



Barnwood Church of England Primary School

Health & Safety Policy 2025-2026

Status <i>(Statutory / Advisory)</i>	Statutory	Review Cycle	Annual	Staff Lead(s)	Julia Matson
Last Review	January 2026			Next Review	January 2027
Chair of Governors	Fiona Rawlinson				
Headteacher	Julia Matson				



Acronyms

AMF	All My Friends
CCTV	Close Circuit Television
CLEAPPS	Consortium of Local Education Authorities for the Provision of Science Equipment
COSHH	Control of Substances Hazardous to Health
eGO / eVisit	Planning visits and Risk Assessment
ELSA	Emotional Learning Support Assistant
EV	Educational Visit
H&S	Health & Safety
D&T	Design & Technology
DfE	Department for Education
DSE	Display Screen Equipment
FGB	Full Governing Body
GCC	Gloucestershire County Council
GSSN	Gloucester Schools Sport Network
LA	Local Authority
MDS	Mid-day Supervisor
NEU	National Education Union
OVC	Offsite Visit Co-ordinator
PAT	Portable Appliance Testing
PEEP	Personal Emergency Evacuation Plan
PPE	personal protective equipment
FOBs	Friends of Barnwood
SEN	Special Educational Needs
SENCo	Special Educational Needs Co-ordinator
SHE	Safety, Health & Environment
SLT	Senior Leadership Team
LP	Learning Partners
VA	Voluntary Aided
SBM	School Business Manager
SCR	Single Central Record

HEALTH & SAFETY POLICY DOCUMENT

PART 1

STATEMENT OF INTENT

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

Barnwood C of E Primary School is a Voluntary Aided Primary School.

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

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

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

In addition to the above commitment, the Governing Body 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 schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

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

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

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

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Headteacher's name: Mrs Julia Matson	Chair of Governors' name: Mrs Fiona Rawlinson
Date	Proposed review date: January 2027

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Barnwood C of E Primary School
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PART 2 - ORGANISATION

Organisation – Introduction.

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&S Policy Document.

Barnwood C of E Primary School is a Voluntary Aided Primary School, supported by the Diocese of Gloucester and the LA

The Duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Duties of the Governing Body

Health and Safety sits within the Full Governing Body (FGB). Governors undertake premises walks (at least twice a year) where they monitor the condition of the school grounds, furnishings, fittings and other aspects associated with health and safety. Annually Governors complete **SHE Health and Safety Inspection Checklist**.

The Governor with responsibility for Health and Safety is Steven Smith.

In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:

- Make itself familiar with the advice and guidance provided by the LA;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Annually assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Identify and evaluate all risks relating to:
 - the premises
 - school activities
 - educational visits
 - school-sponsored events
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- Create and monitor the management structure to enable the implementation of health and safety.

	In particular the Governing Body undertakes to provide: • a safe place for staff and pupils to work including safe means of entry and exits; • safe and healthy working conditions which take into account all appropriate ▪ statutory requirements ▪ codes of practice ▪ guidance So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on: • this policy; • all other relevant health and safety matters; The instruction and training that will be given to all employees will allow them to carry out their duties in a safe manner without placing themselves or others at risk. The Governing body hold a Risk Register- available to Governors on Govhub.
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The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Duties of the Headteacher

As well as the general duties of all members of staff, the Headteacher has day to day responsibility for ensuring compliance with this Health and Safety 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.

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

- ensuring safe working conditions of the school premises and facilities;
- ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- ensure safe working practices and procedures throughout the school so that all risks are controlled;
- collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;
- monitor the standards of health and safety throughout the school, including all school-based activities (see risk assessment file in school office);
- encourage staff and others to promote health and safety and well being.

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.

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 wilfully misuse, neglect or interfere with anything provided for their health and safety.

The Duties of All 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.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered; and –

All employees should observe all instructions on health & safety recommended by the LA H&S annual audit, and any other delegated to be responsible for health & safety.

All accidents are reported to the School office and recorded on the SHE accident reporting system as necessary and any hazardous situations or defects in equipment are promptly reported to the SBM/ HT. Any maintenance issues must be reported to the School Office or directly to Caretaker.

Staff are expected to take responsibility for their own safe working practices in regards to good standards of housekeeping, cleanliness, hygiene and safe use of equipment.

Pupils

Staff use opportunities to embed safe practices in school for all pupils. Examples of this are:-
Regular reminders to pupils about safety issues and spoken to if any incident causing concern arises.

