



# HEALTH AND SAFETY POLICY

Policy review date: **October 2023**

Updated: **October 2023 and shared with staff. Staff input is welcomed.**

Date of next review: **October 2024**

SHE Advisers (Glos team)

Other related policies/documents include: Safeguarding and Child Protection, Emergency Lockdown Policy, Playground Charter

## **AIMS OF THIS POLICY**

- To encourage all employees, pupils and visitors to be conscious of health and safety matters in all their activities.
- To ensure that everyone working on the premises does whatever is reasonably practicable to prevent themselves and other people from being exposed to risks to their health and safety.
- To ensure that everyone is aware of procedures and practices relating to health and safety.
- To ensure that everyone is aware of potential dangers and hazards, and that all possible steps are taken to ensure the health and safety of themselves and others.

## **STATEMENT OF GENERAL POLICY (STATEMENT OF INTENT)** with reference to Glos County Council Health and Safety Policy and SHE (Safety, Health and Environment) guidance

The School recognises and accepts its responsibility for ensuring, so far as reasonably practicable, the health and safety of the staff, pupils, students, visitors, temporary staff, peripatetic staff (such as music teachers) and contractors who use the premises.

All employees have a statutory duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions.

It is the personal responsibility and duty, of each employee to use conscientiously and properly, all safety equipment, devices, procedures, personal protective equipment (including clothing such as goggles when needed), which is provided to reduce or control risks and protect health and safety.

Any employee who identifies a short coming in any procedure or any safety provision, which he or she considers may increase the risk to health and safety, should report it promptly to the Headteacher and/or the person with overall responsible at that time.

## **ORGANISATION OF THE POLICY**

[All employees will be sent and asked to read a copy of this Policy](#) declaring that they understand the precautions which must be taken and the procedures which must be followed to ensure health and safety their duties under the Health and Safety at Work Act 1974.

**The Head Teacher has responsibility** for ensuring, so far as reasonably practicable the health and safety of employees, pupils, students, temporary staff, visitors and contractors this Safety policy is implemented on a daily basis.

**Each class teacher has responsibility** for ensuring, so far as reasonably practicable, that the working practices within the classroom do not introduce risks to health, safety that hazards are identified and suitable precautionary measures adopted, that risks that already exist are adequately controlled and reduced to the lowest level practical that pupils, that class helpers, and visitors are supervised at all times. Particular consideration must be given to ensuring the health and safety of disabled persons. **Class teachers will carry out specific RA for visits off site or activities on site that will introduce more risk.**

It is School Policy that every pupil shall conduct themselves in a safe and orderly manner, so as to prevent accidents and injury, both during class time and play times.

All pupils must follow the set procedures and use the safety devices and protective equipment provided. Representatives of the School Council play an important role and support initiatives to ensure that Eastington remains a happy and safe place to learn.

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| <p><i>Organisation – Introduction.</i></p> <p>In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&amp;S Policy Document.</p>   | <p><i>Eastington Primary is a Community School. The school has currently 142 pupils on roll (ages 4-11) and operates a five Class structure. Whilst part of the main school is Victorian in style and history, improvements to the site include a new Reception Class, hall and refurbishments in many areas (2015).</i></p> <p><i>The school recognises and accepts its responsibility for ensuring, so far as reasonably practicable, the health and safety of staff, pupils, visitors, temporary staff, peripatetic staff (e.g. music teachers/instructors etc.) and contractors who use the premises.</i></p>  |
| <p><i>The Duties of the Governing Body</i></p> <p>The Governing Body has overall responsibility for ensuring compliance with this H&amp;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.</p> | <p><i>The Governors of Eastington Primary fully endorse the contents of this document and accept their responsibilities as Governors to ensuring that all who work within and visit the school remain safe.</i></p> <p><i>The Governors (Premises and Lettings Committee) act as the steering group and report to the full Governing Body in all matters relevant to Health and Safety. If the Premises Committee is unable to meet the HT will offer feedback to Governors in the full Governor meeting.</i></p> <p><i>This policy can be requested by parents, is available to parents in the front entrance and posted on the Schools website</i></p> |

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| <p><i>The Duties of the Headteacher</i></p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this H&amp;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.</p>  | <p><i>The Headteacher meets with members of the Governing Body (Premises committee/Governor) on a regular basis when operating to monitor the general condition of the building and systems to ensure that health and safety remains paramount. Actions taken where necessary. If the Premises Committee/Governor is unable to form/meet the HT will offer feedback to Governors in the full Governor meeting.</i></p>  |
| <p><i>The Duties of Employees</i></p> <p>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 &amp; 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.</p> | <p><i>Staff, inc. supply (temporary staff/instructors/consultants etc.) have responsibility for ensuring, so far as reasonably practicable, that the working practices within the classroom and outside learning areas do not introduce risks to health and safety, that hazards are identified and suitable precautionary measures adopted, that risks that already exist are adequately controlled and reduced to the lowest level practical that pupils are supervised at all times.</i></p> <p><i>All staff and visitors are reminded that the whole site is a 'No Smoking' zone.</i></p> |

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| <p><i>Pupils</i></p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>   | <p><i>It is school policy that every pupil shall conduct themselves in a safe and orderly manner, so as to prevent accidents and injury, both during class time and play times.</i></p> <p><i>We also use a 'red card system' which operates as means of communication in support of school emergency/H&amp;S procedures. These red cards are in each room/attached to 1<sup>st</sup> aid kits used at break/lunch time. Asking a child to take the card to the HT/Admin officer will summon help immediately.</i></p> |
| <p><i>School Safety Representatives</i></p> <p>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.</p> |  |
| <p><i>Temporary Staff</i></p> <p>Temporary staff are provided with information and guidance which includes the Health &amp; 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.</p>   | <p><i>In the absence of the Headteacher staff are accountable to the Dept HT Mrs Redpath and then the Senior Leadership Team (SLT): Miss Pates/ Mrs Parsons.</i></p>   |

### *Teaching Staff*

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

*Specific classrooms/learning/play areas may be 'out of bounds' to pupils as necessary, and particularly during*

- *Repairs to the building*
- *Building works*
- *Demolition work*
- *Where supervision is inadequate.*

*All staff and children will be informed of any restrictions and the areas will be cordoned off with cones/visible barriers etc.*

*The classroom teacher is responsible for ensuring, so far as practical, that the working practices within the classroom do not introduce risks to health and safety.*

*Pupils must not run within the school building (except during supervised PE in the hall). Special care must be taken near doorways and corners.*

*Children must be made aware of hazards associated with: the playground areas and identified boundaries that are separate for safety reasons (This is usually done with cones).*

- *Pupils must keep within visual contact at all times*
- *The area behind Class 5 (far side of playground) is out of bounds unless during the morning session when pupils may position their cycles/scooters in the proper racks. This area is not to be entered during the normal school day until cycles and scooters are reclaimed by their owners in preparation to leave the premises*
- *The seating areas must not be stood on.*
- *Playground equipment must not be used in a way that could injure or cause injury to another. Well-Being and Sports Leaders in the school support this.*

