

The Catholic School of Saint Gregory The Great

Believe and Achieve



HEALTH AND SAFETY POLICY

To be read in conjunction with all school policies and adopted Local Authority & Diocese Policies

To be reviewed by September 2026



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 Body 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.

In particular the Governing Body are responsible for:

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

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

The Governing Body will ensure adequate resources, including finance to implement the Policy.



The Catholic School of Saint Gregory The Great

The Governing Body are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Governing Body 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 Body.

Signed: <i>Chr Blanch</i>	Signed:
Headteacher's name: Charlotte Blanch	Chair of Governors' name: Anna Elliott
Date:	Date:



PART 2: ORGANISATION

<i>Organisation – Introduction.</i> 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 this H&S Policy Document.	<i>The School has an organisational structure for the day-to-day management and reporting on H&S within the school. This is shown at Figure 1 below</i>
<i>The Duties of the Governing Body</i> The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.	<i>In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:</i> <i>• Make itself familiar with the Local Authority's corporate Safety Policy and the advice and guidance provided by the LA.</i> <i>• Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.</i> <i>• Periodically (at least annually) review and assess the effectiveness of this policy and ensure that any necessary revisions are made.</i> <i>• Identify and evaluate all risks relating to:</i> <i>• The premises.</i> <i>• School activities.</i> <i>• Educational visits.</i> <i>• School-sponsored events.</i> <i>• Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.</i> <i>• Create and monitor a suitable management structure that enables the implementation of health and safety.</i> <i>In Particular the Governing Body Undertakes to Provide:</i> <i>• A safe place for staff and pupils to work including safe means of entry and exits.</i> <i>• Plant equipment and systems of work which are safe.</i> <i>• Safe arrangements for the handling, storage and transport of articles and substances.</i> <i>• Safe and healthy working conditions which take into account all appropriate</i>



- statutory requirements.
- codes of practice.
- guidance.

• 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, the Governing Body will ensure that such training is provided. Pupils will receive information as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

• The required safety and protective equipment and clothing together with information on its use.

• Adequate welfare facilities.

So far as is reasonably practicable 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:

- this policy.
- all other relevant health and safety matters.
- 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 School Health and Safety Governor has terms of reference that include the following responsibilities:

- To help co-ordinate annual reviews of:
 - o The school health and safety policy and all associated procedures.
 - o The school risk assessments.
- To attend and assist with all school health and safety inspections, both internal and external.
- To ensure that all appropriate health and safety records are kept and maintained by the school.



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| | <ul style="list-style-type: none">• To assist, where appropriate, in the production, presentation and publication of all health and safety information in the school |
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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.

As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for 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 the SLT, staff and others as appropriate. The Headteacher, along with the staff, is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the Headteacher, along with the staff, will, on a day-to-day basis, be responsible for:

- ensuring safe working conditions of the school premises and facilities.
- ensuring, 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.
- ensure safe working practices and procedures throughout the school so that all risks are controlled.
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings.
- 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.
- 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 with the risk.
- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence.
- monitor the standards of health and safety throughout the school,



including all school-based activities.

- monitor the management structure, in consultation with the governors and consult with members of staff on health and safety issues.*
- encourage staff and others to promote health and safety*

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<i>The Duties of Employees</i> 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.	<i>As well as from any specific responsibilities which may have been delegated to them, all employees must:</i> <i>• act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.</i> <i>• observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.</i> <i>• act in accordance with any specific health and safety training received.</i> <i>• report all accidents in accordance with current procedure. • co-operate with other persons to enable them to carry out their health and safety responsibilities.</i> <i>• inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.</i> <i>• inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.</i> <i>• exercise good standards of tidiness and cleanliness.</i> <i>• know and apply the procedures in respect of fire, first aid and other emergencies.</i> <i>• co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive. 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. Any employees delegated 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 line manager must approve such re-assignments.</i>
<i>Pupils</i> Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves	<i>Pupils, in accordance with their age and aptitude, are expected to:</i> <i>• exercise personal responsibility for the health and safety of themselves and others.</i>



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.