- Termly fire drills
- Regular reminders re Stranger Danger
- Talks from fire safety officer
- Road Safety / Cycling proficiency
- Drug Education
- Sex & Relationship Education
- Anti-Bullying Week
- Life Education Bus
- e-safety / In the NET/ online safety assembly
- Active School Council
- NSPCC Workshops
- Schoolbeat Workshops
- PCSO visits

	School Rules 1. Be respectful, kind and thoughtful 2. Be the best I can be 3. Be safe Children are expected to listen to instructions and comply with them. In accordance with the duties placed upon all members of staff, all staff impart upon all pupils, regardless of age, the relevant information to keep themselves and other pupils safe and healthy at all times by informing them of and requiring them to observe the health and safety rules of the school, what to do in an emergency, who to go to in order to seek help and advice. Staff also expect all pupils to have personal responsibility for hygiene; encouraging hand washing especially after using the toilet and before eating. Fire drills enable us to train the children on how to behave during an emergency. During off site visits children are made aware of the possible risks and informed accordingly as to the action they should take – depending on the age of the pupils and the activities involved.
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School Safety Representatives The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).	There is a NEU Union Representative in school. The school also recognises members of staff from GCC and the appropriate government departments that may need access to the school to carry out duties in respect of such a role.
Temporary Staff Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head teacher whilst on the school site.	Temporary staff (including Supply Staff/ Training Teachers/Work Experience Students) are expected to embrace the Health and Safety standards. Temporary staff are given a visitor guidance to Health and Safety / Child protection to be signed when they first arrive in school which covers all aspects of Health and Safety and welfare, including safeguarding.
Teaching Staff Teaching Staff have a day to day responsibility for ensuring compliance with this 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.	Duties of Class Teachers Class teachers are expected to: • exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out. • give clear oral and written instructions and warnings to pupils where necessary. • follow safe working procedures personally. • Use protective clothing and guards where necessary. • integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education • avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and • report all accidents, defects and dangerous occurrences to their Headteacher SLT or SBM

Learning Partners Learning Partners have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.	Learning Partners are expected to adhere to the requirements as above for all employees and teachers. Learning Partners will work under the supervision of class teachers to promote the messages about safe working practices and will report any defects in facilities or equipment to the HT or SBM and through use of maintenance book in the school office. Incidents, near misses, acts of violence (including verbal) should also be reported to HT/SBM SEN LPs work with the Inclusion lead in identifying any special requirements for those pupils needful of any additional H&S consideration.
The Duties of Off Site Visit Coordinators (OVC) The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.	There is a designated Offsite Visit Coordinator. The OVC has received training from the LA and refers to SHE for guidance.
The Duties of Premises Manager (Bursar, Business Manager, Site Manager) The Premises 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.	The Headteacher is responsible for day-to-day management of the premises. The School Business Manager has the following responsibilities: • to co-ordinate and manage the annual risk assessment process for the school. • to co-ordinate the annual general workplace monitoring inspections and performance monitoring process. • to make provision for the inspection and maintenance of work equipment throughout the school. • to manage the keeping of records of all health and safety activities. • to advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors. • carrying out any other functions delegated by the Headteacher or Governing Body. The SBM works with the School Caretaker to ensure that the safe daily running of the school is achieved. SBM also works with relevant personnel from GCC to ensure the school continues to meet its obligations in respect of health, safety and welfare to all stakeholders.

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.

Volunteer and Parent Helpers are expected to embrace the Health and Safety Standards
Volunteers and Parent Helpers are given a visitor guidance to Health and Safety / Child protection to be signed when they first arrive in school.

This guidance is issued annually along with Acceptable use form which is then recorded on the SCR.

Volunteer and Parent helpers who attend ad-hoc class activities, such as volunteering for Outdoor Learning or to accompany children swimming are advised by the class teacher as to their responsibilities in respect of Health, Safety and/ Child Protection for that specific activity.

The Class teacher where the volunteer is working is directly responsible for the supervision of the volunteer.

<i>Arrangements</i> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
<i>Communication</i> The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:	Governors/HT/SBM/Staff to other staff and stakeholders	• Members of staff – School email, staff meetings, performance reviews, staff to other staff ie MDS, staff notice board, TEAMS • Visitors (including parent / volunteer) – electronic signing in system / guidance on H and S and Safeguarding • Parents – Parent Mail (texts) for urgent alerts, emails newsletters (termly), Online Safety Newsletter (Monthly) website, noticeboards, admissions process, school prospectus, Class Dojo. • Contractors – part of work planning and pre contract meetings. Asbestos register available for all contractors visiting site. • Egress/ Outlook encryption / password protected documents is used for electronic transfer of sensitive information • Communication policy for parents which outlines correct channels of communication
<i>Consultation with Employees</i> The school recognises the importance of consulting with employees on health and safety matters	Governors/HT/SBM/Staff	Staff consulted on policy review or updates – consulted on any amendments required in line with policies schedule at staff meetings/ LP meetings/ MDS meetings