- *All ramps/steps leading to class areas should be used in the correct manner i.e. walking not running and awareness that access remains clear for all users*
- *The handrails attached to building should be used for guidance and support. Children should not stand or sit on the rails at any time*
- *Children should be instructed/prompted to use the handrail when climbing and descending the stairs (main school house)*
- *Children are not allowed to climb the walls, fencing or retrieve balls/PE equipment from the roof*
- *Children must not attempt to move garden furniture in the playground unless working as a team with an adult*
- *Children who bring cycles or scooters to school must park them in the racks/shelter provided. No cycles/scooters should obstruct doorways, fire escapes or obstruct escape routes*



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| <p><i>Teaching Assistants</i><br/>Teaching assistants have a day to day responsibility for ensuring compliance with this Health &amp; Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>  | <p><i>As above</i></p>  |
| <p><i>The Duties of Off Site Visit Coordinator/s (OVC)</i><br/>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 Safety, Health &amp; Environment (SHE) webpages.</p>  | <p><i>The school Off Site Visits Co-ordinator is :<br/>Madeleine Mifflin (Class teacher)</i></p> <p><i>All residential trips are logged with approval of SHE website (e.g. PGL Year 6 educational visit). A record of all educational trips are maintained in the Risk Assessment folder (Educational visits – Main Office) and signed by the Headteacher for approval.</i></p>   |
| <p><i>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</i></p> <p>The Premises Manager has a day to day responsibility for ensuring compliance with the school Health &amp; 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.</p> | <p><i>The Headteacher is the site manager.<br/>The Cleaner-in-Charge (Mrs R Rymer) is also an authorised key holder and has responsibility (in the absence of the Headteacher) of ensuring the school is secure following cleaning and routine maintenance tasks. All teachers and the Admin officer are key holders and are responsible for ensuring the school is secure if they are the last members of staff on site.</i></p> |

*Volunteer and Parent Helpers*

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

***If volunteers are in regulated activity, a DBS check is required in line with the school's policy for Safeguarding and Child Protection. A RA will be undertaken and references may be requested too.***

*All volunteers in regulated activity have a safeguard induction with the DSL.*

*The teacher of the class will share relevant emergency, fire, H&S information, confidentiality and information related to their volunteering with volunteers/visitors to their classroom. An agreement will be signed by the parent before starting working with children.*

## PART THREE – GENERAL ARRANGEMENTS

| <p><i>Arrangements</i><br/>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p> | <p><b>Responsibility of:<br/>Name/Title</b></p> | <p><b>Action/Arrangements</b></p>   |
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| <p><i>Communication</i><br/>The school recognises the importance of communication with visitors, pupils, parents, volunteers, contractors etc:</p>                           | <p>Z Avastu<br/>(Headteacher)</p>               | <p><i>All visitors, contractors and volunteers sign in and display a badge provided by the school whilst on site. Brief information is provided on Fire Procedures /Safeguarding on entry to the building – these are displayed on the wall in the entrance and copies can be given to visitors on site by the admin officer if requested/the person is new to the school too.</i></p>  |
| <p><i>Consultation with Employees</i><br/>The school recognises the importance of consulting with employees on health and safety matters.</p>                                | <p>Z Avastu<br/>(Headteacher)</p>               | <p><i>This policy is given to staff to ensure they are familiar with its contents.<br/>A daily signing book (signed by all staff) is situated in the main office area and any relevant information affecting the health and safety of those on site is posted here as well as by e-mail.<br/>Staff meetings (as and when necessary) and specific training during INSET Days provides the forum for detailed information exchange.</i></p> |

| <b>Section 1 - RISK ASSESSMENT</b>   |                                   |   |
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| <p><i>Risk Assessment</i></p> <p>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 Leadership Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p> | <p>Z Avastu<br/>(Headteacher)</p> | <p><i>All teaching staff leading an event or educational trip are responsible for the completion of Risk Assessments. No activity/event or trip is permitted without approval.</i></p> <p><i>The Headteacher (or in their absence, the DH/ SLT) is responsible for checking and 'signing off' Risk Assessments completed by members of staff prior the approval of a trip or event on site. Care to be within GCC safe ratios is necessary – see Ed visit file.</i></p> <p><i>All generic and specific Risk Assessments are maintained in the 'Educational visits' file held in the main office. They can be found on the SHE site too.</i></p> |

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| <p><i>School Trips/Offsite Visits</i><br/>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. Risk assessments are completed and approval sought prior to authorisation.</p>   | <p><i>Madeleine Mifflin is the Off site Visits Co-ordinator (OVC) (Class teacher)</i></p> | <p><i>Residential trips (i.e.PGL Adventure Week) require a full Risk Assessment (on line) via Glos SHE for advice.</i></p> <p><i>A full record/Risk Assessments of all off site trips is maintained in the school office. <b>These are reviewed and monitored by Governors.</b></i></p>  |
| <p><i>Working at Height</i><br/>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 use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p> | <p><i>Z Avastu (Headteacher)</i></p>  | <p><i>Staff had ladder training in 29.4.2019. Staff who have had ladder training can use all ladders within the school.</i></p> <p><i>Any staff member who has medical issues, a dislike of heights is to ask the HT/another staff member for help when needed.</i></p> <p><i>For all ladder use:</i><br/><i>There will be two persons present, appropriate footwear worn, pre use checks made, use will be less than 30 minutes, climbing will be undertaken with 3 points of contact, a safe zone will be created around ladder/ work area, if outside weather conditions will be dry and not windy. The additional person/s will support the ladder from the side if the ladder is an A frame ladder.</i></p> <p><i>The low ladder kept in C3 is used by staff on occasion for displays/access resources.</i></p> <p><i>The medium ladder is stored by the bicycle area and is used by contractors and occasionally the HT/staff to clean gutters/downpipes/retrieve balls.</i></p> <p><i>The high ladder is stored securely in the PE store. It is used in a low leaning position to access a loft area by staff and PA adult members.</i></p> <p><i>The high ladder is used by qualified contractors, competent ladder trained persons and persons who regularly work at height (for lighting checks in the hall, putting up/down stage lights and for routine maintenance work).</i></p> |

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| <p><i>Noise</i><br/>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.</p>   | <p>Z Avastu (Headteacher)</p> | <p><i>The school is aware of its responsibilities however no significant risk has been identified at present.</i></p>   |
| <p><i>Violence to Staff</i><br/>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.</p> | <p>Z Avastu (Headteacher)</p> | <p><i>If a pupil is identified as at risk of being aggressive, violent or hurting others, a risk assessment will be undertaken by the teacher (with the aid of the SENDCo) and actioned. In the case of a pupil the outcome might include: increased supervision, sharing de-escalation techniques specific to the pupil etc.. This will be shared with all staff. The school has an exclusion policy in place.</i></p> <p><i>In the case of a parent being aggressive towards a staff member measures might be taken such as: staff meeting the parent with another staff member present, meet in an area where other staff members are close by, a checking system put in place mid meeting by another member of staff, leaving the door open, sitting the parent so they are not closest to the exit. In exceptional circumstances a parent can be asked not to come on site – see guidance:</i></p> <p><a href="https://www.gov.uk/government/publications/controlling-access-to-school-premises">https://www.gov.uk/government/publications/controlling-access-to-school-premises</a></p> <p><a href="https://childlawadvice.org.uk/information-pages/banning-parents-from-school-premises/">https://childlawadvice.org.uk/information-pages/banning-parents-from-school-premises/</a></p> |