- *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 facilities or equipment provided for their health and safety.*

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School Safety Representatives The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).	<i>The Governing Body and Headteacher recognise the role of Safety Representatives. 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.</i>
Temporary Staff Temporary staff 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. Temporary staff are directly accountable to the Headteacher whilst on the school site.	<i>As well as from any specific responsibilities which may have been delegated to them, all employees must:</i> <i>• act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.</i> <i>• observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.</i> <i>• act in accordance with any specific health and safety training received.</i> <i>• report all accidents in accordance with current procedure.</i> <i>• co-operate with other persons to enable them to carry out their health and safety responsibilities.</i> <i>• inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.</i> <i>• inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.</i> <i>• exercise good standards of tidiness and cleanliness.</i> <i>• know and apply the procedures in respect of fire, first aid and other emergencies.</i> <i>• co-operate with the appointed Trade Union Health and Safety</i>



	<i>Representative and the Enforcement Officers of the Health and Safety Executive.</i>
<i>Teaching Staff & Teaching Partners</i> Teaching Staff and Teaching Partners 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 and teaching partners are responsible for the immediate safety of the pupils in his/her classroom and learning space. 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.	<i>Class teachers and teaching partners are expected to:</i> <i>• 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.</i> <i>• follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice (e.g. CLEAPSS) and to ensure that they are applied.</i> <i>• give clear oral and written instructions and warnings to pupils where necessary.</i> <i>• follow safe working procedures personally.</i> <i>• require the use of protective clothing and guards where necessary.</i> <i>• make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.</i> <i>• 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.</i> <i>• avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.</i> <i>• report all accidents, defects and dangerous occurrences to their Headteacher or Phase Leader.</i>



<i>The Duties of Off Site Visit Coordinators (OVC)</i> 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.	<i>The School has an Educational Visits policy which can be located in alphabetical order on our policy page HERE;</i> <i>The Designated Educational Visits Co-Ordinator is Mrs Donia Spencer. She has undertaken the relevant training to be able to undertake this role.</i>
<i>The Duties of Site Manager and Assistant Caretaker</i> The Site 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.	<i>The School Site Manager and Assistant Caretakers have a pivotal role in school Health and Safety. The following responsibilities apply:</i> <i>• To assist, where appropriate, in the production of risk assessments.</i> <i>• To take part in all internal health and safety inspections in the school.</i> <i>• To make provision for the inspection and maintenance of work equipment throughout the school.</i> <i>• To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.</i> <i>• To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.</i>
<i>Volunteer and Parent Helpers</i> 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.	<i>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 site. Where volunteers are asked to undertake work on behalf of the School they will for all intents and purposes be regarded as staff (see above). Line managers will therefore have responsibilities for</i>



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.

