

Down Ampney C of E Primary School

Health and Safety Policy



Signed by:





Headteacher

Chair of governors

25 February 2024

Date:

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Statement of intent

Down Ampney C of E Primary School's Governing Body and Head Teacher recognise and accept their responsibilities both under law and under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

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

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

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

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- [Health and Safety at Work etc. Act 1974](#)
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Control of Substances Hazardous to Health Regulations 2002](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [The Construction \(Design and Management\) Regulations 2015](#)
- [The Personal Protective Equipment at Work Regulations 1992](#)
- [The Education \(School Premises\) Regulations 1999](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019 \(Natasha's Law\)](#)

This policy has due regard to national guidance including, but not limited to, the following:

- [DfE \(2022\) 'Health and safety: responsibilities and duties for schools'](#)
- [DfE \(2017\) 'Safe storage and disposal of hazardous materials and chemicals'](#)
- [HSE \(2021\) 'Sensible health and safety management in schools'](#)
- [DfE \(2022\) 'First aid in schools, early years and colleges'](#)
- [UK Health Security Agency \(2024\) 'Health protection in children and young people settings, including education'](#)

This policy operates in conjunction with the following school policies:

- First Aid Policy
- School Uniform Policy
- Emergency Action Plan
- Infection Control Policy
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- Adverse Weather Policy

2. Roles and responsibilities

The governing board, in conjunction with the headteacher, will be 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, as far as is reasonably practicable.
- ensuring safe use, handling, and storage of substances at work.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.
- Act as The Offsite Visit Coordinator (OVC) to ensure 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 Business Manager will:

- Assist with the creation and implementation of this policy.
- Have a day-to-day responsibility for ensuring compliance with the school Health & Safety Policy and taking effective action and/or immediately referring to the headteacher any health and safety issues brought to their attention
- Stopping of any practices or the use of any tools, equipment etc which are considered unsafe.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with GCC and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will, in accordance with their age and aptitude:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Volunteer and Parent Helpers will:

Be 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.

3. Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

Supply and Student Teachers

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

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the school's safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to always wear a visitors' badge 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.

First aid

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The Guidance issued by the DFE on first aid for schools GCC SHE procedure is followed.

4. Reporting of Accidents, Hazards, Near Misses

The school report and investigate all accidents, incidents and near misses and adhere to the GCC She Procedure *SHE/Pro/4 Accident Reporting and Investigation*.

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.

5. Risk assessment

The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

6. Slips and trips

The school recognises the main cause of accidents is slips, trips, and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects, or maintenance requirements are reported to the Head Teacher or via a recognised reporting process. All staff are expected to be vigilant and aware of hazards.

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

7. Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on an annual basis, and records will be maintained and held in the school office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

8. Crisis and Emergency Management

The school will follow the procedure outlined in the Emergency Action Plan for Evacuation, Invacuation, Lockdown and Bomb Threats as appropriate in the event of a crisis.

All staff fully understand and effectively implement the school's Bomb Threat Policy.

A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes

communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

9. Visitors and contractors

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 to consider how they will impact upon staff, students, and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.

Building Contractors

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.

Small Scale Building Works

This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

Lettings (Hall Hire)

The school follows the Asset Management and Property Services (AMPS) Guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Head Teacher 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.

10. Personal protective equipment (PPE)

Employees/Managers assess based on risk assessment and COSHH assessments where the need for PPE (Personal Protective Equipment) 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.

The school will always use PPE in line with UK Health Security Agency guidance.

11. Work-related hazards

Manual handling

The school refers to the GCC SHE Manual Handling Risk Assessment toolkit 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. Head Teachers or School Business Manager are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health, as necessary.

Working at heights

The risks associated with working at height are identified through risk assessment using the GCC SHE Is working at Height Risk Assessment Toolkit. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Noise

The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.

Personal Security/Lone Working

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.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Violence to Staff

The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise System.

Mechanical and Electrical (fixed and portable)

The school acts appropriately 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:

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

Gas and Electrical Appliances

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.

Display screen equipment

Most staff within the school are not considered to be DSE users. The school adheres to the GCC Corporate Policy, guidelines, and procedure SHE/Pro/5 – *Working with Display Screen Equipment*. Head Teachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes, or office layouts change or when there are staff changes.

Transport Arrangements (on-site)

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.

Caretaking and Grounds Maintenance (and grounds safety)

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the GCC SHE General Risk Assessment Toolkit.

Glass and Glazing

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

Water Supply/Legionella

An effective water hygiene management plan is in place to control the risks of legionella 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 logbook is used. A process is also in place to deal with any actions should they arise.

Snow and Ice Gritting

Adequate arrangements are in place to minimise the risks from snow and ice on the site for example: 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 on site and a sufficient supply of grit/salt is available.

12. Maintaining of Machinery and Equipment

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

13. Hazardous materials (Control of Substances Hazardous to Health - COSHH)

Where hazardous materials are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area.

14. Asbestos management

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

- complying with all regulations and County Policy 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 The Management of Asbestos in County Council Occupied Premises Guidance.
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

15. Cleaning

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

16. Infection control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning the schools' policies and procedures addressing infection control can be found in the Infection Control Policy.

17. Dealing with Medical Conditions

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

18. Medication

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

19. Health and Wellbeing

Pregnant Members of Staff

The First Aid Room/Rest Room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to GCC SHE guidance.

Health and Well Being Including Absence Management

The school refers to GCC SHE *Stress Risk Assessment Toolkit* and has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

Smoking on Site

The school is a non-smoking premises and no smoking will be permitted on the grounds. All staff, pupils, visitors and contractors will be made aware of the policy.

20. Severe weather

The school will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

21. Curriculum Safety (including extended schools activity/study support)

Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS, AfPE, DATA and GCC SHE Guidance etc. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.

22. Work Experience Placements

Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law,' Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools.

23. School transport

The school uses the GCC SHE Is transporting Pupils Risk Assessment Toolkit and GCC Guidance as a basis to ensure safe transportation of pupils for activities such as offsite visits

and sports fixtures. Risks associated with driving are evaluated within assessments for activities.

24. School trips and visits

The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on County Council Guidance.

25. Parent Teacher Association

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.

26. Playground Supervision/Play Equipment and Maintenance

Risks are assessed using the GCC General Risk Assessment Toolkits. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.

27. Environmental Management

Environnemental 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.

Disposal of Waste

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

28. 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).

29. 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.

Inspections

Regular safety inspections are carried out by the nominated person/s using the GCC recognised format found in the *Good Stewardship Guide* and the GCC SHE *Governors Guide*

- *Workplace Inspections* 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.

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 un-planned checks and inspections.

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.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

30. Health and Safety Advice

Information

Health and safety advice is obtained from Gloucestershire County Council Occupational Health and Safety (SHE) 01452 425349/50