



**THE ALTUS SCHOOL**

# **HEALTH AND SAFETY POLICY**

This policy has been adopted by the Management Committee on:	
Date Adopted:	September 2025
Signed:	
Next review due:	September 2026

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## Document Control & Record of Amendments

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1.0	N/A	N/A	N/A	T Wallbank September 2021	L Dance September 2021
2.0	Amendments made to reflect changes in GC Policy document	1.0 2.0	T Wallbank August 2025	T Wallbank August 2025	

## 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.

It is the policy of The Altus School to ensure so far as is reasonably practicable, the health, safety and welfare of all persons working for the school and others who may be affected by our undertaking.

The Altus School's Management Committee and Headteacher recognise and accept their responsibilities under law and also under Gloucestershire County Council delegation for local management of schools.

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 shall:

- provide a safe and healthy working and learning environment
- ensure that the premises are maintained in a safe condition
- maintain safe access to and egress from the premises
- prevent accidents and work-related ill health
- assess and control risks from curriculum and non-curriculum work activities including educational visits
- comply with statutory requirements as a minimum
- ensure safe working methods and provide safe equipment
- provide effective information, instruction and training
- develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- ensure a healthy working environment is maintained including adequate welfare facilities
- ensure safe use, handling and storage of substances at work.

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

The Management Committee and Headteacher will ensure adequate resources, including finance, to implement the Policy.

The Management Committee and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Management Committee and Headteacher's commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, will be reviewed at least annually and revised as and when necessary.

It has been approved by the school's Management Committee:

**Chair of Management Committee: Lyn Dance**

Signed:

Date:

**Headteacher: Emma Gundry**

Signed:

Date:

## 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 seven 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 Statement of Intent, the school's normal management structure will have additional responsibilities assigned to them as detailed in this H&S Policy Document.

The legal responsibility and thus accountability for health and safety in schools lies with Gloucestershire County Council, as the employer. The Council provides a delegated budget under the Scheme for Financing Maintained Schools within the authority, so that each school can take control of day-to-day issues, including adequate resources for health and safety.

The Headteacher and Management Committee are delegated health and safety related functions by the Council and are responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching and ancillary staff, pupils, visitors and any other person using the school premises or engaged in activities by the school.

### 2.2 The Duties of the Management Committee

The Management Committee has overall responsibility for ensuring compliance with health and safety law and this policy, through good governance practices. The purpose of governance in health and safety is to provide:

- strategic leadership
- robust accountability for health and safety issues
- oversight and assurance of health and safety performance.

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
- the effectiveness of this document is periodically assessed, ensuring that any necessary revisions are made to determine the policy and monitor its implementation
- there is compliance in relation to health and safety, by way of receiving regular reports and updates from the Operations Manager or Headteacher.

As part of this monitoring, the Management Committee shall question leaders about whether appropriate corrective action is being taken, whether learning is being shared and improvements are being put in place.



## 2.3 The Duties of the Headteacher

The Head has the following responsibilities:

- Be fully committed to the Health and Safety of the school.
- Ensure that this Policy is communicated adequately to all relevant persons and adhered to at every centre.
- Ensure this policy is followed by all staff, pupils and visitors that fall under the duty of care of the school.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- An appropriate organisational structure is in place in the school to manage health and safety.
- Where necessary, delegate in writing any of the functions listed to the Operations Manager, who will have the knowledge and experience to undertake such functions. Whilst functions may be delegated, accountability will remain with the headteacher.
- Qualified first aid personnel and facilities are provided.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents on the GCC SHE Assure online portal.
- All accidents / near miss incidents are recorded, investigated, reported following the school's adopted process; control measures are implemented to prevent any recurrence.
- Monitor records and statistics of all accidents and incidents that occur within the school.
- Arrangements for fire safety are implemented and all relevant checks are carried out.
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage of substances. This includes obtaining and provision of safety information; undertaking COSHH risk assessments relevant to the activities and hazards within the school and that relevant employees are informed of the significant findings of the assessments.
- All health and safety issues raised by employees are recorded and investigated.
- Regular inspections of the school buildings and grounds, and maintenance of it.
- Regular safety checks are undertaken and recorded of the testing, maintenance and statutory inspections of installations, systems and work equipment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work.
- Any unsafe conditions, faulty systems or work equipment identified is immediately taken out of service until repaired or replaced. Such unsafe conditions or faults are reported to the appropriate person to arrange repair or replacement.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Adequate welfare facilities, including temperature, lighting and ventilation levels.
- Safe access and egress is provided and maintained in all areas within the school.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory requirements.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- The provision of such information, instruction and training as is necessary to ensure health and safety.
- Suitable and sufficient risk assessments are undertaken.
- The location of any asbestos containing materials is identified and appropriately managed.