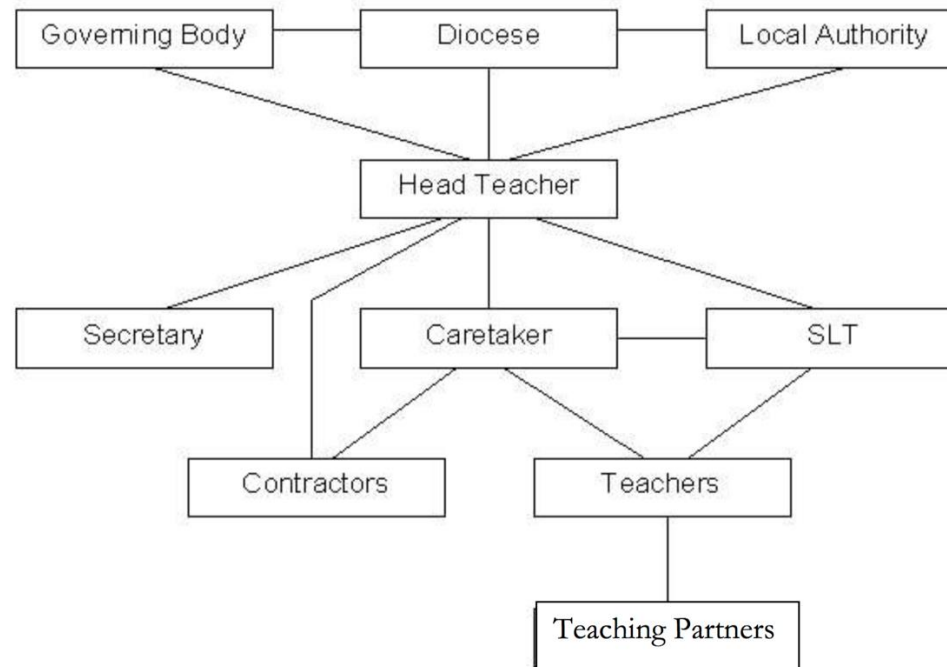


Figure 1: Day-to-day Organisation chart for H&S Management and Reporting at the school



PART 3: GENERAL ARRANGEMENTS

<i>Arrangements</i> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements
<i>Communication</i> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	Celine Nobes, School administrator	<i>Our main communication line is through email between staff and with parents. For those parents without email access, hard copies are sent home or phone calls are made. All staff undertake an induction to share information about working at the school. All communication comes via official school means: phone, email, text, headed letter. Personal communication means are not used. Communication to parents is always checked by the Headteacher prior to being sent home and this is sent out through the school office. Parents receive ongoing information through school newsletters at least twice a month, usually weekly. This is written by the school administrator and head teacher.</i>
<i>Consultation with Employees</i> The school recognises the importance of consulting with employees on health and safety matters.		<i>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 will be offered a role in these consultations. Where there is health and safety training to be undertaken or information to be given, this will be done through staff training time.</i>



Section 1 – RISK ASSESSMENT		
<i>Risk Assessment</i> The school uses SHE risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the school's 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. The following staff are responsible for completion of risk assessments within the following areas: Asbestos – Jon Gutteridge (site manager) Offsite Visits – Donia Spencer (EV coordinator) Facilities – Jon Gutteridge (site manager) Curriculum – specific subject leaders		<i>The school has a number of existing risk assessments in a variety of formats that have been developed by the School staff to cover the significant risks within the school. The intent is to adopt the latest Primary School Risk Assessment toolkit from the Safety, Health and Environment team (August 2017) for all school risks</i>

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<i>School Trips/Offsite Visits</i> 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.	Designated Educational Visits Co-Ordinator: Donia Spencer	<i>The Designated Educational Visits Coordinator is responsible for:</i> • <i>Supporting the head and governors with approval and other decisions.</i> • <i>Assessing the competence of leaders and other adults proposed for a visit. It may include practical observation or verification of experience.</i> • <i>Organising the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc..</i> • <i>Organising thorough induction of leaders and other adults taking pupils on a specific visit.</i> • <i>Organising the emergency arrangements and ensuring there is an emergency contact for each visit.</i> • <i>Reviewing systems and, on occasion, monitoring practice.</i> <i>Further information pertaining to the management of School trips and visits can be found covered in the Educational Visits Policy, which can be located in alphabetical order on our policy page HERE.</i>
<i>Working at Height</i> The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>. 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 medical conditions or other factors which may affect their ability to		<i>The Catholic School of Saint Gregory The Great is a no-ladder school. Only trained staff are allowed to work at height, after the risk assessments have been carried out in accordance with LA guidance and 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</i>



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.		
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<i>Noise</i> 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.		<i>We do not feel that there are significant risks on a day day to basis within our school. For those children for whom sensitivity to noise is an issue, they are provided with ear defenders for specific scenarios.</i>
<i>Violence to Staff</i> 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 Assure system.		<i>The School Behaviour Policy which can be located in alphabetical order on our policy page HERE. among other things, designed to ensure security of staff and pupils in the school. Risks to personal security, premises and property will be assessed through the risk assessment process. The Governing Body, Headteacher and line managers are responsible for assessing the risks of violence to staff. Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place. Staff must report incidents of violence and aggression in the same manner as accidents. Aggressive behaviour towards school staff policy, which can be located in alphabetical order on our policy page HERE.</i>
<i>Security Arrangements Including Dealing with Intruders</i> Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.		<i>School Security is managed in a variety of ways. The school has CCTV and an intruder alarm system installed. Visitors to the school sign in and wear a Visitor badge whilst on school premises. The access control system ensures only permitted individuals (e.g. staff) can enter the school building via the reception area without an appointment. Security in the school is the responsibility of the Headteacher and Governing Body and they will liaise with their local Crime Prevention Officer or PCSO.</i> <i>The school has a number of policies/documents that deal with aspects of Security:</i> <i>• CCTV Policy (available on request)</i>