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| <p><i>Security Arrangements Including Dealing with Intruders</i><br/>Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p> | <p>Z Avastu (Headteacher)</p> | <p><i>The Headteacher (or in their absence the Dept HT/SLT with the help of the administrator) remains the person(s) responsible for the day to day management of security of the site.</i></p> <p><i>Staff sign in when they come on site. All visitors (including all staff personnel and contractors) are required to 'sign in' at the main office.</i></p> <p><i>When operating, the school operates a 'magic line' system whereby once the children cross the line in the playground for the start of the morning session they are not allowed to re-cross and become the responsibility of the duty member of staff. The duty member of staff stands near the black gate so it can be monitored. Parents are required to leave the premises once the bell is rung to begin the registration period. The main black gate is closed and locked after children have entered the school by the duty teacher/admin officer.</i></p> <p><i>At the end of the day the class teacher ensures that the children in their class leave the site safely. The class teacher/duty teacher takes any remaining children taken to the library and informs the office staff so parents can be called if needed (in the event of parents being delayed etc.)</i></p> <p><b><i>-At the end of the day if clubs are not operating, the main, black gate will be open to allow parents to collect from Mother Goose.</i></b><br/> <b><i>-If Mother Goose are working outside, the gate will be locked.</i></b><br/> <b><i>-At the end of the day the main black gate is locked if clubs are operating. When children</i></b></p> |
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**have gone home from clubs, the gate is open to allow access for parents/carers to collect children from Mother Goose or locked if Mother Goose are outside.**

A 'Before and After school' childcare system Mother Goose (MG) works onsite.

- In the mornings the main black gate is open to allow access for children/families. **The school doors are closed and on the fob system at this time to prevent intruders.** MG children are supervised from when they are on site.
- In the morning Mother Goose staff take children to the playground to be supervised by the duty adult at 8.40am.
- **At the end of the day, Rec-Y2 pupils are collected by Mother Goose staff and taken to MG** while KS2 pupils walk to the Mother Goose area. Mother Goose staff take a register to ensure all pupils are accounted for.

The school has a lock down policy which explains how we will react to an intruder who is deemed a risk of threatening children/adults or other incidents which may need children/adults to be safe by staying inside the school building.

During break times a 'red card system' is used by the duty teacher if assistance is required. This supports the school security (in the event of an intruder on site or suspicious behaviour noted near the school boundary) and in the event of an injury where medical assistance is required.

**Significant accidents to children/adults are logged in the main office.**



**Information is sent to parents in the event of a minor injury/head bump if First Aid was administered. All other minor injuries that happen at break/lunch are logged in the notebooks in the first aid bags carried by duty teachers/supervisors at break & lunch time.**

**-If the fire alarm goes off out of hours the named responders are: [Z Avastu](#), [L Birch](#), [J Redpath](#).**

**-When attending the named persons will do so with another person wherever possible.**

**-If this is not possible/practical to attend with another person, the staff member will carry their phone and call someone as they attend the site and explore the situation until they are satisfied – this will enable the person to access help quickly if needed/raise the alarm.**

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| <p><i>Personal Security/Lone Working</i></p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p> | <p>Z Avastu (Headteacher)</p> | <p>-Staff are asked to liaise with colleagues to ensure that 'lone working' is not the norm.</p> <p>-Whilst staff have access to the site (out of normal hours) staff are required to login and out using the signing in book.</p> <p>-In addition, they are required to inform a responsible adult (from school or a friend/family member) the time they expect to be on site so their safety can be monitored and carry mobile phones with them in case of an accident.</p> <p>-People with certain medical condition should not work alone on site – this will be discussed with individual staff where appropriate.</p> <p><b>-High risk activities such as working at height will not be undertaken when alone on site.</b></p> <p><b>-Staff to carry means to summon assistance in case needed: mobile phone.</b></p> <p><b><u>Lone working at the start/end of day/at events:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Staff to keep the doors on the fob during, before and at the end of the school day.</b></li> <li>• <b>Staff complete the log book of entry/exit to site in old school area.</b></li> <li>• <b>School to be locked in order: C5 as soon as possible. The school external door will be closed and on the fob. When the school is ready to be locked, staff will move through the school internally via C4 to the admin area where the alarm/exit door is.</b></li> <li>• <b>At the start of the day, staff can wait in cars until another staff member arrives so they can walk in together to prevent lone working.</b></li> </ul> |
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- ***At the end of the day, last 2 workers to walk to cars together.***
- ***Staff to check the exit/entry log for staff to ensure staff are not left alone after school on site – if only one person left then that staff member to coordinate leaving together – this includes the cleaner.***
- ***Staff to move cars nearer the school front after parent pick-up time if working late.***
  
- ***If the cleaner is ill and staff member needs to lock/alarm school, C5 to be locked asap by C5 teacher/SLT. The school external doors will be closed/on the fob which will allow staff to work later together if needed. After locking the school – the last 2 workers on site should leave together.***
  
- ***If there is a later event on site with parents, 2 staff members to lock the main metal entrance gate where practicable (there may be challenges with this with the number of staff on site). Then C5 locked (if this had to be open for the event) and then the rest of the school.***

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| <p><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i></p> <p>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.</p> | <p>Z Avastu (Headteacher) /<br/>D Rymer (Cleaner-in-Charge)</p> | <p><i>CoSHH data sheets are maintained ('Cleaner-in-Charge cupboard) This area remains locked at all times.</i></p> <p><i>COSHH update training has been undertaken in 2022 by the cleaner in charge.</i><br/><b><i>HT to undertake COSH training in 2023/4.</i></b></p> <p><i>Ben Wade audit 24.1.2023:</i></p> <ul style="list-style-type: none"> <li><i>*An aerosole kept in classroom cupboard away from children is ok/low risk.</i></li> <li><i>*Cleaning products (diluted disinfectant at the correct water ratio/sterilization fluid at the correct water ratio/wipes/hand sanitizer) may kept in classrooms for cleaning. <b>These will be kept on a high shelf/in a cupboard unless in use. They will be in clearly named spray bottles.</b></i></li> <li><i>*Black bags stored at the bottom of bins, under a black bag is ok/low risk.</i></li> </ul> <p><b><i>The premises governors monitor substances and their use as part of H&amp;S inspections.</i></b></p> <p><i>A RA will be created and put in place for a specific child if digesting fluids is a risk.</i></p> |
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| <p><i>Personal Protective Equipment (PPE)</i><br/> 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.</p> |                               |  |
| <p><i>School Transport</i><br/> 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.</p>   | <p>Z Avastu (Headteacher)</p> | <p><i>All staff and governors are DBS checked in line with Safeguarding and Child Protection guidance.</i></p> <p><i>All teachers/staff are covered by the school car insurance for transporting pupils on agreed trips/visits.</i></p> <p><b><i>-The admin officer checks the drivers license and MOT of staff members yearly.</i></b></p> <p><b><i>-Parents are informed and permission sought if pupils are to travel in a staff car.</i></b></p> <p><b><i>-Staff will not be in a car with a pupil on their own and will arrange pick up/drop off to support this.</i></b></p> <p><b><i>-Parents who wish their child to be driven to an event will undertake personal arrangements to do so-the school will not organize this or take responsibility for this as it is a personal matter.</i></b></p> |