## 2.4 The Duties of the Operations Manager

The Operations Manager will oversee the co-ordination of health and safety and facilities management across all centres to ensure operational controls are in place and working. This includes:

- Managing the school estate effectively to ensure a fully compliant, healthy, safe and sustainable school environment.
- Ensuring appropriate funding is available to ensure health and safety within school.
- Working with the Management Committee and the Headteacher on the strategic approach to health and safety within the school, to ensure a positive health and safety culture.
- Implementation of a safety management system.
- Working with schools to ensure health and safety compliance.
- Ensuring all levels of management within the organisation understand their responsibilities and the arrangements for the implementation of the health and safety policy.
- Suitable and sufficient risk assessments are undertaken.
- Suitable training is provided and been undertaken.
- Maintaining records and statistics of all accidents and incidents that occur within the organisation to monitor trends.
- Reviewing policies and procedures, risk assessments and other relevant documentation periodically.
- Arrangements for securing and managing contracts with vetted and approved contractors.

## 2.5 The Duties of Employees

All employees shall co-operate with the school to ensure the effective discharge of health and safety responsibilities. Every employee, therefore, shall:

- Familiarise themselves with the content of the Health and Safety Policy.
- Act in accordance with this policy, any delegated functions and any health and safety training received.
- Work with due regard for the health and safety of themselves and others (employees, pupils, visitors, public etc.) around them.
- Support the Headteacher and leadership in the delivery of good health and safety practice and the minimisation of risks.
- Draw attention to health and safety problems or deficiencies in the workplace.
- Report accidents and incidents with a view to preventing a recurrence.

## 2.6 Teaching Staff

In addition to the above, teachers are responsible for the immediate safety of the pupils in the classroom by:

- Identifying and assessing risks when planning lessons and activities for pupils.
- Maintaining the classroom in a condition that is safe and without risks to health.
- Exercise good standards of housekeeping and cleanliness.
- Exercise vigilance and conducting periodic inspections to identify any areas of concern or risks to those using or working in the classroom
- Know and apply the procedures in respect of fire, first aid and other emergencies.

## 2.7 Pupils

Pupils are expected to exercise personal responsibility for their own health and safety and that of others, appropriate to their age and understanding. They should observe all the health and safety rules of the school and follow the instructions of staff at all times. Pupils must use equipment safely and not misuse or interfere with anything provided for health and safety.

## 2.8 School Safety Representatives

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

## 2.9 Temporary Staff

Temporary employees have the same health and safety responsibilities as all employees detailed in the Policy and any specific duties relevant to their role.

They shall be provided with information and guidance, including the Health & Safety Policy Document, fire and emergency procedures, relevant information about pupils under their supervision (e.g. medical information). They must understand and follow these guidelines at all times. They are directly accountable to the Headteacher whilst on the school site.

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## 2.10 Educational Visit Coordinator (EVC)

Two members of the Senior Leadership team (Operations Manager and an Assistant Headteacher) shall be nominated as the EVCs who oversee the approval mechanism for all educational visits.

Due to the nature of the role, the EVC shall have experience of practical off-site activity and visit leadership, and appropriate status within the school that enables them to guide the working practices of their colleagues. The responsibility to ensure that these functions have been carried out remains with the Headteacher.

The EVC shall ensure that all educational visits and off-site activities planned by teaching staff meet the requirements of the guidance, as well as the requirements of school policy and procedures.