		• Lockdown Procedure • Emergency Response Procedures Which can be located in alphabetical order on our policy page HERE.
<i>Personal Security/Lone Working</i> 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.		<i>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</i> <i>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.</i>
<i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i> 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. 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.		<i>GCC SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee/traded service 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.</i>



<i>Personal Protective Equipment (PPE)</i> Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.		<i>The school business manager will 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 and if they feel they may need any that has not been provided, should alert the School Business Manager.</i>
<i>School Transport</i> The school uses the 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.		<i>Where staff are required to drive as part of their job, a generic risk assessment is held for car transportation / coach transportation by the EVC and the school business manager follows the following process if a staff member is to use their own vehicle to transport children:</i> <i>• Staff member happy to transport children</i> <i>• Annual checks by SBM on insurance, MOT, driving license to ensure valid</i> <i>• SBM checks that insurance covers for business use when checking.</i>
<i>Manual Handling (typical loads and handling pupils)</i> The school refers to the SHE/GN/30 <i>Manual Handling</i> and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Headteacher is responsible for assessing the appropriate approach to handling tasks		<i>Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff. The headteacher may seek professional advice from the SHE Unit and Occupational Health as necessary.</i> <i>Where staff handle things that are heavy, they should dynamically assess the risk to themselves and always</i>



and may seek professional advice from SHE and Occupational Health as necessary.		<i>request support if they feel the risk is too great to them.</i> <i>Where a child's needs deem that there is an increased risk to themselves, other children or staff, a specific risk assessment is put in place and training is given. This training may include additional medical training or positive handling training.</i>
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<i>Curriculum Safety (including extended schools activity/study support)</i> 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.		<i>The school recognise 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.</i> <i>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 (formally BAALPE) DATA and county procedures and guidance. All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.</i> <i>Schemes of work will be reviewed to assess the risk in all activities in order to determine:</i> <i>• Where close supervision is required.</i> <i>• Suitable group size.</i> <i>• Suitability for whole class participation.</i> <i>• Where particular skills need to be taught.</i> <i>• Personal protective equipment (PPE).</i> <i>• Levels of hygiene required.</i>
<i>Work Experience Placements</i> The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.	Coordinated by Deputy Head, Olivia Lines or an allocated member of the Senior Leadership Team	<i>Work experience co-ordinators will ensure that the working practices outlined in "Work-related learning and the law" - Guidance for schools and school-business link practitioners is followed at all times.</i>



<i>Display Screen Equipment</i> The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers/Business Manager 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.		<i>The majority of staff within the school are not considered to be DSE/VDU users. There is a policy which we follow to support these staff members: Eye test and glasses policy(available on request)</i> <i>We buy into business services Occupational Health who undertake assessments of staff who use DSE/VDU regularly.</i>
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<i>Parent Teacher Association</i> The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.	Helen Hindley, Chair of FOSG	<i>The FOSG (Friends Of St Gregory's) is the PTA at the school. The FOSG have their own insurance. The running of the event adheres to usual school practice. It is a registered charity.</i>
<i>Playground Supervision/Play Equipment and Maintenance</i> Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. 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.	Site Manager, Jon Gutteridge	<i>Supervision:</i> <i>• Rotas are in place and absent staff are covered in their duties.</i> <i>• Additional staff in place to support children with specific physical, medical or behavioural issues.</i> <i>External equipment:</i> <i>• Site manager undertakes daily walk around to identify maintenance issues.</i> <i>• Annual equipment check and audit with actions addressed directly after report released.</i> <i>• Identified issues reported to site manager via repairs@ email.</i> <i>• Equipment used on a rota basis to ease pressure on playground areas.</i> <i>• Risk assessment in place for traversing wall (KS1 Play Area).</i> <i>• Behaviour system in place.</i> <i>• MDSA staff trained in first aid.</i>



