



THE ALTUS SCHOOL

HEALTH AND SAFETY POLICY

This policy has been adopted by the Management Committee on:	
Date Adopted:	September 2024
Signed:	<i>Lyn Darcy</i>
Next review due:	September 2025

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Document Control & Record of Amendments

Version	Reason for Amendment	Sections Amended	Amended by & Date	Reviewed by & Date	Approved by & Date
1.0	N/A	N/A	N/A	T Wallbank September 2024	L Dance September 2024

Glossary and terms used in this document

Term	Meaning
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	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&T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym
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 Management Committee
LA	Local Authority. In the context of this guidance, the LA would be Gloucestershire County Council
EVC	Educational 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
Safety Representative	A member of staff usually appointed under the <i>Safety Representatives and Safety Committees Regulations 1977</i>
SHE Assure	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 school etc.

1.0 Health and Safety General policy statement

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

The Altus School's Management Committee and Headteacher recognise and accept their responsibilities under law. As responsible persons in control of premises, the requirement to provide a safe and healthy working environment for all staff, pupils and visitors 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 Management Committee and Headteacher.

In particular the Management Committee and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition.
- maintaining safe access to and egress from the premises.
- ensuring safe working methods and providing safe equipment.
- providing effective information, instruction and training.
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- setting targets and objectives to develop a culture of continuous improvement.
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring compliance with all relevant health and safety legislation

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

Approved by the School's Management Committee

Chair of Management Committee: Lyn Dance

Signed:



Date: 30.09.2024

Headteacher: Emma Gundry

Signed:



Date: 30.09.2024

2.0 Organisation

2.1 Organisation – Introduction

The Altus School provides full time education and support for pupils. Pupils attend school at one of the six sites available across the county. Our pupils are mixed and aged from 5 to 16. Referrals are made by the Local Authority for pupils who are either awaiting a specialist placement, in need of a school place, or have been excluded from school. Referrals from partnership schools can be made for pupils who are at risk of exclusion.

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

2.2 The Duties of the Management Committee

The Management Committee has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Management Committee 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.

2.3 The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Management Committee 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.

2.4 The Duties of Employees

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

2.5 Pupils

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

2.6 School Safety Representatives

The Altus School currently does not have any School Safety Representatives.

2.7 Temporary Staff

Temporary employees are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. They are directly accountable to the headteacher whilst on the school site. Documents can be found in the reception area of each site.

2.8 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.

2.9 Teaching Assistants

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

2.10 Educational Visit Coordinator (EVC)

The Educational Visit Coordinator (EVC) ensures that standards for off-site activities and educational visits are followed. The EVC 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 SHE Unit for advice on off-site visits.

2.11 Operations Manager

The Operations Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

2.12 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.

3.0 Part 3 General Arrangements

3.1 Communication

The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.:

- The school communicates with employees via verbal communication, staff meetings, performance reviews and email where applicable.
- Visitors sign in on arrival and provided with a badge and brief.
- The school communicates with parents via admissions process, direct communication & parents text messaging service.
- Volunteers will have a simple induction and will sign in and out. They will be provided with a visitor's badge.

3.2 Consultation with employees

The school recognises the importance of consulting with employees on health and safety matters if appropriate. This is achieved by email, staff meetings or direct communication.

4.0 Risk Assessment

The school uses the GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPSS/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.

- the school uses the GCC SHE Guidance and Risk Assessments and other specific assessments such as CLEAPSS and AfPE where applicable.
- the Headteacher and Class Teachers have responsibility for undertaking risk assessments.
- activity providers will also ensure their risk assessments are suitable and sufficient. Generic risk assessment for the school activities – use of the various Risk Assessment Toolkits (or other templates) is the responsibility of the delegated EVC
- risk assessments are circulated electronically to all employees (where applicable)
- a member of staff has the delegated role of Educational Visits Coordinator (EVC) and has responsibility to oversee risk assessments for trips. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.
- Class Teachers ensure that risks related to curriculum areas are identified and controlled and where necessary refer to material such as CLEAPSS, AfPE, DATA and SHE guidance etc.

5.0 Specific risks

5.1 Display Screen Equipment

The majority of staff within the school are not considered to be DSE users. The school ensures that DSE workplace assessments are conducted for all users where necessary. DSE assessments are reviewed annually and where equipment or office layouts change, or when new staff join.

Staff are made aware that the school will cover the cost of a full eye and eyesight test by an optometrist or doctor, and any spectacles prescribed specifically for DSE work.