The functions of the EVC include:

- Taking the lead on developing and reviewing school's procedures.
- Supporting the Head and Management Committee with approval decisions.
- Assessing the competence and confidence of visit staff to lead and supervise.
- Organising the training and induction of leaders and others going on the visit.
- Ensuring that emergency arrangements and emergency contacts for each visit are in place.
- Ensuring that individual visits are reviewed and evaluated including accident/ incident/near miss reports.
- Monitoring of Visit Leader planning and sample monitoring of visits in practice.

## 2.11 Visitors

All visitors have a responsibility to act in accordance with health and safety instruction and guidance and to notify an appropriate employee if they believe there is a failure or potential for failure in the health and safety provided.

## 2.12 Volunteer and Parent Helpers

Volunteers and parent helpers should act only under the supervision of a qualified employee. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site. Volunteer and parent helpers are responsible for following instruction and guidance to ensure health and safety, fire safety and emergency procedures.

## 2.13 Safety, Health and Environment (SHE)

The school has appointed the Gloucestershire County Council Safety, Health and Environment (SHE) service to assist the school to meet its statutory duties relating to health and safety. SHE will provide appropriate advice, guidance and support to the Management Committee, Headteacher and staff through provision of a service level agreement.

## 2.14 Contractors

Contractors have a responsibility to ensure any work carried out on behalf of the school does not expose themselves, employees, pupils or others to risks to their health and safety. All contractors must supply up to date RAMS documentation when requested and must bring any significant risk to health and safety to the attention of the Operations Manager before work commences and take such measures as is necessary. Contractors have a responsibility to cease work immediately if the health and safety of anyone in the vicinity is at risk of harm.

# 3.0 General Arrangements

The following arrangements will be established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

## 3.1 Risk Assessment

The underlying process which informs safety management is risk assessment. A general risk assessment of the school has been undertaken to identify the key facility and activity risks present in the school and the measures that are already in place to manage these. Where necessary further measures have been identified to improve health and safety to be implemented within the school.

Assessments of other significant risks are made with those persons responsible for the activity/ area affected and the significant findings of these decisions are recorded and brought to the attention of the Headteacher and any other staff affected. Where appropriate pupils and others (e.g. volunteers) are briefed on the steps they must take for their health and safety.

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

The school uses GCC SHE Guidance and Risk Assessments and other specific assessments such as CLEAPSS and AfPE where applicable.

Class Teachers have responsibility for undertaking risk assessments for curriculum activities. 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.

The Educational Visits Coordinators (EVCs) have responsibility for overseeing risk assessments for trips. Activity providers will also ensure their risk assessments are suitable and sufficient. The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys.

Generic risk assessment templates for school activities are provided by GCC SHE ('Risk Assessment Toolkits'). Risk assessments are circulated electronically to all employees (as applicable).

### 3.2 Display Screen Equipment

The majority of employees within the school will likely come within the definition of DSE users as this includes persons that:

- a) normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- b) use DSE in this way more or less daily; and
- c) have to transfer information quickly to or from the DSE; and
- d) need to apply high levels of attention and concentration; or
- e) are highly dependent on DSE or have little choice about using it.

The school seeks to provide safe working conditions in compliance with the Health & Safety (Display Screen Equipment) Regulations 1992, the objective being to minimise the risk of occupational ill health by:

- requesting users complete a DSE workstation self-assessment questionnaire.
- ensuring users take proper breaks or changes of activity.
- ensuring users maintain good posture.
- providing suitable workstations and the necessary equipment to meet legal requirement and individual's specific requirements and comfort.
- providing access to eye tests and allowance for glasses if needed for DSE work.

Employees shall take personal responsibility for ensuring that their workstation is set up correctly and that breaks are included in their working day.

Employees shall be expected to apply good practice when using DSE at home and in doing so further reduce the opportunity for harm arising from the use of DSE.

The Headteacher must ensure that DSE workplace assessments are conducted for any users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

### 3.3 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.

### 3.4 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.

### 3.5 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.

### 3.6 Moving and Handling Pupils

Pupil-specific information is included in pupil behaviour/care plans/ My Plans. Employees are trained in correct moving and handling techniques via Teamteach.

### 3.7 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.

### 3.8 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. 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.

### 3.9 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.

### 3.10 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 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.

### 3.11 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 are made that employees who drive 'at work' have the correct documents and business cover insurance. This includes staff who will occasionally transport pupils.