Section 2 – PREMISES		
<i>Mechanical and Electrical (fixed and portable)</i> The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the Site Manager's Office. Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS <i>Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection</i>.		<i>Portable electrical equipment will be inspected in accordance with Corporate Building Services Technical Briefing Note EM005 Portable Appliance Testing 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 Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</i> <i>These checks are outsourced and commissioned by the Business Manager.</i>
<i>Maintenance of Machinery and Equipment</i> 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)		<i>The types of equipment within the school that are subject to maintenance regimes and inspections includes the following:</i> • <i>Electrical Equipment</i> • <i>Fire Safety Equipment (Alarm, Extinguishers)</i> • <i>Electrical wiring system</i> • <i>Gas Boilers</i>
<i>Asbestos</i> To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy		<i>The school has had an asbestos survey report. This is held in the Administration office. There is no known asbestos on the school premises</i>



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 a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.	Jon Gutteridge Site Manager	
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Service Contractors 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, children 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>The school follows the guidance issued by Corporate Building Services as outlined in the property log book for the selection, appointment and monitoring of anyone undertaking works on the school site (e.g. building works). These include:</i> <i>• 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).</i> <i>• Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc.</i> <i>• Having clearly identified personnel who are points of contact for contractors and visiting workers.</i> <i>• Having all significant and unusual hazards and risks on site clearly identified.</i> <i>• Exchanging information on hazards and risks.</i> <i>Arrangements for monitoring and controlling works in progress will be set out on a case-by-case basis. The key health and safety considerations will be:</i> <i>• Segregation of traffic and pedestrians.</i> <i>• Segregation of contractors and occupants of the school (where possible).</i> <i>• Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled.</i> <i>• Implications on fire precautions due to possible increased risk and interference with fire alarm.</i>
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		• System and routes of evacuation. <i>The school recognises that it is crucial that issues relating to premises works are communicated effectively. Various measures will be taken including (as appropriate):</i> • Providing visitors with copies of appropriate hazard registers such as the asbestos register. • Telling visitors about hazards on site. • Asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes). • Asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes). • Controlling access so that contractors know who may also be working on site. • Sign-off/safe completion certificates. • Ensuring completion of the Premises Log Book by contractors and visiting persons.
<i>Building Contractors</i> This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.	School Business Manager and Site Manager	<i>Timescales, access arrangements, responsibilities and health and safety considerations are all shared at a pre-contract meeting ahead of any works carried out. The Business Manager with the Site Manager is responsible for this.</i>
<i>Small Scale Building Works</i> This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.	Site Manager, Jon Gutteridge	<i>The site manager will meet the contractor on site to discuss the job and check that it has been done before they leave. He will share contact details and information about access, emergencies and health and safety considerations prior to the job commencing.</i>



<i>Lettings</i> 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.	Lettings manager, Jon Gutteridge	<i>The school follows the guidance issued in Resource Management Fact Sheet 4: The School Site & Buildings: Use by Governors & Third Parties issued as part of the extended schools guidance. The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.</i> <i>The site manager checks the insurance. Where this is not in place, the hirer pays an additional 10% to buy into the LA insurance.</i>
<i>Slips/Trips/Falls</i> The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher and teaching partner 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 Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.		<i>The school has a supplementary H&S advice that is issued to the caretaker and all other staff. This is published on the school website and advises on how staff can help avoid the risk of from recognised hazards within the school. See <u>H&S for Caretaker and all staff</u>.</i> <i>This is shared in the induction pack for staff.</i> <i>Report all accidents to Dawn Seymour, First Aider.</i>