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| <p><i>Manual Handling (typical loads and handling pupils)</i><br/>The school refers to the SHE/GN/30 <i>Manual Handling</i> and risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p> | <p>Z Avastu (Headteacher)</p> | <p><b>Members of staff and/or child should not manually handle any item that places themselves or others at risk. For example, children will not lift hall dining tables/stack staging boards unless an adult is directly supervising them.</b></p> <p><i>Members of staff should not restrain children unless the child is hurting/about to hurt other children, adults or themselves or cause significant damage to property.</i></p> <p><i>Teach Teach training which focusses on de-escalation and well as techniques for safe handling has been undertaken by Catrin Parsons (2017) and Jane Williams (2017) which includes how to de-escalate and handle children if necessary.</i></p> <p><i>Teach Teach training has been undertaken by Miss Pates, Mrs Bedwell, Mrs Bingle in Nov 2021 and Julie Yorke in July 2022.</i></p> <p><i>Staff will be trained when needed.</i></p> |
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| <p><i>Curriculum Safety (including extended schools activity/study support)</i></p> <p>Teachers 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 activities falling outside of normal classroom practise, a risk assessment is carried out by the teacher.</p> | <p>All teaching staff</p> <p>Staff lead responsible for PGL Adventure Week</p> <p>PA</p> | <p><i>Key elements of health and safety form part of the curriculum provision in PSHE. This includes hygiene, safety awareness, responsibility. Children in all classes are taught the importance of hand washing and using tissues (Catch it-Bin it- Kill it).</i></p> <p><i>Extended activities include Bikability training to increase road safety awareness for Y6 pupils, YELL, RUN, TELL police talks with KS1 children, dog safety with whole school etc..</i></p> <p><i>Risks associated with specific lessons are identified by teachers and discussed before teaching. If more risk than usual is introduced, a RA will be created by the teacher.</i></p> <p><i>Risks are discussed with children in class/assembly – such as preventing accidents by not running at the start of the day when parents/younger children are in the playground, walking along corridors calmly etc..</i></p> <p><i>Risk Assessments are undertaken by staff before educational visits. Control measures are in place and discussed with children before the visit. Full Risk Assessments for a residential Activity Week are maintained in the School Office/online SHE team.</i></p> <p><b><i>Risk Assessments are undertaken by the PA for events they lead.</i></b></p> |
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| <p><i>Work Experience Placements</i></p> <p>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.</p>                            | <p>Z Avastu (Headteacher)</p> | <p><b>School will contact the setting of the student before commencing work at school to verify the requested placement, check student's needs, check safeguarding/behaviour/responsibility. A RA may be undertaken.</b></p> <p><b>All work placement students are fully briefed re Health and Safety issues including emergency procedures as part of their induction by their class teacher. This is conducted by the teacher prior to any placement commencing.</b></p> <p><i>A safeguard induction will be undertaken by the DSL.</i></p> |
| <p><i>Display Screen Equipment</i></p> <p>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>. The Headteacher ensures that DSE workplace assessments are conducted, where necessary, for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p> | <p>Z Avastu (Headteacher)</p> | <p><i>We purchase LA support to support with H&amp;S. DSE assessments for admin staff when H&amp;S reviews are undertaken by LA H&amp;S support team.</i></p>   |



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| <p><i>Parent Teacher Association</i></p> <p>The school offers support to the Parent Association (PA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PA run events and adequate insurance is in place.</p> | <p>Current Chair of Parents Association/Headteacher</p> | <p><i>Eastington Parents Association undertake Risk Assessments for events held on the school site. A record of completed Risk Assessments and evaluations is held in the main school Office.</i></p> <p><i>Occasionally events change/opportunities present themselves on the day. In this case the Headteacher/Event Leader will assess the risks together verbally before making a decision.</i></p> |
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| <p><i>Playground Supervision/Play Equipment and Maintenance</i></p> <p>Reference is made to the SHE guidance/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.</p> | <p>Z Avastu (Headteacher)</p> | <p>-When <b>all</b> children are at play, there are usually 2 members of staff on duty. There may be times when one staff member is out supervising if all children are not at play/a staff member is attending a child who is injured etc .</p> <p>-If dry weather, one staff member could be on the grass and the other on the main playground. If wet all children and the 2 staff will be on the playground.</p> <p>-If a staff member is alone supervising on playground/grass area/lunch hall, they will seek help from another midday supervisor if needed – this means the grass area may be closed or one person may be supervising lunch inside for a short period.</p> <p>-Children will not be left unattended on the playground – duty staff will ensure they are out in good time on duty day with their class to enable this.</p> <p><b>-Supervising staff carry green first aid kits/log first aid incidents. Red cards are attached to first aid bags to summon help if needed.</b></p> <p>-Each Class has a designated day for use of the Trim Trail and A frames.</p> <p><b>-Children are informed as to the appropriate use of all facilities e.g. general behaviour, consideration for others and any limitations for use e.g. not climbing boundary fences.</b></p> <p>-The children have implemented a Playground Charter. This is visible and reminds all children as to safe play, inclusion and respect for one another at all times.</p> <p>-The shaded area (Ladybird) is a special feature and focal point within the Playground and will not be climbed. The main stanchion is fitted with a safety cover to reduce the risk of injury on contact.</p> <p>-The outside learning area attached to Classroom 1 and 2 is used for extended learning and child initiated play activities. The class teacher plans specific activities. Children cannot</p> |
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leave the school site through this area as the main external gates are locked after entry.

-Images & key information of pupils who may require additional support (specific needs/medical conditions) are on the door of the library medical cupboard and classroom cupboard/in class registers.

Personal inhalers/epipens are held in the classroom – they are clearly labeled. These children are discussed at SM when a need is identified/there is a change in need. The classteacher responsible for a child will share key information with new members of staff (supply cover etc.) in order to reduce risk and maintain safety at all times.

Spare emergency medicines such as the school epipen/inhaler, are held in the library first aid cupboard.

Other medicines are held in locked cases by the admin officer in her room/the fridge.

**Children do not wear jewelry to school other than watches/stud earrings. Children remove watches for all Physical Education activities and earrings must be taped or taken out.**

When using the hall, teachers remind children of the potential areas and equipment that may cause harm or injury if not used correctly/cause damage to equipment e.g. apparatus e.g. lifting in the correct manner (straight back and bending the knees, **always 2 or more children when carrying indoor gym mats or benches etc.**) Staff will ask pupils not to lift or carry apparatus that may potentially cause harm or injury.

The school recognises the need for children to share in lesson participation and 'working together' forms an important team role and sense of responsibility for all children. If there is any doubt however the adults will handle equipment or seek support with a task.