PART THREE – GENERAL ARRANGEMENTS

Section 1 - RISK ASSESSMENT		
Risk Assessment The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The following staff are responsible for completion of risk assessments within the following	Governors/ HT/ SBM/ Staff	Risk assessments regularly reviewed by class teacher every September or as required. All Classes have completed a Risk Assessment Keeping animals in school Risk Assessment –outside year 3 Guinea Pig Risk Assessment See GCC SHE/G010 Primary School Risk Assessment GCC SHE Classroom Risk Assessment Checklist Reception Classroom Risk Assessment Choking Barnwood Forest School & Outdoor Learning Risk Assessment Pond Risk Assessment Risk Assessment from All My Friends Before and after school provision Inner Courtyard Risk Assessment School is a member of CLEAPPS Heatwave Risk Assessment Swimming Pool Risk Assessment (onsite)
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 GCC guidance.	Governors and the HT have overall responsibility for the health, safety and welfare of pupils, staff and volunteers whilst on a school organized trip.	There is a designated OVC in school who has received training from the LA. and will refer to SHE for Offsite visit guidance. All paperwork for completed trips is kept by the OVC or archived according to the school's record management policy. For the duration of the visit a copy is held in the School Office for reference. Teaching staff are responsible for organizing their individual class trips and submitting paperwork to the OVC. This includes a pre-visit to the venue concerned and identifying risk assessments needed to meet the individual requirements of the trip. They liaise with the OVC, whose responsibility it is to ensure the trip organiser has consider potential areas of risk/procedures that may need to be put in place to ensure the safety of all staff, pupils and volunteers.

		The annual school residential trip and any activities which includes activities on water or high ropes is added to the EGO – offsite visits register currently managed by GCC. Approval for all such activities is sought from the GCC designated OSVs officer prior to the activity taking place. This is done via the eGO / eVisit. This is the responsibility of the current OSVs coordinator in school.
Working at Height 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	All Staff	The School Caretaker attended training for working at Heights Regulations 13/1/2022 and should not lone work when using this equipment. Ladders checked annually This type of work is therefore restricted in school and can only be carried out once a visual risk assessment has been made. Staff are allowed access to use 2 small sets of stepladders /platform or “kick stool” for low level work. The climbing of tables and the use of a chair on a table to reach something is forbidden All staff are reminded that there is training on use of step ladders and guidance on working at height and reminded of the need for them to ensure their own safety.
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.	Governors/HT/SB M/ Staff to other staff and stakeholders	Generally noise risk is managed by keeping the dose (exposure time) low, but any concerns should be reported to the Headteacher in the first instance. Specific output from the Music room –teachers have responsibility for controlling output. Head Teacher –has responsibility for controlling output for extra- curricular activities, eg Disco Friday/ Performances / PA System used on the field If there is any query advise is sort from Environmental Health for a compliance check

Violence to Staff The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.	Governors/ HT/ SBM/ Staff to other staff and stakeholders	The school has a “zero” tolerance policy in respect of violence, aggression and verbal and physical abuse of staff. Any matters arising in this respect should be immediately referred to the HT or Deputy HT who will deal with it accordingly. Our Parent, Carer and Visitor Conduct Policy is on our school website Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and governing body who will liaise with their local Crime Prevention Officer. Staff must report incidents of violence and aggression in the same manner as accidents. All reported incidents of violence are recorded on the SHE Enterprise System. Violence is not identified as a significant risk. Training has been given in non – confrontation and the avoidance of lone working is recommended. Pupil behaviour management plans are in place where required and the Positive Handling Policy is available Several key members of staff have had Team Teach training and all staff have received in-house training on de-escalation strategies One member of staff has had ELSA training
Security Arrangements Including Dealing with Intruders Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.	Governors/HT/SBM/Staff	School security and challenging any strangers on site is the responsibility of all staff/pupils and those visiting and using school premises. The school holds a list of key holders. This list is also held by the nominated security company. Details of how to contact Glevum Security are posted by the access point into the school in the school foyer. School security is reviewed by Governors as part of their walk about and reviewed annually as part of the H&S audit. Any breaches of security or causes for concern are reported to the Headteacher