<i>Cleaning</i> 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.	Traded Services – Solo Service Group	We use Solo Cleaning as our cleaning contractors. The LA monitor the quality of this work. Deep cleaning is undertaken on a rolling programme during holidays. External areas are the responsibility of the sites staff and work is ongoing with large works generally scheduled for holiday times. Any health and safety issues or breakages should be reports to repairs@ immediately. Cleaning of the kitchen is the responsibility of Caterlink who are the catering contractors.
<i>Transport Arrangements (on-site)</i> The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.		The school has an Accessibility Policy which can be located in alphabetical order on our policies page located HERE has undertaken an Accessibility audit. All actions are being reviewed and taken forward under the Accessibility Plan which can be located in alphabetical order on our policy page HERE. The school has negotiated arrangements with the local supermarket (Waitrose) for parking. The school runs a daily walking bus service to help reduce traffic in the vicinity of the school from parents dropping off and picking up children. Both of these arrangements work to reduce the amount of traffic in the immediate vicinity of the school which is a real risk to the safety of the children at peak times. The school has an Accessibility Policy which is published on the school website. The school actively encourage walking, cycling and scooting to school to decrease the amount of vehicular traffic within the vicinity of the school. The gate is shut at 0815 and reopened at 0915 then shut at 1445 and reopened at 1530. Deliveries are always



		<i>outside of these times.</i>
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<i>Caretaking and Grounds Maintenance (and grounds safety)</i> The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.	Site Manager and Assistant caretaker	<i>Legionella checks are carried out monthly and at the end of each long holiday. They are logged in the relevant file (held by Business Manager) and signed off by Headteacher.</i> <i>Safety inspections of outside equipment and PE equipment is carried out annually.</i> <i>The health and safety governor accompanies the sites manager on a walk around each term to identify actions or breaches of policy.</i> <i>LA sites department check site annually upon request from Business Manager. We also work closely with Trinity Clifton to implement projects as a result of health and safety reports and ongoing works.</i>
<i>Gas and Electrical Appliances</i> Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.		<i>Visual checks are undertaken by sites staff ongoing. LA registered contractors undertake any gas or electrical work.</i>
<i>Glass and Glazing</i> 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.	Site Manager	<i>As far as can be determined all glass in school windows, doors and side panels is safety glass. Any replacement or new project glazing must be safety glass. In the unlikely event that any glazing is discovered not to meet this standard then a risk assessment will be produced and a suitable replacement plan put in place. Glazing is inspected ongoing and any breakages managed immediately.</i>



<i>Water Supply/Legionella</i> An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.		<i>A water risk assessment has been carried out by the LA and is done so when they see fit. Recommendations are put in place as soon as possible after being taken to Resources Committee.</i> <i>Legionella checks are carried out monthly and at the end of each long holiday by the site manager or assistant caretaker. They are logged in the relevant file (held by Business Manager) and signed off by Headteacher.</i>
<i>Snow and Ice Gritting</i> Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.		<i>Salt is held on site constantly and ordered by the site manager.</i> <i>Safety of the site in adverse weather is decided between the site manager and headteacher. Weather advice is taken into consideration and arrangements put in place to clear / minimise impact on the school site and safety thereof.</i>



Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
<i>Infectious Diseases</i> The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.		<i>Poster held in medical room. Information shared where needed with staff eg: pregnant staff etc. We implement advice as shared by the LA.</i>
<i>Dealing with Medical Conditions</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.		<i>The school has a Medical Policy which can be located in alphabetical order on our policy page HERE</i>
<i>Drug Administration</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.		<i>This is detailed in the school Medical Policy, which can be located in alphabetical order on our policy page HERE</i>
<i>First Aid</i> The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance		<i>First aid resources are held in the medical room. All first aid certificates are displayed in the medical room. Our named First Aider at work is Mrs Dawn Seymour and her</i>



issued by the DfE on first aid for schools SHE/Pro/8 <i>First Aid</i> is followed.		<i>certificate expires on 23/03/2025. Mrs Celine Nobes and her certificate expires on 14/10/2024.</i> <i>Sickness boxes are held in each classroom and refreshed twice annually. MDSAs have small kits for first aid that accompany them in their role. First aid bags are taken on trips. These kits are checked and refreshed by Dawn Seymour every big term.</i>
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<i>Reporting of Accidents, Hazards, Near Misses</i> The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.		<i>SHE reports are made by Dawn Seymour from the school office.</i> <i>Minor bumps book is held in the medical room.</i> <i>RIDDOR is undertaken by Dawn Seymour.</i> <i>Where serious incidents occur, contact to emergency services procedure is held in the Medical Policy and the LA is informed where required.</i>
<i>Fire Safety and Emergency Evacuation</i> The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.		<i>The school undertakes a Fire Risk Assessment of the grounds and premises every 3yrs.</i> <i>The guidance "Fire Safety Risk Assessment - Educational Premises" issued by The Department for Communities and Local Government (DCLG) has been adopted. The School Sites committee, in consultation with the head teacher, the Health and Safety Governor and the caretaker has responsibility for implementing the Fire Management Plan. This includes the following activities:</i> <i>• Detailing of any significant findings from the fire risk assessment and any action taken.</i> <i>• Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices.</i> <i>• Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person.</i> <i>• Recording of false alarms.</i> <i>• Testing and maintenance of emergency lighting</i>