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|  |  | <i>All staff are responsible for reporting any faulty or damaged equipment in order that it may be taken out of use and repaired/.replaced accordingly.</i> |
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| <p><b>Section 2 - PREMISES</b></p>  |  |   |
| <p><i>Mechanical and Electrical (fixed and portable)</i><br/> The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.</p> <p>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 school property log.</p> <p>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 Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</p> | <p>Hewers Ltd (Electrical contractors – fixed wiring and inspection testing)</p> <p>JAMCO electrical (PAT testing)</p> | <p><i>The school employs a competent approved electrical contractor for inspections (5 Year fixed wiring certificate, PAT testing occurs every 2 years - records are held in the office in the premises file ).</i></p> <p><b><i>The Governor Premises group/premises Governor conduct yearly H&amp;S inspections inside and outside the school building to identify areas that may be/become a hazard.</i></b></p> <p><i>All staff must consult the Headteacher before bringing equipment into school. Teachers should not attempt to change plugs or fuses.</i></p> <p><b><i>Children are not allowed to plug in/unplug appliances.</i></b></p> <p><i>A record of all compliance certificates and inspection dates are maintained in the office in the premises file.</i></p> |
| <p><i>Maintenance of Machinery and Equipment</i><br/> 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..</p>   |  |   |

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| <p><i>Asbestos</i></p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> <li>• complying with all regulations and GCC practices concerning the control of asbestos;</li> <li>• removing asbestos containing materials where the risk to building users is unacceptable;</li> <li>• 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>.</li> <li>• where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> </ul> | <p>School Office Admin staff</p> | <p><i>The most recent Asbestos survey/report was in Oct 2019. Actions have been undertaken as recommended in the report. This will be shared with those undertaking building work on the premises.</i></p> <p><i>-See asbestos policy/surveyor report held in office</i></p> |
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| <p><i>Service Contractors</i><br/>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provides 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.</p> | <p>School Office Admin staff</p> <p>Property Services Consultants/Officers (Glos LA)</p> | <p><i>Work will be booked for out of school hours when possible.</i></p> <p><i>Contractors booked from GCC list wherever possible as checked for safeguarding/certificate + qualifications checked/pricing etc.</i></p> <p><i>All contractors report to the School Office and following any security and safeguarding checks needed, 'sign in' prior to entry and 'sign out' on exit.</i></p> <p><i>For all scheduled works on Fire extinguishers/emergency alarms, safety equipment and intruder alarms etc., the log book is signed – found next to the fire alarm.</i></p> <p><i>All major scheduled works require a pre works meeting between the contractor/employer/client etc. All aspects are discussed and procedures clarified prior to any works. Evaluations/inspections are undertaken by LA consultants/Property Officers and monitored by the Govs Premises committee.</i></p> |
| <p><i>Building Contractors</i><br/>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 children and contractors whilst on the school site.</p>  | <p>Governor Premises Committee<br/>Z Avastu (Headteacher)</p>                            | <p><i>For all major works (LA approved building schemes) the Govs and Headteacher will be involved in pre meetings to identify timescales for work methodology (e.g. noisy work, carried out when school is unoccupied wherever possible), confirm access and emergency requirements and all matters concerning the safety of all on site.</i></p> <p><i>All contractors will be expected to comply with all legislation that affects the nature of their work, as well as the safety rules set out in this policy.</i></p>   |
| <p><i>Small Scale Building Works</i><br/>This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>  | <p>Z Avastu (Headteacher)</p>  | <p><i>For smaller works all approved contractors will report to the main office. Details of timescale and any necessary H&amp;S issues will be decided prior to works beginning. Contractors will be given information regarding the school's emergency procedures. Decisions re access and security will also be confirmed (DBS checks where necessary etc.)</i></p>   |

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| <p><i>Lettings (shared working – playgroups etc)</i><br/> The school follows Asset Management &amp; 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</p> | <p>Governors Premises and Lettings group</p> | <p><i>Typically the school does not undertake lettings due to staff not being available to alarm the school.<br/> The Gobs Premises group/Headteacher decide upon all lettings following applications from hirers.<br/> The school hall/toilet facilities and field are the only areas currently available for hire.<br/> Lettings are discussed on the basis of each individual application. All aspects of H&amp;S are considered prior to an application being granted Information regarding fire/emergency procedures is provided to the responsible person (hirer).</i></p> |
| <p><i>Slips/Trips/Falls</i><br/> 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 Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>                                       | <p>Staff</p>                                 | <p><i>All staff should report any potential hazards directly to the Headteacher or SLT.<br/> H&amp;S inspections by members of the Governor premises group identify potential hazards.</i></p>   |



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| <p><i>Cleaning</i></p> <p>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 children adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p> | <p>Mrs R Rymer (Cleaner-in Charge)</p> <p>L Birch (Administration Officer)</p> <p>Z Avastu (Headteacher)</p> | <p><i>The school employs a Cleaner-in-Charge. The Admin Officer/Headteacher monitor the process. The Cleaner-in Charge has undertaken CoSHH awareness at the end of 2022. HT will also aim to do COSH training in 23/34. Risk Assessments are undertaken and CoSHH sheets held in the maintenance cupboard (main corridor)</i></p> |
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| <p><i>Transport Arrangements (on-site)</i></p> <p>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.</p> | <p>Z Avastu (Headteacher),</p> | <p><i>As a relatively small school with restricted space, there is no regular vehicle access apart from a small staff car park (front of the premises where children are not allowed). Staff enter/leave the car park outside of pick-up/drop off times wherever possible.</i></p> <p><i>Approved access is authorised for service/emergency vehicles to the rear playground when it is safe to do so. Cars on site will be supervised by a member of school staff if during working hours.</i></p> <p><i>School lunches are delivered to the school gate by car and then wheeled to the kitchen.</i></p> <p><i>Items for PA events are transported onto the site via car and the rear playground-this is undertaken with care. This is undertaken before the event. This is part of the PA risk assessment for an event.</i></p> <p><i>Typically, the school operates a 'magic' line procedure whereby children are not allowed to 're-cross' once on the premises at the start of the school day. Permission to cross the line and exit through the gates is given by the duty member of staff. The school gates remain locked whilst the school is in session with all visitors reporting to the main school Office.</i></p> <p><i>The school liaises with local police and the Parish Council to support safe parking at the school front whenever needed.</i></p> <p><i>The children are involved with a range of initiatives including, safe cycle training, road safety as part of the wider curriculum provision.</i></p> |
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| <p><i>Caretaking and Grounds Maintenance (and grounds safety)</i><br/> 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>.</p> | <p>Governor Premises group/Headteacher</p> | <p><i>A Glos LA approved contractor maintains the school field (Cotswold Avenue).</i></p> <p><b><i>Staff inspect the field before use at sports day/district sports trials to ensure it is safe for use. Signage of the external gate notifies members of the public that the property belongs to the school and prevents misuse etc.</i></b></p> <p><i>The cleaner has school aprons to wear, gloves to protect her hands/clothes. She does not climb ladders without the support of a second member of staff. If help is needed with lifting she knows to ask/utilise the sack truck.</i></p> <p><i>When meeting, the Governor Premises group/Premises Governor inspect and monitor the premises to identify works to be undertaken as necessary.</i></p> <p><i>All other relevant Risk Assessments and records are held in the school Office.</i></p> |
| <p><i>Gas and Electrical Appliances</i><br/> 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.</p>          | <p>Governor Premises group/Headteacher</p> | <p><i>There is no gas supply to the premises.</i></p> <p><i>All electrical works are undertaken by approved (qualified) contractors including the sewage pump.</i></p>   |