### 3.12 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.

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

### 3.14 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

### 3.15 Curriculum Safety

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.

### 3.16 Workplace Violence to Employees and Behaviour Management

The school is aware of its responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensures 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 (CPOMS). Significant incidents of violence are recorded on the SHE Assure System.

The school ensures:

- 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



### 3.17 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.

### 3.18 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 (Operations Manager) 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.

### 3.19 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 pupils are not on site) and taking risks into account. Method Statements and correct working practices are used and contractors are effectively supervised 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 are controlled by signing in, being shown the work site, understanding what needs to be done and how risks are to be managed, and checking the site afterwards to ensure it has been left in a safe condition.

### 3.20 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.

### 3.21 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.



### 3.22 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.

### 3.23 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.

### 3.24 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.

### 3.25 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.

### 3.26 Maintenance of Machinery and Equipment

The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependent 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.

### 3.27 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 at each centre 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.

All spills are cleared immediately. Cleaners are briefed not to leave hazards such as wet floors without warning signs, and work on site out of school hours.

### 3.28 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.

### 3.29 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.

### 3.30 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.

### 3.31 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. The school ensures the following:

- catering is cooked on site by qualified staff or is provided by a professional catering company
- food hygiene management system (HACCP) / Safer Food Better Business is in place
- all staff involved in food preparation and service 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

## 4.0 Health and Wellbeing and Emergency Planning

### 4.1 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 the current GCC SHE Guidance, PHE and Government Guidance.

### 4.2 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.

### 4.3 Drug Administration

The school accommodates pupils with medical needs wherever practicable and makes reference to DFE Guidance as above. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition.

### 4.4 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 (eg counselling) and the press.

### 4.5 Fire Safety

The school follows GCC SHE Guidance. A risk assessment has been carried out for each centre and a safety management plan is in place. The school reviews the fire risk assessments and any actions within them at least annually.

Staff are briefed on the findings of the fire risk assessments and cooperate in managing fire risk (e.g. by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols). Staff are aware of their responsibilities for ensuring fire safety and the procedures to following in an emergency; all new starters are given a written Fire Action Plan on induction.

Fire evacuation routes and assembly points are displayed around each centre and made known to all staff and visitors. Fire safety awareness training is undertaken annually by all staff, and the designated Fire Wardens for each centre undertake separate Fire Warden training. The fire system is tested weekly and an evacuation drill is undertaken at least every six months. The statutory maintenance schedule for the fire systems and extinguishers is undertaken by Siren Alarms at all sites.

## 4.6 First Aid

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

- maintains a record of first aid training, which includes dates for refresher training
- displays the names of first aiders in Reception at all centres
- ensures first aid is considered for offsite visits.

## 4.7 Health, Well Being and Absence Management

The school refers to SHE's School Stress Risk Assessment Toolkit 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.

Staff are signposted to GCC's online Staff and Wellbeing Hub of resources and have access to Occupational Health and a comprehensive Employee Assistance Programme.

## 4.8 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.

## 4.9 Smoking on Site

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

# 5.0 Reporting and Investigation of Accidents

The school reports and investigates all accidents, incidents and near misses and adheres to GCC SHE procedures. In line with these procedures, 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 online accident database.

The Operations Manager monitors SHE Assure entries and advises Management Committee and Headteacher as appropriate, and the more significant accidents are investigated to identify the root causes.

## 6.0 Monitoring, Review and Audit

### 6.1 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.

### 6.2 Inspections

Inspections are undertaken by the Centre Managers, Operations Manager and Class Teachers, and twice per year by the Management Committee, following GCC guidance. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

Records are kept by the Management Committee, followed-up where applicable, and premises issues are discussed within a Full Management Committee

### 6.3 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.

### 6.4 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.

## 7.0 Training

### 7.1 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.

### 7.2 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.

### 7.3 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.

## 8.0 Further Advice

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

## 9.0 Links to other policies

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

- Safeguarding
- SEND
- Behaviour
- Lone Working
- Code of Conduct
- Staff Handbook
- Business Continuity Plan
- Fire Policy/Evacuation Plans
- Accessibility Plans
- Asbestos Management Plans