	and FGB. All Staff, Contractors Visitors and Governors are obliged to sign in using the electronic signing in system in the Foyer. Visitor badges or lanyards are given out following safeguarding checks. Contractors on site are required to show ID and to sign in and out on the visitor register. They may be allowed to work independently in school during school hours if the work has been agreed in advance with particular care taken about H & S and safeguarding. Staff are given fobs to enter the building after signing in. All portable equipment of value of over £100 is either smartwatered.or for recent items purchased UV pen with BPS and post code. Pupils attending appointments out of school but during school time must be signed out and in by the responsible adult taking them off site and then returning them. Pupils arriving after the register has closed must also be signed in to show they are in school. Staff leaving site for any reason must sign in and out using the electronic system in case of fire. The car park is closed to parents and carers, unless they have applied for a permit to use the car park. Vehicle and Pedestrian access via School car park and Pedestrian side gate are now automated. School Carpark gates are unlocked 7:30am until 8.30am. And 3:30 pm until 6:00 Between these times access is then via Pin code, Fob or intercom connected to the school office Pedestrian gate are unlocked 7:30am until 9:10am. And 3:00 pm until 6:00
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	Between these times access is then via Pin code, Fob or intercom connected to the school office School gates onto the playground are unlocked 8.45am and locked at 8.55am 3:15pm and locked again at 4.00pm (unless club is on site). Side pedestrian gate from the alleyway is opened at 3:15pm and locked at 3:30pm Parents do not have access to the school playground before the start of school unless this is approved by a member of staff Parents and carers are permitted on site at school drop off and pick up times. They must enter and exit via the main school gate (side gate at pick up). No parents should be onsite for after school clubs unless a member of staff has provided permission (for example watching training on the field from behind the fence or supporting team competitions.) This arrangement is for the security of all pupils and staff. Children go straight in to class on arrival at school and children are handed over to the collecting adult at the end of the school day. Before and after these times, it is the parents' responsibility to supervise their own children unless they are registered with Breakfast or After School Club. All staff have the responsibility to ensure that they are delivering the child to a person known to them or about whom they know authority has been given by the parent for the pupil to be entrusted into their care. The school administrator will inform staff of any collection arrangements or prohibited collection arrangements are notified by the Headteacher. Electronic school registers are used to check attendance by 10am every school day and parents are contacted as soon as possible if it has been identified that a pupil is not in school and no prior permission or information has been provided. After lunch class registers are taken for attendance and safeguarding reasons. At the end of the afternoon session, all KS1 children should remain in their classrooms until their parents arrive at the classroom door to meet them.
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	If a parent is late, the child should either remain in the classroom with their teacher or sit outside the school office. Late collection (after 3:45pm) should be recorded on the electronic signing out system. The teacher in charge of any after school activity is responsible for ensuring that the children are collected and leave the premises safely once the activity is completed. No children are allowed to leave the school premises during the school day unless the school receives a letter or telephone call requesting such a withdrawal from a parent or guardian. Any other exits from the school premises must gain the approval of the Headteacher Older pupils may walk home unaccompanied but only with written consent from their parent/ guardian. Boundary fences / hedges / gates etc. are out of bounds to all children. When classes of children are moving about, they are to be supervised in such a manner that any risk of injury is reduced to a minimum. The ratio of Adult /children is always considered.
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Personal Security/Lone Working The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.	Governors/HT/SB M/Staff	There is a regularly reviewed Lone Working Risk Assessment. Staff are discouraged from working in school alone and this is limited by the number of key holders. The Headteacher requests that they are informed by text if a person enters the school alone and a text to say that they have left. Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. Teachers, with the Headteacher's permission, may work at home e.g. PPA time, and are responsible for their own health & safety on such occasions. The School is generally opened at 07:30 and closed by 18:00 Set out below is the school's guide to staff in respect of lone working: Ideally staff should not work alone at school, as there are risks involved, such as assault, accident or sudden illness. You should consider carefully if you need to be on site at all outside of reasonable hours as it is important to preserve a 'work-life balance'. The Headteacher will notify staff of any days during the school holidays when staff may come in. Any member of staff wishing to work outside of normal hours or during school holidays, should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers. However, if staff choose to work alone (or are working during a holiday period) on site they should take the following precautions: • You must complete the 'Signing In /Out electronic system on arrival and departure, which is located in the Foyer. • Carry a mobile phone with you. • Do not work at heights on a ladder or steps. • Do not go into lofts or any other space in which you may become trapped. • Do not do any tasks involving hazardous tools or materials. • Avoid working outside the main building. • Lock the doors and close the windows to prevent intruders.
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		• Know the location of your nearest fire exit and how to open it in an emergency. • Know the location of the nearest first aid kit. • If working after dark, always carry a torch. • When leaving, limit the amount you are carrying to have one hand free. • Ensure someone knows where you are and your estimated time of arrival home. • If you arrive at school and find any sign of intruders, do not enter the building. Instead call the police. • Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. • When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task. • The site has been made more secure with automated gates for vehicle and pedestrian access
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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.	Governors/HT/SBM/Staff /regular volunteers	There are no specific areas in the school where COSHH applies apart from the Cleaning cupboards. These areas are always kept locked. Cleaning is undertaken by staff who are employed by the school (Absence cover may be provided by Cleanshield). Any materials purchased by the school will be accompanied with a data sheet, the person making a specific order request will be shown the information or if the item is for general use the data sheet will be kept in the office CoSHH. Barnwood school kitchen have their own CoSHH file kept in the school kitchen. All staff are made aware of their responsibilities in respect of CoSHH via the GCC SHE induction checklist used during the school induction process. Staff wishing to bring in materials from outside are required to check with the SBM as to the need for a data sheet and for what use the material is going to be put to ensure CoSHH regulations are considered. Disposal of any materials under CoSHH is carefully considered. The School adheres to GCC policy and procedure in respect of managing hazardous substances. A list of cleaning products associated with CoSHH is kept by the Caretaker in the school office. Caretaker CoSHH training 5/10/2020 / Cleaner 13/1/23 / Senior MDS 19/9/25 Governors to check compliance when completing onsite H & S visit. Copy of CoSHH Assessment Records (With First Aid Advice) held in school office.
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 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	Governors/HT/SBM/Staff	All PPE will be provided by the school for the Caretaker for various jobs on site. These include gloves, work boots, dust masks, safety glasses. High vis waistcoats are available for staff to wear when on duty and when on of-site visits. When dealing with first aid issues staff are expected to wear gloves which can be found in each first aid kit. Please also refer to the outbreak management plan for further details of more specific use of PPE (eg. COVID)