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| <p><i>Glass and Glazing</i></p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors is toughened. 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.</p>                                      | <p>Property Services (Glos LA)/Headteacher</p>                | <p><i>All windows and external doors to existing Victorian building replaced (Sept 2012). All other windows and doors comply. LA glass survey in 16.11.2022 and action undertaken September 2023: eg: plastic coat mirror in upstairs adult toilet etc.</i></p> <p><i>Staff are responsible for reporting broken glass and the area made safe. Approved contractors to undertake repairs at the earliest convenience.</i></p>  |
| <p><i>Water Supply/Legionella</i></p> <p>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. 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.</p> | <p>Annual inspection Glos Property Services/Admin Officer</p> | <p><i>Water supply/Legionella inspection reports are maintained in the Premises/H&amp;S file. Actions taken by Admin officer.</i></p> <p><i>Monthly water temp tests are undertaken by the Admin Officer/HT and records held in the H&amp;S Water management doc and held in the School Office. Concerns actioned and flagged to HT.</i></p> <p><i>HT completed legionella training Dec 2021</i></p> <p><i>Legionella information (risk posed by legionella, holiday flushing regime + reason for doing it, reducing risk to self when flushing system, log sheet) shared with cleaner in charge 4.1.2022. Regime in place.</i></p> <p><i>Legionella information shared with staff Jan 2021. All asked to show awareness/flush system before use if working on site in a holiday period.</i></p> |

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| <p><i>Snow and Ice Gritting</i><br/> 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 on site and a sufficient supply of grit/salt is available.</p> | <p>Z Avastu (Headteacher)</p> | <p><i>A text service operates to inform parents/carers if the school is closed. All other information will be posted on the Glos school closure website.</i></p> <p><i>Pathway clearance, gritting and salt spreading is undertaken by the Headteacher/DHT/SLT – other staff members can undertake this if on site first. Salt/grit is stored at the back of C5 for this purpose.</i></p> <p><i>There will be restrictions to outside play areas during adverse weather conditions. Duty teachers/Headteacher will assess the situation and respond.</i></p> |
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| <b>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</b>   |   |  |
| <p><i>Infectious Diseases</i><br/>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>.</p>  | <p>Mrs L Birch (School Administrator)</p>         | <p><i>Poster and information is located in the medical storage cupboard (main school house/library area)</i></p> <p><i>Further information/clarification is sought from NHS information online when needed.</i></p>  |
| <p><i>Dealing with Medical Conditions</i><br/>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 cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p> | <p>Z Avastu (Headteacher)<br/>S Pates (SENCo)</p> | <p><i>The school makes provision for pupils with additional specific medical needs and they are accommodated wherever practicable. Individual programmes are created and staff trained to administer support/drugs if necessary. There is full consultation with parents/carers and medical advisers to ensure needs are met.</i></p> <p><i>Three members of staff are qualified paediatric First Aiders: Mrs Yorke, Mrs Parsons, Mrs Williams.</i></p> <p><i>Staff undertook First Aid Training on INSET July 2023.</i></p> |

*Drug Administration*

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

*No tablets or medicines may be administered unless special arrangements have been made with parents/carers concerned. Where appropriate such medicines will be securely stored (locked medical container – upstairs kitchen or office) Written consent must be obtained by the parents/carer if medicines are to be administered by staff. This must state dose/time/and the persons responsible.*

***A child will not be given medicine meant for another child, even if it is the same, eg Calpol.***

***An overview of medical needs in the school is revised each year by Z Avastu/J Yorke. This list is given to staff to hold in registers/a copy is on the library first aid cupboard door. This list is amended as needed.***

*Information about children that have specific serious medical needs and may be at risk e.g. haemophilia, nut allergies etc. is held in the office, class and library first aid cupboard (with photographs for serious conditions). The needs of these children are shared in SM as all staff undertake duty and so need to know how to keep children well and safe.*

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| <p><i>First Aid</i><br/>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 SHE/Pro/8 <i>First Aid</i> is followed.</p> | <p>Z Avastu (Headteacher)</p> <p>Mrs J Yorke (medical plan leader/first aid resources maintenance)</p> <p>Mrs C Parsons/Mrs J Yorke/Mrs Jane Williams (Paediatric First Aiders)</p> | <p><i>The Appointed person will take charge of an emergency situation and ensure the ambulance/medical services etc .are called if necessary or arrange for transportation to hospital and ensure parents/carers of the injured or sick child are informed as soon as possible. The appointed person could be the headteacher, member of SLT or the Admin Officer.</i></p> <p><i>Appointed staff (Mrs J Yorke/Mrs L Birch) have responsibility for maintaining the First Aid kit with the appropriate quantity of supplies. The Appointed staff will assist in monitoring the stocks of First Aid consumables. Impervious gloves are provided for use when cleaning waste body products, and all supervising staff must ensure they use and dispose of them in the Clinical Waste containers provided.</i></p> <p><i>Cuts and grazes should be washed clean by the supervising adult. Wounds that are not bleeding need not be covered unless there is a risk of infection. The use of sticking plasters is permitted but checks made if there is any doubt of an allergic reaction.</i></p> <p><i>Incidents which require First Aid other than minor occurrences are recorded using the Accident Book (First Aid Cupboard in the library). Parents are notified of such accidents by copies of reports being sent home.</i></p> <p><i>Basic First Aid materials are available in each Class base. Waste materials that are contaminated with blood or other body products must be disposed of in the waste disposal units (situated in the adult/disabled toilet). Waste Disposal units are serviced by approved contractors or the waste bins in C5/adult toilets</i></p> |
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*upstairs in the old building/in the adult/disabled toilet in the new building.*

*Class teachers will take responsibility for Inhalers (Class based) and make them available as required to those children identified when on trips/off site. Information on pupils with Asthma is maintained in the School Office, library and class.*

