (Safety, Health and Environment).

2. Asbestos

In all matters relating to the presence of Asbestos Containing Materials on the school's premises, the school will maintain a safe and healthy environment by:

1. Complying with all regulations and county policy concerning the Control of Asbestos
2. Issuing our asbestos location leaflet to contractors
3. Managing the risks relating to Asbestos Containing Materials where they remain in buildings in order that they are minimized
4. Removing Asbestos Containing Materials where the risk to building users is assessed as being unacceptable
5. To have a named officer, usually the Headteacher, who will have responsibility for the implementing the Asbestos Management Plan in compliance with this policy.

3. Contractors

The school follows the guidance issued by Corporate Building Services (as outlined in the Property Log Book) and any Diocesan requirements, for the selection, appointment and monitoring of anyone undertaking works. These include:

1. Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS or a combination taking into consideration nature and scale of the works required).
2. Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
3. Having clearly identified personnel who are points of contact for contractors and visiting workers
4. Having all significant and unusual hazards and risks on site clearly identified and exchanging information on hazards and risks.

Arrangements for Monitoring and Controlling Works in Progress.

Key areas to focus attention are:

1. Segregation of traffic and pedestrians
2. Segregation of contractors and occupants of the school (where possible)
3. Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled

4. Implications on fire precautions due to possible increased risk and interference with fire alarm
5. System and routes of evacuation.

4. Communication

The school recognizes that it is crucial that issues relating to premises works are communicated effectively.

This includes:

1. Providing contractors with copies of appropriate hazard registers such as the asbestos register;
2. Telling contractors about these on site;
3. Asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes etc.);
4. Asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes);
5. Controlling access so that contractors know who may also be working on site;
6. Sign-off / safe completion certificates;
7. Ensuring completion of the Premises Log Book by contractors and visiting persons.

5. Curriculum Safety [including out of school learning activity/study support]

The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPS, AfPE (formerly BAALPE) DATA and county policies.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

where close supervision is required;

suitable group size;

suitability for whole class participation;

where particular skills need to be taught;

personal protective equipment (PPE);

levels of hygiene required.

6. Drugs & Medications

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies may be approached to provide additional background information for staff.

There is no legal duty that requires school or setting staff to administer medicines. However the school recognizes that children with medical needs have the same rights of admission to a school or setting as other children.

The school has adopted the DfE guidance Supporting Pupils in School with Medical Conditions (De 2015) For more complex needs the school has access to the DfE Guidance called 'Including Me', co-written by Council For The Disabled Children

Parents wishing their child to receive medicines in school should contact the head teacher. If a child requires medicine at school, parents may come in to administer it. If they are unable to do so, they may nominate another member of their family or a responsible friend (well known to the child).

If a child has asthma, inhalers and spacers should be named and kept on shelves in the class area. An Asthma card must be completed for each child with asthma.

All staff should be aware of children with specific medical conditions (eg diabetes, severe allergies requiring epipens) and the location of their emergency treatment which is in a locked cupboard in the school office.

As appropriate staff will be trained on specific needs represented in the school.

7. Electrical Equipment [fixed & portable]

Portable Electrical Equipment will be inspected on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.

Fixed electrical checks will be carried out in accordance with guidance issued through Corporate Building Services

8. Fire Precautions & Procedures

The named competent person [Headteacher] who has responsibility for implementing the fire Management Plan by:-

Detailing of any significant findings from the fire risk assessment and any action taken

Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;

Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;

Recording of false alarms;

Testing and maintenance of emergency lighting systems;

Testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;

Testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;

Recording and training of relevant people and fire evacuation drills;

Planning, organising policy and its implementation, monitoring, audit and review;

Maintenance and audit of any systems that are provided to help the fire and rescue service;

The arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions that should be taken if there is a fire;

All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

It is a requirement to train staff every 3 – 4 years in Fire Awareness.

9. First Aid

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff. The guidance issued by the DfE on first aid for schools has been adopted by the school.

A first aid box is located in the school office. It is the responsibility of the designated First Aider to maintain this, in addition to the equipment and supplies required for the treatment of minor accidents.

Accident treatment administered to a child should be recorded in a book kept with the first aid equipment. Accidents to the head are always reported in writing to the parent/guardian.

A list of qualified first aiders is displayed in the school office.

At lunch time the supervisory assistants must deal with accidents. For minor accidents a first aid box is taken out to the playground.

A list of children with medical problems is displayed in the school office. All adults dealing with bodily fluids must wear disposable gloves.

10. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard.

11. Hazardous Substances

The School will adhere to GCC policy and procedure in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control Of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost. The SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) will be followed as guidance to the assessment process

12. Hazard Reporting Procedures

Staff should be alert to hazards at all times and report any concerns immediately to the head teacher or deputy head teacher.

Slips, trips and falls account for a high percentage of injuries in school. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to, and report, any condition considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

13. Control of Substances Harmful to Health (COSHH)

A risk assessment of substances hazardous to health is carried out on an annual basis by the premises committee.

Data sheets, relating to the cleaning agents in use, are provided by the supplier. These are kept in the caretaker's cupboard and maintained by him/her.