5.2 Hazardous Substances (Control of Substances Hazardous to Health CoSHH)

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the Department or area. Staff receive training, where appropriate, in the use of hazardous substances.

5.3 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.

5.4 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.

5.5 Moving and Handling Pupils

- Information included in pupil behaviour/ care plans/ My Plans
- Employees trained in correct moving/ handling techniques via Teamteach

5.6 Noise

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

Grounds maintenance contractors are responsible for their own risk assessments etc which should consider noise control.

5.7 Personal Protective Equipment (PPE)

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 by first aiders 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. This applies to teaching staff, non-teaching staff, contractors, visitors and pupils.

5.8 Playground Supervision/Play Equipment and Maintenance

Risks are assessed and recorded on the Whole School risk assessment. Annual playground inspections are carried out by GCC contractors and any issues identified are addressed immediately by the Operations Manager.

5.9 School Trips/Offsite 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.

- the school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. The school trips procedure has been produced based on GCC guidance.
- The trip organiser is responsible for ensuring that a first aid kit plus emergency and medical details for all participants are taken on all off-site activities. Staff use their own mobiles in the event of an emergency.

5.10 School Transport

The school uses GCC Guidance as a basis to ensure safe transportation of pupils for activities such as offsite visits. Risks associated with driving are evaluated within assessments for activities and via the Driving for Work and School Vehicle Driving Risk Assessment.

- checks made that employees who drive 'at work' have the correct documents and business cover insurance
- staff will occasionally transport pupils and documents checked.
- Business insurance.

5.11 Security Arrangements

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

- door security- fobbed access
- visitor signing in/ badges
- staff challenge any strangers on site
- secure site fences, hedges and gates – gates locked where applicable
- GCC SHE Security survey carried out.

5.12 Work Experience Placements

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 *Employers Questionnaire and Risk Guidance*. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.

5.13 Working at Height

The risks associated with working at height are identified through risk assessment using the GCC SHE Working at Height Risk Assessment Toolkit. 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 (e.g. wear sensible shoes, don't misuse equipment, ensure stepladders are stable)

- contractors mainly from AMPS framework
- contractors used who are not from AMPS framework will provide the appropriate documentation to confirm compliance

5.14 Curriculum Safety (including extended school's activity/study support)

Subject Teachers 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. All tools/equipment/machinery are checked, maintained and stored correctly.

5.15 Workplace Violence to Employees and Behaviour Management

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 an online reporting process (Sleuth/ CPOMS). Significant incidents of violence are recorded on the SHE Assure System.

- procedure in place for dealing with difficult parents
- reporting incident (SHE Assure or schools own database)
- follow-up of incidents
- pupils with behaviour management plans where required
- employees have Team Teach training

6.0 Premises risks

6.1 Asbestos

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.
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

6.2 Water Hygiene/ Legionella

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site logbook is used. A process is also in place to deal with any actions should they arise.

- a process is also in place to deal with any actions should they arise.
- the named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner.

6.3 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.

- hazards associated with site maintenance activities are controlled by planning the work (mainly when children are not on site) and taking risks into account, use of Method Statements and correct working practices, effective supervision of pupils and contractors whilst on the school site; AMPS manage the site if work is major and approved contractors are used.
- small scale building works - this includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place. Risks control by signing in, shown the work site, understanding what needs to be done and how risks are to be managed, checking the site afterwards to ensure it has been left in a safe condition.

6.4 Service Contractors

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, 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.

6.5 Caretaking and Grounds Maintenance (and grounds safety)

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

6.6 Cleaning (contracted)

Contract cleaners are responsible for their own risk assessments, policies and procedures. A contract is in place to ensure health and safety is considered and met.

6.7 Cleaning (in-house)

A cleaning schedule is in place which is monitored by the Operations Manager. 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.

6.8 Mechanical and Electrical (fixed and portable)

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

The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.

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

6.9 Glass and Glazing

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

6.10 Maintenance 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.

6.11 Slips/Trips/Falls

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 via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.

- food spills are cleared immediately.
- cleaners are briefed not to leave hazards such as wet floors without warning signs.
- Cleaners on site out of school hours.

6.12 Snow and Ice

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what action needs to be undertaken during adverse weather conditions e.g. which specific routes are gritted. There is suitable storage for salt/grit and tools (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

7.0 Health and Wellbeing and emergency planning

7.1 Infectious diseases

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

Covid is managed by following current GCC SHE Guidance, PHE and Government Guidance.