School Transport 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.	Governors/HT/SBM/Staff	Staff who drive for work either for driving pupils to events or who travel to and from places in order to complete training sessions must have business/ transporting pupil insurance and the correct documentation. Trips– the school will always use a reputable transport company to transport pupils to and from trips The use of staff/ parent’s cars is restricted and mainly used for small groups requiring transport to and from local events. Guidance on Car Seat requirements is part of the EV process. Staff/Parents are required to complete a transport form giving details of their driver’s license (paper copy on line)/insurance/ MOT to ensure details are up to date.
Manual Handling (typical loads and handling pupils) The school refers to the SHE/GN/30 <i>Manual Handling</i> and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.	Governors/HT/SBM/Staff	Loads Issues in respect of manual handling are referred to and assessed in the first instance by the Headteacher. All staff are reminded that they have a duty of care to themselves and others when undertaking lifting and moving of objects They should make use manual handling aids, loads should be broken down for easier movement and should ask site staff to assist with handling operations. Manual handling aids are available e.g. wheeled trolley, sack truck, grit spreader, wheeled bucket available for use by cleaning staff. Lunchtime staff have an agreed method for setting up tables at lunchtime. Pupils Staff are trained in correct moving/ handling techniques Agreed pupil behaviour / Health Care Plans/ Positive Handling Policy.

Curriculum Safety (including extended schools activity/study support) Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.	Governors/HT/SBM/Staff	All teaching staff include arrangements for curriculum safety within their planning. These are monitored by the HT/SLT Should a specific activity be identified by a member of the teaching staff when preparing the planning or by the HT/SLT leader then the HT/ SLT will be involved to assist in the writing such risk assessment. This will be kept with the lesson plan in preparation for the lesson being delivered. Individual staff members are responsible for assessing and addressing risks. Science/ D&T coordinator has lists of equipment and supervises storage. Outdoor Learning – there is an outdoor learning RA The school takes advice from SHE and CLEAPSS. PE – advice from GSSN and Youth Sport Trust and a well planned programme for PE is followed CPSHE – use the Cambridge scheme and the Pink Curriculum
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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 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.	Governors/ HT/ SBM/ Staff / Work Placement Coordinator.	The Work Placement Coordinator is directly involved with the organising and management of any work placements within school. The Work Placement Coordinator is required to undertake an induction talk with any such persons prior to them starting the school by using the GCC Health and Safety and Environment checklist as a tool. This includes safeguarding.
Display Screen Equipment The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.	Governors/ HT/ SBM/ Office Staff	The school uses the GCC recommended self-assessment tool in respect of DSE as accessed from Schoolsnet for those members of the administration staff who are using DSE for more than 1 hour continuously per day. All staff are, however, reminded, via this policy that DSE assessment is their responsibility and that regular breaks should always be taken when using DSE. The majority of staff within the school are not considered to be DSE users. DSE assessments are reviewed where equipment changes or office layouts change or where there are staff changes. Assessments, if made, are kept by the Headteacher and Office staff are reminded on an annual basis to access the on-line assessment see below. New staff assessed as and when required. http://www.gloucestershire.gov.uk/schoolsnet/article/111733/Display-Screen-Equipment-Working-on-Display-Screen-Equipment
Parent Teacher Association The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.	Governors/HT /SBM/FOBs committee	Risk assessments for FOBs events are carried out in partnership with FOBs and the Headteacher. Measures used during events include adequate supervision, food hygiene, controlling vehicle movement. There are some generic risk assessments in place which are reviewed when required. <i>See SHE Risk Assessment for events</i>