All harmful substances must be appropriately labelled and stored out of the children's reach.

In term time, the caretaker's cupboard should be kept locked during the school day.

Protective gloves should be worn when using cleaning agents or substances which have been deemed hazardous.

14. Health and Safety Advice

Health and safety advice is obtained from Gloucestershire County Council SHE Unit Tel: 01452- 425349/ 01453-425350 SHEunit@gloucestershire.gov.uk

15. Handling & Lifting

The school will adhere to the corporate approach on managing manual handling as identified in its manual handling policy.

Any activities that involve significant manual handling tasks will be risk assessed by the head teacher, alongside other members of staff, and where appropriate training provided for staff.

The Head Teacher is responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary.

16. Lettings/shared use of premises

There may be occasions when the school is hired out or let or leased to private organisations (For further details on hiring/letting/leasing the school buildings to a third party please refer to Resource Management Factsheet 4: The School Site & Buildings: Use by Governors & Third Parties issues as part of the extended schools guidance)

The governing body is responsible for ensuring that the hirer/tenant has public liability insurance in place in order to indemnify third parties from all claims arising from negligence.

17. Lone Working

In many areas lone working is inevitable due to flexible working hours and field working. Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. The school has a Lone Working policy detailing the school's approach.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

18. Maintenance / Inspection of Equipment

In order to meet health and safety regulations, statutory obligations; guidance issued by corporate building services on servicing, testing or inspected is followed and records kept.

19. Personal Protective Equipment (PPE)

The school endorses the approach within GCC's health and safety policy and requires the Head Teacher to assess on the basis of risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided.

A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

20. Physical Education

The law does not expect perfection. However, it does impose on those involved in Physical Education a duty of care to: (a) identify foreseeable risks that may result in injury; (b) take reasonably practicable steps to reduce the risk to an acceptable level.

This applies to all school staff when performing their duties whether during curriculum time or out of school hours learning, on or off school premises. (BAALPE, dated 2005)

All school staff should refer to the document 'Safe Practice in Physical Education and School Sport', which is available in the head teacher's room, before undertaking activities with children at the school.

21. Risk Assessments

Risk assessment is at the core of risk management, and procedures are in place to assess the risks associated with activities undertaken by the school staff and pupils.

Risk assessment is the responsibility of the school's management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities.

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained in records of the establishment or service area. Risk assessments should be reviewed at least annually or where there is a change in circumstances.

The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process.

22. School Trips/ Off-Site Activities

The school complies with the LA guidance on educational visits and school journeys. The named competent person nominated as Educational coordinator (currently the Head Teacher) has responsibility for:-

- supporting governors with approval and other decisions;
- assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- organising the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
- organising thorough induction of teachers and other adults taking pupils on a specific visit;
- organising the emergency arrangements and ensure there is an emergency contact for each visit;
- reviewing systems and, on occasion, monitoring practice.

Emergency Procedures for Educational Visits

Whenever children leave the school premises, the party leader must have:

- (a) A list of children taking part in the visit/residential journey.
- (b) The LA pack containing standard procedures to be followed in the event of an emergency
- (c) A mobile telephone.

There must be a named contact person at the school base who will be available throughout the duration of the visit (and off-site in the case of residential visits). The school contact's main responsibility is to link the group with the school, the parents and the LA (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit. See DfES - A Handbook for Group Leaders (DfES/0566/2002 -kept in the Head's office).

Before leaving the party leader will provide the named contact person and the school administrator with:

- (a) a list of names and telephone number of each child and each adult in the party.
- (b) anticipated dates and times of arrival and return.

The party leader will inform all those taking part in the visit of the name of the person who will take charge if an emergency occurs.

In the event of an accident or emergency the party leader should inform the school at the first opportunity.

The named contact person at the school should respond by:

- (a) ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base;
- (b) contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- (c) liaison with LA and/or governing body. The school contact should act as a link between the group and LA and/or chair of governors and arrange for the group to receive assistance, if necessary.
- (d) the reporting of the incident using appropriate forms, if necessary. Some incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Emergency Procedures at the Site of the Incident

In the event of an emergency Staff must follow the school's Emergency Management Plan.

1. Ascertain the nature and extent of the emergency.
2. Render first aid and attend to the casualty (ies).
3. Make sure all other group members are accounted for, are safe from danger and are well looked after.
4. Ensure emergency services are called. The police will take statements. An adult in the party should accompany any casualties to hospital.
5. Collect the remainder of the group and arrange for their return to base
6. Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
7. Contact the centre where you are staying and inform them.
8. Contact the Head Teacher and designated contact persons. Give them the following information: Your name Nature, date and time of the incident Location of the accident Details of the injuries Names of all involved Actions taken so far Telephone numbers for future communication - for serious incident, try to identify alternative phone numbers as lines could become jammed.
9. If the press is involved before you have time to contact base, make no comment and refer them to the Head Teacher or named contact person or to the local police.
10. The Head Teacher/designated contact person should rapidly appraise the situation. Where the accident is clearly serious, he/she should immediately contact the Director of Education. Phone numbers of senior LA staff are in the file - 'Educational Visits and School Journeys' - in the Head's office.