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| <p><i>Reporting of Accidents, Hazards, Near Misses</i><br/> The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>.<br/> In line with the SHE procedure, all staff must report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.<br/> All completed accident/incident/near miss forms are reported electronically using the SHE Assure accident database.</p> | <p>Z Avastu (Headteacher)<br/><br/> Mrs L Birch (School Administrator)</p> | <p><i>Mrs L Birch will input information to SHE Assure database if/when needed for more serious accidents.</i></p> <p><i>Accident logs kept of head injuries/other minor injuries. Held in First aid cupboard in library. Copies of the report are sent to parents.</i></p> <p><i>Records of very minor bumps etc. are held in purple books in first aid kits.</i></p> <p><b>Governors monitor the accident log for the school to identify patterns/specific hazards.</b></p> |
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| <p><i>Fire Safety and Emergency Evacuation</i><br/>The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p> | <p>Z Avastu (Headteacher)</p> | <p><i>Staff had fire safety training in 29.4.2019.</i></p> <p><i>Cuboid extension plugs are not to be used in school.</i></p> <p><i>A Fire Risk Assessment is undertaken by approved/qualified Fire and Emergency consultants. A full report with recommendations and Actions is maintained in the H&amp;S file (School Office).</i></p> <p><i>A record of all Fire Drills and alarm testing is maintained in the School Office. These are monitored by the Governor Premises Committee.</i></p> <p><i>Procedures are as follows:</i><br/><i>IF YOU DISCOVER A FIRE, RAISE THE ALARM IMMEDIATELY, BY OPERATING THE NEAREST CALL POINT.</i><br/><i>On hearing the alarm, staff will evacuate the classrooms, close windows and doors if it is practical and without risk, to do so. All persons must exit the building at the nearest exit and proceed to the ASSEMBLY POINT (rear playground).</i><br/><i>C2 teacher will unlock the Reception playground gates, if needed, in an evacuation situation.</i></p> <p><i>The HT Zoe Avastu will check the upper school house is empty if it is safe to do so. If off site, the admin officer will do this.</i><br/><i>The School Administrator will collect registers and school mobile phone.</i><br/><i>The School Administrator (Mrs L Birch) will issue registers to staff outside. Staff must check the registers and report any missing persons to the Headteacher.</i></p> |
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*The School Administrator will cross reference (where applicable) those pupils who are not on site or have returned having previously been registered at the beginning of each session. (This information is held with the registers in the School Office.) Signing in/out book will also be used for cross referencing those persons on site at any time of the emergency by Mrs Birch.*

***An appointed person (Mrs Williams) has responsibility for ensuring that the unsupervised areas, such as the hall, toilets, ICT room and cloakrooms in the main building corridor are evacuated. In her absence/her needing to support a child 1:1 outlined in a PEEP, this will be carried out by the HT Zoe Avastu***

*Mrs Birch (School Administrator) or the headteacher is responsible for calling the Fire Service. If these are not in the School House at the time of the fire, then the teacher nearest the telephone must make the call.*

*Staff are not responsible for fighting fires – they must ensure the safety of the children and themselves by supervising the evacuation procedures*

*Fire drills are undertaken 2-3 times a year and evacuation times recorded.*

*All fire extinguishers (inc. safety blankets) are tested by an approved contractor and inspection records maintained in the School Office (H&S file)*

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| <p><i>Crisis and Emergency Management</i><br/> 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.</p> | <p>Z Avastu (Headteacher)<br/> DT, or SLT member</p> | <p><i>The school has policies and procedures for 'Lockdown' if an emergency occurs. It is important that all staff are familiar with actions and lines of communication if major emergency procedures are called for.</i><br/> <i>A drill will take place once a year.</i></p> <p>31.1.2023:<br/> <b>-Government Emergency Alerts system:</b> will send alerts to mobile phones when there is a danger to life in the area.(deVere flooding, fires, extreme weather, public health emergencies-given by the emergency services/government bodies that deal with emergencies.)</p> <p>-If there is an emergency alert on a mobile phone or 4G/5G device, there will be a loud, siren-like sound. A message on the screen explain the emergency and how best to respond. We will be able to check <a href="#">online</a> if an alert is genuine.</p> <p>-The Lead staff member on site/leading a trip will respond to the alert. If on a trip, the staff member will inform the school/SLT so support can be offered.</p> <p>(<a href="https://www.gov.uk/alerts?utm_source=26%20January%202023%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19">https://www.gov.uk/alerts?utm_source=26%20January%202023%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19</a> )</p> |
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| <b>Section 4 - MONITORING AND REVIEW</b>  |   |  |
| <p><i>Monitoring</i><br/> 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.</p>   | <p>Govs Premises group/Full Gov board</p> | <p><i>The Governors Premises group are responsible for monitoring and review of this policy. If this is not operating then the Full Gov Board will do this. This policy is reviewed annually or in light of new guidance. The policy and procedures will be amended accordingly and all employees informed as a matter of course.</i></p>  |
| <p><i>Inspections</i><br/> Regular safety inspections are carried out by the nominated person(s) using a format based on the <i>Good Stewardship Guide</i> and the <i>SHE Governors Guide - Workplace Inspections</i><br/> Inspection of furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/grounds are monitored and controlled.</p> | <p>Members of the Govs Premises group</p> | <p><i>The Headteacher and members of the Premises group liaise regarding yearly inspections of the site: inside and outside. Reports and recommendations from external agencies (Fire Risk Assessment consultants/SHE Advisers etc.) are maintained in the School Office. Actions as a result of recommendations are reported to the Premises Meeting / Full Governing Body.</i></p> |
| <p><i>Review</i><br/> 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.</p>  | <p>Members of the Govs Premises group</p> | <p>See above</p>   |

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| <p><i>Auditing</i><br/>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.</p> | <p>Advisers from Glos SHE team (3 years)</p> | <p><i>SHE Advisers/Officers typically conduct a H&amp;S Audit every 3 years. Reports and recommendations are dealt with by the Govs Premises group and the Headteacher. Audit reports including Actions taken as a result of recommendations are maintained in H&amp;S file (School Office).</i><br/><b>Ben Wade: 24.3.2023</b></p> |
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| <b>Section 5 -TRAINING</b> |  |  |
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**Staff Health & Safety Training/Competence**

The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher identifies the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held. The Appraisal/Performance Management process considers health and safety performance and address areas of concern with employees.

Z Avastu (Headteacher)

Most recent staff training to date includes:

| Training                                    | Name                           | Date      | Next due         |
|---|--------------------------------|-----------|------------------|
| Child protection revision & update training | C Parsons                      | 16.4.2021 | Booked 30.3.2023 |
| “ “   | Z Avastu                       | 12.1.2022 | Jan 2024         |
| “ “   | S Pates                        | 25.3.2022 | March 2024       |
| “ “   | J Redpath                      | 11.2.2020 | To be booked     |
| Gov safeguard training                      | R Hussey                       | Oct 2021  |                  |
| Gov safeguard training                      | C Trimm                        | Oct 2021  |                  |
| Whole school safeguard training             | All staff + Gov + Mother Goose | Jan 2021  | Jan 2024         |
| Safer recruitment                           | Z Avastu                       | Sept 2022 |                  |
| “ “   | R Hussey                       | ???       |                  |
|   | C Trim                         | ????      |                  |
| Single Central Record Training              | Z Avastu                       | 24.3.2022 |                  |
| “ “   | L Birch                        | 26.7.2022 |                  |
| FGM   | All staff                      | 11.3.2019 |                  |
| Prevent – Channel Awareness                 | All staff                      | 10.1.2022 |                  |