		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 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 needed if there is a fire. • All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors • Ensuring PEEPs are in place for those that require them Assembly point is the all-weather pitch. A Fire safety policy is in development following the latest Fire Risk Assessment recommendations
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<i>Crisis and Emergency Management</i> A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.		<i>The school maintains an Emergency Response Procedures document based on Local Authority guidance for managing crises in schools. which can be located in alphabetical order on our policy page HERE</i>
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Section 4 - MONITORING AND REVIEW		
Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.	Resources Committee	<i>Resources committee monitor this policy annually.</i>
Inspections Regular safety inspections are carried out by the nominated person(s) (using the format found in the <i>Good Stewardship Guide</i> and the <i>SHE Governors Guide - Workplace Inspections</i>) of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.	H&S Governor Headteacher Site Manager School Business Manager	<i>The H&S Governor undertakes an inspection of the school premises at least once a year. The Local Authority undertake SHE audits of the school on a periodic basis.</i> <i>Actions from inspections come to the resources committee and works are agreed and monitored.</i>
Review The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.		<i>The Health & Safety Policy Document will be reviewed annually and approved by the Governors via the Resources Committee.</i> <i>Actions from inspections come to the resources committee and works are agreed and monitored.</i>
Auditing As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.	Headteacher H&S Governor SHE (LA led)	<i>The LA attend the school to carry out a SHE audit every 3yrs. The audit report is circulated to the Full Governing Body and actioned accordingly.</i>



Section 5 -TRAINING		
<i>Staff Health & Safety Training/Competence</i> The school is committed to ensure staff 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.		<i>Training records for all staff are held in the relevant member of staffs personnel file.</i>
<i>Supply and Student Teachers</i> 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 policies. 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.		<i>Induction is carried out with all long term supply staff. Safeguarding and quick induction is given to supply staff and other visitors on a leaflet when they enter the school.</i>



<i>Volunteer and Parent Helpers</i> 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.		<i>Information about volunteer helpers can be found on the Educational Visits Policy and in the Volunteer agreement which can be located in alphabetical order on our policy page HERE</i>
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Section 6 - HEALTH AND WELLBEING		
<i>Pregnant Members of Staff</i> The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.		<i>Rest room is in the medical room.</i> <i>Risk assessments are carried out by the headteacher and pregnant staff member and a copy of the risk assessment is signed and added to the file of the staff member.</i>
<i>Health and Well Being Including Absence Management</i> The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i> and has carried out a risk assessment based on the Health & Safety Executive's <i>Management Standards for Work-Related Stress</i>. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.		<i>The school maintains an Attendance and Punctuality Policy which can be located in alphabetical order on our policy page HERE</i> <i>The school buys into the employee assistance programme providing support to all staff members.</i> <i>Occupational Health is used to refer staff to and for staff to request a referral.</i>
<i>Smoking on Site</i>		<i>As a policy, there is no smoking or vaping on the school premises. This is covered in the staff behaviour policy.</i>



Section 7 - ENVIRONMENTAL MANAGEMENT

Environmental Compliance

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

Food waste is collected every Monday by Andigestion. Confidential waste is collected when arranged by Printwaste General waste is collected by Cheltenham Borough Council on a Wednesday.

Disposal of Waste

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

Light tubes are collected by Printwaste, however ordinarily the school does not generate any hazardous waste. If a building project is undertaken the contractor will be responsible for the disposal of any hazardous waste

Section 8 - CATERING AND FOOD HYGIENE

Catering and Food Hygiene

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).

Contractor is Caterlink bought in through the LA.



Section 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

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