Playground Supervision/Play Equipment and Maintenance Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process	HT/ SBM/ Staff	There are no significant hazards in the playground areas. The trim trail is inspected annually Staff supervise pupils at all break times. There are 5 MDS managed by the Senior MDS. There may also be members of staff who are employed to work on a 1:1 basis with responsibility for specific pupils. The full time School Administrator is First Aid trained. Any accidents are recorded in the school accident book and a report slip sent home with the child to explain what happened and how it was dealt with. Any causes for concern raised by a staff member on playground duty would be acted upon as appropriate and should be reported to a member of the SLT. <i>See Risk Assessment for Playground Supervision</i>
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Section 2 - PREMISES		
Mechanical and Electrical (fixed and portable) <i>Mechanical and Electrical (fixed and portable)</i> The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in School Office Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.	Head Teacher, Governors, Caretaker	The school takes appropriate measure 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. Staff should not use their own electrical equipment unless it has been inspected by an authorised and competent person. All electrical equipment brought onto the school site by visitors, Hirers and contractors must be PAT tested and carry proof of current testing. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and kept in the School office. Portable electrical equipment will be inspected annually and on a needs basis. Fixed wiring is carried out on a 5 year rolling program and was last done February 2024 (remedial carried out May 2024) by CF Roberts. PAT is carried out in house by the Caretaker. The PAT equipment is annually calibrated by Instrotech Calibration Service. New machine purchased January 2019 Safe use of appliances is covered on induction; as is the responsibility of anyone on the school site to check upon the condition of wires and plugs before equipment is used and to report any concerns to the School Office. Staff and volunteers are informed that they must not bring in electrical appliances into school unless they are seen by the SBM and Caretaker so it can be PAT. Children are only allowed to use electrical apparatus under supervision. Care should be taken not to cover switches or electrical points when displaying work. Staff must ensure trailing leads do not create trip hazards. Each member of staff is responsible for ensuring that all electrical appliances in his/her classroom are switched off at the end of the day. Cleaner in charge ensures that electrical appliances are switched off when locking up. Teachers using electrical equipment, including cookers, in any location should make sure that it is switched off at the end of the session. The use of glue guns should be restricted to children aged 8 years and upwards, and even then, staff should assess the child's aptitude with previous use of tools. Children should be supervised whilst using the glue gun and, if possible, the work should be segregated from other activities. The electric wires to the glue guns should be regularly inspected for split or loose ends.

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 & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.	Governors/ SBM/ Caretaker/ Staff	Type of Equipment	Last carried out by
		Boiler	Tradecraft
		Gas test	GAS Alarms
		Fire Equipment Extinguishers – Annually Emergency Lighting – 6 months	A & E Fire Equipment
		Alarm System (Fire) Alarm System (Security)	A & E Fire Alarm ADT+BT Redcare
		Electrical Wiring (5 years)	C F Roberts 2024
		Lightning Protection	Lightning Defence Services
		Stage Lights	Certex
		Outdoor Playground Equipment and Fixed PE Equipment	CMD Services (via GCC- Cathy King)
		School Kitchen Gas check and catering equipment	Frontline Catering Services
		School Ventilation Clean	Kitchen Hygiene
		The school purchases the silver support/advice package for Property Care via GCC and is carried out annually. Last Annual Inspection Engineering July2025 Building Surveyor January 2025	
		The SBM keeps a “premises timetable” as an aide memoir to ensure servicing is carried out in a timely manner. The school inspects and maintains its equipment on a regular basis, the frequency of these inspections is 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 in the School office. Faulty or dangerous equipment should be reported to the Headteacher, SBM, Caretaker or Office immediately and the appropriate quarantine action taken.
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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 GCC practices concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>. where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site	Governors/HT/SB M/Staff/Caretaker/ Contractors	The last survey was carried out in January 2016 next due 2026. A copy of the survey is held in the School office. This survey does not need to be reviewed unless works or improvements are made to the school. No such works or improvements have been made since the survey which would have triggered the need for an update. Asbestos Management Plan is in place Named officer is the Headteacher Any contractors working on site are advised of the Asbestos Management plan Asbestos was in the boiler house but removed as part of recent boiler replacement. Asbestos is in the hall chair cupboard in a stable condition and covered by new flooring. Caretaker training in Asbestos awareness 13/12/22						
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. A copy of this policy is provided to them.	Governors/SBM	All service contractors must report to the school reception and be signed in/out. <table><tr><th>Type of Service</th><th>Contractor</th></tr><tr><td>Photocopier</td><td>Sharp</td></tr><tr><td>Telephones</td><td>Digital Telecom</td></tr></table>	Type of Service	Contractor	Photocopier	Sharp	Telephones	Digital Telecom
Type of Service	Contractor							
Photocopier	Sharp							
Telephones	Digital Telecom							

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.

Governors/
Headteacher/
Diocese/ SBM

All contractors must report to the school reception and be signed in/out.