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|  |  | First aid at school   | All staff                           | July 2023     |   |
|  |  |                       |                                     |               |   |
|  |  | Basic First Aid       | C Bedwell                           | 17.1.2022     |   |
|  |  | Basic First Aid       | T Bingle                            | 17.1.2022     |   |
|  |  | Paediatric first aid  | C Parsons                           | 19/20.1.2022  | Jan 2025  |
|  |  | “ “                   | Julie Yorke                         | 19/20.10.2022 | Oct 2024  |
|  |  | “ “                   | Jane Williams                       | 10/11/2.2022  | Feb 2025  |
|  |  | Team Teach            | Miss Pates, Mrs Bedwell, Mrs Bingle | Nov 2021      |   |
|  |  | Team Teach            | Julie Yorke                         | (June) 2022   |   |
|  |  |                       |                                     |               |   |
|  |  | Working at Height     | All staff                           | April 2019    | April 2024  |
|  |  | Fire Safety Awareness | All staff                           | April 2019    | ERFA Fire awareness training booked 13 <sup>th</sup> Nov 2023 |
|  |  | Legionella            | Z Avastu                            | Jan 2022      |   |
|  |  | Legionella            | L Birch                             |               |   |
|  |  | COSH                  | D Rymer                             | Sept 2022     | Sept 2025   |
|  |  | COSH                  | Z Avastu                            |               |   |
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| <p><i>Supply and Student Teachers</i></p> <p>The school's expectations are made clear to any supply and student teacher. Information is provided and signed to ensure all aspects of H&amp;S are adhered to in line with the School's policy.</p> <p>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.</p>                      | <p>Z Avastu (Headteacher)</p>                                       | <p><i>School routine/Safeguard information and Fire info is found in classrooms.</i></p> <p><i>All supply/part time and visiting staff are instructed as to the school's general organisation and safety procedures by the Admin Officer. e.g. (emergency/fire procedures and safer working practices etc.).</i></p> <p><b><i>All regular staff/instructors/tutors are provided with the school's policy for 'Safeguarding and Child Protection' and 'Safer Working Practices' as part of their safeguard induction with the DSL (online/e-mail).</i></b></p> <p><i>Mrs C Parsons is the DSL (Designated Safeguarding Lead)</i></p> <p><i>Ms Z Avastu/Miss Pates/Mrs Redpath are the Dept DSL (Deputy Designated Safeguarding Leaders)</i></p> |
| <p><i>Volunteer and Parent Helpers</i></p> <p>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 wear a visitor's 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.</p> | <p>Z Avastu (Headteacher)</p> <p>Teachers</p> <p>DSL: C Parsons</p> | <p><i>See above</i></p> <p><i>All student teachers, work experience students and volunteers have a safeguard induction with the DSL.</i></p> <p><i>All volunteers/helpers will be under the supervision of the teacher. The teacher will share relevant H&amp;S, emergency and fire information with them.</i></p> <p><i>The School is clear on 'confidentiality' and key aspects/procedures are explained to all visiting helpers etc...through the signing of a volunteer form.</i></p>  |

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| <b>Section 6 - HEALTH AND WELLBEING</b>  |                                    |   |
| <p><i>Health and Well Being</i><br/> The school endeavours 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.</p> | <p>Z Avastu<br/> (Headteacher)</p> | <p><i>Regular staff meetings (group/individual consultations) provide a forum for information exchange/discussion to promote a sense of support and well-being.</i></p> <p><i>Operational/Educational changes are discussed with staff where appropriate to support their understanding, professional development &amp; health. Staff are invited to contribute to H&amp;S policy/flag concerns.</i><br/> <i>Staff are offered training on specific aspects of health such as mindfulness, first aid.</i></p> <p><i>Staff who are experiencing difficulties are invited to share with the headteacher who will support wherever practicable. Staff can access support from GCC OH too.</i></p> <p><i>Members of staff who are pregnant are required to inform the school (Headteacher) in order that their needs are considered to ensure their safety and well-being.</i><br/> <i>A RA will be undertaken together and their duties may be restricted in some areas such as lifting, ladder use etc.</i></p> |
| <p><i>Smoking on Site</i></p>  | <p>Z Avastu<br/> (Headteacher)</p> | <p><i>No smoking is allowed on the school site.</i></p>   |
| <b>Section 7 - ENVIRONMENTAL MANAGEMENT</b>  |                                    |   |

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| <p><i>Environmental Compliance</i><br/>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.</p> | <p>Z Avastu<br/>(Headteacher)</p>       | <p><i>Paper is reused and recycled from classrooms.</i><br/><br/><i>Items not needed (which are not of value/suitable for resale) are offered to members of the local community before being taken to the recycling centre.</i></p> |
| <p><i>Disposal of Waste</i><br/>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>  | <p>L Birch<br/>School Administrator</p> | <p><i>Waste containers are placed in the staff/disabled/C5 toilet areas. They are sealed units and disposed of by an approved contractor.</i></p>   |

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| <p><b>Section 8 - CATERING AND FOOD HYGIENE</b></p>   |                                   |   |
| <p><i>Catering and Food Hygiene</i><br/>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).</p> | <p>Z Avastu<br/>(Headteacher)</p> | <p><i>The school offers school meals following the government's commitment to provide universal free school meals for Rec/KS 1 pupils. The school also offers this service to pupils in KS 2 in line with 'parentpay' facility.</i><br/><i>The LA approved contractor for supplying food has food hygiene certification and they are monitored to ensure standards are upheld.</i><br/><br/><i>Children wash/sanitise their hands prior to handling food. In 2019 Bug training was undertaken by all children in the school. This was repeated in 2020.</i><br/><br/><i>All lunchtime eating areas are maintained to ensure standards of hygiene.</i></p> |

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| <b>Section 9 – HEALTH AND SAFETY ADVICE</b>   |  |  |
| <i>Information</i><br>Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350<br><a href="mailto:she@gloucestershire.gov.uk">she@gloucestershire.gov.uk</a><br><br><a href="http://www.gloucestershire.gov.uk/she">www.gloucestershire.gov.uk/she</a> |  |  |



**Glossary of Terms Used in this Document**

| <b>Term</b> | <b>Meaning</b> |
|-------------|----------------|
|             |                |

|            |   |
|------------|---|
| AfPE       | Association for Physical Education  |
| ACoP       | Approved Code of Practice   |
| AMPS       | Asset Management & Property Services  |
| Audit      | An independent evaluation of a safety management system   |
| CLEAPSS    | <b>Formerly stood for Consortium of Local Education Authorities for the Provision of Science Services. Since Local Education Authorities became Local Authorities and services expanded to include D&amp;T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym</b> |
| CoSHH      | Control of Substances Hazardous to Health   |
| D&T        | Design and technology   |
| DATA       | The Design and Technology Association   |
| DfE        | Dept for Education  |
| Inspection | A check of physical conditions and practices/behaviours usually undertaken in a school by Governors   |
| LA         | Local Authority. In the context of this guidance, the LA would be Gloucestershire County Council  |
| MiDAS      | A minibus driver awareness training scheme  |
| OVC        | Off-Site Visits Co-ordinator  |
| PAT        | Portable appliance testing  |
| PPE        | Personal protective equipment – used to give protection when in contact with a hazard e.g. gloves, boots etc  |

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| Safety Representative | A member of staff usually appointed under the <i>Safety Representatives and Safety Committees Regulations 1977</i>   |
| SHE Enterprise        | The GCC database for recording workplace accidents   |
| SHE/Pro and SHE/ GN   | Standards issued by SHE. Pro – procedures; GN – Guidance Notes. There are also Information Sheets for lesser matters but which often arise in schools etc. |
| VA                    | Voluntary Aided  |