11. The Head Teacher will arrange to contact parents as soon as possible and establish all necessary links locally.
12. Record names and addresses of witnesses and names of emergency service officers.
13. Restrict telephone calls to the essential and keep emergency lines as clear as possible.
14. Legal liability should not be discussed or admitted.

Dealing with the Media

In the event of an emergency Staff must follow the school's Emergency Management Plan.

In the case of an accident or other incident, only the Head or the Chair of Governors should deal with the media. If the press is involved, make no comment. If the emergency arises at school, the press should be referred to the Chair of Governors or the Governing Body's designated press officer. If the press is involved on a visit, refer them to the contact person at the school who will then refer them to the appropriate body. Advice can be sought from the LA press office - 01452 425226. Create thinking and action planning space. Tell the press that you will call back. Contact the appropriate people. Decide who is going to handle the media. Get your information together - write it down. Stick to it.

23. School Transport

The school uses the GCC SHE Transporting Pupils Risk Assessment Toolkit and GCC guidance to ensure safe transportation for pupils for activities such as off site visits and sports fixtures.

Checks are made to ensure that drivers hold a valid driver's licence (and insurance where they use their own vehicle for school business).

Parents driving by virtue of a private arrangement between parents fall outside the scope of this policy.

24. Staff Consultation

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

25. Staff Health & Safety Training and Development

1. Within the school the importance of training and development in providing for effective health and safety management is fully recognised. Training and the assessment of training needs, through looking at competency requirements in a structured manner ensures that training provision matches needs, in a manner that enhances the risk management process.
2. In line with the Corporate Health and Safety policy, the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis.
3. Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues must be addressed as a priority.
4. Employees currently in post have been checked against List 99 and the Criminal Records Bureau. New employees must provide an up to date Disclosure & Barring Service Certificate issued by the appropriate authority, and complete the Disqualification by Association disclosure.
5. Staff training is carried out at the beginning of the academic year. It is the responsibility of the head teacher to ensure that this takes place and to record the date it occurs. In addition, LA training programmes are used when appropriate.
6. New staff, both full and part-time, receive induction training on appointment. This is the responsibility of the head teacher.
7. Work experience students and supply staff are given a school leaflet, by the head teacher, which outlines procedures relating to health and safety.

8. It is the responsibility of the class teachers to ensure that no work experience student is given a task which is deemed to be hazardous. Safety routines in the classroom should be outlined before the start of the work experience.

26. Staff Well-being / Stress

1. Stress is a significant component of sickness and absence rates within schools. It is recognised that stress can arise from home or work related circumstances or a combination of the two. The school will adhere to any guidance or corporate policies on the management of stress.
2. Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
3. Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff. Options include referral to Occupational Health for counselling and staged returns to work and the use of purchased Stress Management Support.

27. Use of VDU's / Display Screen Equipment (DSE)

1. The majority of staff within the school are not considered to be DSE users. However incorrect use of equipment and poor workstation configuration can result in a variety of injuries or occupational ill health resulting in lost time and absence from work.
2. The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment, to ensure that DSE workplace assessments are conducted for all users. The policy requires users to complete self-assessment forms. There is an online training package available at <http://www.learninglink.ac.uk/keepfit/index.htm> for staff who wish to receive additional guidance.
3. DSE assessments should be reviewed annually and where equipment changes or office layouts change or when there are staff changes.

28. Vehicles on Site

The governors recognise that this is an area of concern therefore they will take all reasonable action to: Allow only emergency vehicles onto the site, wherever possible.

Specific Risk Assessments will be carried out should workmen or deliveries need to take place during the traditional school day (including after-hours clubs).

29. Violence to Staff / School Security

Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place. These might include personal attack alarms, mobile phones, training, briefing or other instruction and avoidance of lone working. Staff must report incidents of violence and aggression in the same manner as accidents.

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of the Headteacher and governing body who will liaise with their local Crime Prevention Officer.

All staff should take measures to reduce vulnerable situations when they are in a physical position where they are alone with a visiting adult. Doors should have viewing panels and be left open whenever possible.

Staff should always arrange to have another member of staff present if they are forewarned of a potentially violent or aggressive situation.

All staff who experience violence or aggression against themselves must endeavour to leave the situation as quickly as possible, report it to senior staff who then implements the Critical Incident Management Plan. A member of the SMT experiencing violence against themselves should report it to the Chair of Governors.

The front door and perimeter of the school will be locked at all times, and visiting adults may be allowed to enter after visual identification. In the case of a violent adult trying to enter school site, the police will be informed immediately.

30. Working at Height

In many areas of the school working at height is inevitable. Line managers will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

31. Workplace Inspections & Premises Risks

The school requires the Head Teacher and Health and Safety Governor responsible for premises to undertake workplace inspections every three months.

The Headteacher and Health and Safety Governor will ensure that hazards associated with premises are monitored and controlled.

Legionellosis checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled.

Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, site managers should contact Corporate Building Services.

Appendix One

North Nibley C of E Primary
Staffing Structure January 2016