They are showed to the area that they are to work by the SBM or a member of the admin team or caretaker.

The School prefers to use GCC or Diocesan approved contractors as they are known to have been vetted for both safeguarding and safe working practices.

Consideration must be given as to when any work should be completed and if the Summer Holidays would be best suited.

If the building works is carried out by the Diocese on behalf of the school then, as part of the project, the Diocese will appoint a project manager who will endeavour to check the following:-

- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation or a combination taking into consideration nature and scale of the works required);
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc;
- having clearly identified personnel who are points of contact for contractors and visiting workers;
- having all significant and unusual hazards and risks on site clearly identified;
- exchanging information on hazards and risks.

All arrangements for contractors onsite must be covered by a pre –contract meeting
Arrangements for monitoring and controlling works in progress by the School Business Manager - key areas attention is focused on:

- All Contractors must sign in/out of the building
- segregation of traffic and pedestrians;
- segregation of contractors and occupants of the school (where possible);
- safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;
- implications on fire precautions due to possible increased risk and interference with fire alarm;
- system and routes of evacuation.

		Communication - the school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes: • providing contractors/visitors with copies of appropriate hazard registers such as the asbestos register; • telling contractors/visitors about hazards on site; • asking contractors/visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes); • asking contractors/visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes); • controlling access so that contractors know who may also be working on site; • checking the site afterwards to ensure it has been left in a safe condition • sign-off/ safe completion certificates;
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.	Governors/ Headteacher/ SBM	The principles applied to this type of work are the same as with Building Contractors above.
Lettings (shared working – playgroups etc) The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.	Governors/ Headteacher/ SBM/ Caretaker	The school has a lettings policy and terms of hire agreement document is from 2024-2027 Instructions on Fire / locking /- unlocking and emergency contacts is included in the Hirers Induction Checklist. The school hall is hired out to All My Friends for before and after school Wraparound Care

Cleaning A cleaning schedule is in place which is monitored by the Head teacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.	Governors/ HT/ SBM	The school is cleaned by 2 cleaners working 3 hours each per day employed directly by the school. Relief Cleaning is provided by Cleanshield on an adhoc basis. Inspection is mainly done by Governors on a regular basis (at least annually) but adhoc monitoring is done by Headteacher All waste is disposed of according to appropriate health and safety and waste regulation guidelines. Deep cleaning is undertaken on a regular basis where necessary normally during the 4 weeks of holiday cleans. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace Please also see the outbreak management plan
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 to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards	Governors/ SBM/ Caretaker/ Staff	All staff members are directed to maintain the school in a safe and tidy manner; to not allow rubbish and paperwork to be left to pile up and to clear up spillages and after activities; and to encourage the pupils to adopt the same level of stewardship. The Governors/ HT carry out regular “walkabouts” of the school premises to ensure standards are maintained and that any hazards, obstructions, spillages, defects or maintenance needs are reported to the SBM and appropriate action is taken. Food Spillages are cleared up immediately especially during lunchtime Staff are reminded of their responsibilities at staff meetings/via staff emails and the notice board in the staff room.
Transport Arrangements (on-site) The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.	Governors/ HT/ SBM	The governors recognise that this is an area of concern and have taken all reasonable actions to ensure the safety of members of our school community: From September 2024 the school car park has been closed to parents at the beginning and end of the school day. From September 25 vehicle and pedestrian access to the main car park of the school is now automated and limited by designated times between the hours of 7:30 and 18:00. • Access during the day is permitted for collecting / dropping off Pupils and

		for deliveries etc and is via intercom , fob, or access codes • Car Parking permits and access codes are issued for parents and carers with specific mobility issues • Staff are permitted to park onsite There is a pathway for pedestrians so as to avoid walking in the car park • Segregate access vehicular and vulnerable (pedestrians & cyclists) traffic. • Allow only emergency vehicles access onto the school playground. • Parking – Wotton Hall is available to parents to park but used at their own risk as is Church Lane, Barnwood Avenue & Grove Crescent. • Gates segregate school field/ play areas from the car park • School highlight the dangers of irresponsible parking. • Regular reminders about safe parking/ driving. • Continually monitor and improve (wherever practical). • Take advice from Police, Highways Agency and local Councillors about parking issues.
Caretaking and Grounds Maintenance (and grounds safety) The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.	HT/ SBM/ Caretaker	Grass Cutting is undertaken by Countrywide. Grounds Maintenance/ Tree Maintenance contracted as required Trees risk assessment every year Tree survey every 3 years most recent 30/6/2023 Contractors must report to the school office The School requires all ground workers on site to wear PPE. Defects & issues identified are reported to the HT/SBM/ Caretaker The Caretaker maintains a log of checks done on an Annual/ Monthly/ Weekly basis– in office Annual safety inspections are maintained by SBM and files kept in office. Site plan in premises file in HT's office See SHE Caretaking Risk Assessment
Gas and Electrical Appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection	Governors/ HT/ SBM/ Appointed contractors	All staff are informed during the induction process that they are responsible for carrying out a visual check of any equipment before use and to report any concerns to the HT/SBM/ Caretaker. The school inspects and maintains its equipment on a regular basis; by qualified, accredited contractors. PAT testing is undertaken by Caretaker Boiler testing by Tradecraft Gas Sensors by Gas Alarm Systems Ltd School Kitchen Gas appliances checked Frontline Catering Services Ltd