7.2 Dealing with Medical Conditions

The school accommodates pupils with medical needs wherever practicable and makes reference to the DFE guidance which sets out the legal framework for the health and safety of pupils and staff: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> Responsibility for pupils' safety is clearly defined within individual plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Centre Managers gather all medical information about individual pupils during the induction process. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

7.3 Drug Administration

The school accommodates pupils with medical needs wherever practicable and makes reference to DFE Guidance <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition.

7.4 Emergency Management/ Business Continuity Inc. Pandemics

Emergency/Business Continuity is in place that provides a framework for foreseeable events (bad weather, flooding, loss of part of the building). This encompasses practical steps including communication with parents, the local authority, insurers, emergency services, utilities, aid organisations (e.g. counselling) and the press.

7.5 Fire Safety

The school follows GCC SHE Guidance. A risk assessment has been carried out and a safety management plan is in place.

- the school has a fire risk assessment
- The school reviews the fire risk assessment and any actions within it at least annually
- staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)
- maintenance and testing is kept up to date via Siren Alarms
- termly evacuation tests are undertaken

- the fire assembly point is displayed on notice around each site

7.6 First Aid

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. GCC SHE procedure is followed.

- Recorded training document which includes dates for refresher training.
- There is a list of trained first aiders which can be found in reception.
- First aid is considered for offsite visits.

7.7 Health and Well Being Including Absence Management

The school refers to SHE/GN/31 Stress Risk Assessment Toolkit (Schools) and has carried out a risk assessment based on the Health & Safety Executive's Management Standards for Work-Related Stress.

- the school endeavours to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice.
- other practices used include limiting time spent at school at the end of the day, encouraging employees to maintain a work-life balance, social events for employees etc.
- Occupational Health and Employees Assistant Programme available

7.8 Pregnant Members of Staff

Guidance is followed from the SHE Unit. 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, and reasonable adjustments made. An area is made available for nursing mothers/pregnant members of staff where necessary.

7.9 Reporting of Accidents, Hazards, Near Misses and their investigation

The school reports and investigates all accidents, incidents and near misses and adheres to the GCC She Procedure '*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 Assure accident database.

- the school records accidents and incidents on 'SHE Assure' for RIDDOR reportable accidents
- parents are advised via telephone call.
- Operations Manager monitors the SHE Assure entries and advises Management Committee and Headteacher as appropriate.
- more significant accidents are investigated to identify the root causes

7.10 Smoking on Site

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

8.0 Monitoring, Review and Audit

8.1 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. AMPS also carry out a site survey with a documented report of their findings.

8.2 Inspections

Regular safety inspections are carried out by the Operations Manager, following GCC guidance. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

- inspections are undertaken by the Centre Managers, Operations Manager and Class Teachers
- inspections are carried out twice per year by the Management Committee.
- staff are vigilant
- records are kept by the Management Committee
- follow-up where applicable
- premises issues are discussed within a Full Management Committee

8.3 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. The school monitors items such as safety performance via observations and observational notes will be fed back to the Headteacher. Premises are monitored by AMPS and Headteacher/ Operations Manager.

8.4 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.

9.0 Training

9.1 Employee Health and Safety Training/Competence

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

9.2 Supply and Student Teachers

The school's expectations are made clear to the Supply and Student Teacher. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Centre Manager 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 responsible person gives guidance on the work to be covered.

9.3 Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a 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.

10.0 Environmental Management

10.1 Environmental Compliance

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

10.2 Disposal of Waste

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

- waste is stored carefully onsite to avoid escape within the grounds or elsewhere
- fire safety is considered e.g. security of bins
- an appropriate (licensed) waste contractor is used
- general waste is collected by the Local Authority designated contractor.

11.0 Catering and food hygiene

All catering contractors, and in house catering teams, have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority.

- catering is cooked on site by staff or is provided by an external catering company
- food is probed prior to serving.
- servery and food preparation/ eating areas cleaned down before and after use
- food hygiene management system (HACCP) / Safer Food Better Business in place
- catering staff are appropriately trained in food hygiene.
- the provider of the food business is registered with the Local Authority
- food hygiene inspection reports are shared appropriately
- A risk assessment has been undertaken for activities, equipment and maintenance

12.0 Health and safety advice

Information

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

13.0 Links to other policies

The Altus School will consider the Health and Safety Policy when developing other policies, in particular:

- Lone Working policy