Glass and Glazing A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.	Headteacher and Governors	New external windows and doors fitted with safety standard glass. Cracked or damaged glass must be reported immediately to either the HT/ SBM/ Caretaker and be taped immediately to make safe and replaced by glazing contractor. Glazing has been checked by Applied Products –Survey 12/10/2022 and work completed 30/5/2023 by Applied Products/ Caretaker
Water Supply/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 log book is used. A process is also in place to deal with any actions should they arise.	Caretaker with support from the Head Teacher / SBM	Formal assessments are undertaken by Consultants appointed by the LA. The last formal inspection was on 26th January 2021 by Primary Water Solutions Ltd and copy held in office. All actions from Legionella Risk Assessment have been addressed. The Caretaker maintains a log of checks done on an Annual/ Monthly/ Weekly basis– in office. Water Hygiene training was undertaken by the Caretaker 23rd February 2024 Any problems should be reported to HT/SBM/ Caretaker Water cooler in staff room is provided and serviced by Culligans

Snow and Ice Gritting

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

Head Teacher and
Caretaker

The Headteacher will determine whether the school needs to be closed in adverse weather conditions – a procedure is in place to close the school in emergencies.

There is a wheeled gritter and rock salt is stored in suitable bins in the rear kitchen compound.

Emergency Plan – copy in school office

Section 3 – MEDICAL / FIRE AND EMERGENCY ARRANGEMENTS		
Infectious Diseases The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, Guidance on infection Control in Schools and other Child Care Settings	Head Teacher	See Outbreak Management Plan Other outbreaks of infections will be published to parents and staff immediately to ensure pregnant women are informed. Poster detailing Guidance of Infection Control can be found on the staffroom. Advice will be taken from First Aiders in School or School Nursing (03004211847) If the school has any further concerns regarding infectious diseases advice will be taken from Public Health England.
Dealing with Medical Conditions The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.	Head Teacher/ Inclusion lead	Any child with a severe medical need should have an Education Health or Care Plan in place which would lay out all of their specific needs and how to address them. Staff will undertake appropriate training. Information about children who suffer from an allergy is available in the School Office / Staff Room and Barnwood School Kitchen. Close liaison with parents / carers and other agencies The school have an allergy/ special diets reporting process and menus are issued specific to each pupils allergies Individual Care Plans will be completed in collaboration with the school, parent and other medical professionals involved with the child

Drug Administration The school accommodates pupils with medical needs wherever practicable and makes reference to DfE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.	Head Teacher and trained staff.	See Medical Conditions Policy Administration of prescribe drugs will be carried out only by trained First Aiders following parental consent and the relevant medical form being completed. If medicines need to be administered on residential trips a medical form will need to be completed and consent given.
First Aid The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools SHE/Pro/8 First Aid is followed.	Head Teacher and designated first aiders	First Aid boxes are located in all classrooms and in the staff room. All staff have undertaken First Aid training for Education settings On-line October 2023. Designated First Aiders are-: LW – Paediatric First Aid MH - Paediatric First Aid VC – Paediatric First Aid RK – Paediatric First Aid AB - Paediatric First Aid EJ –First Aid at work JD- First Aid at work and Paediatric First Aid Defibrillators – one is situated inside the school in the foyer and the other is outside the staff room accessible if school closed and both are fully automatic. Staff who complete the First Aid at work and Paediatric First aid training receive specific defib training on course. See First Aid Policy AMF – providing wraparound care have appropriate First aid training See First Aid Policy

Reporting of Accidents, Hazards, Near Misses The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.	Head Teacher and Governors	Reported accidents/ near misses on site are input onto the SHE unit database by the School Administrator Relevant information will be discussed with staff and change implemented as required. Any accidents / near misses are Reported to the FGB under the SBM report.
Fire Safety and Emergency Evacuation The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.	Head Teacher and Governors	Weekly alarm testing/ Fire Doors checked and recorded by Caretaker. Fire evacuation drills are undertaken termly Maintenance of: Fire Alarm Panel – A & E Fire Extinguishers – A & E Emergency Lighting – A & E Fire Procedures are displayed in all rooms, fire assembly point in KS2 playground. The school has a Fire Risk Assessment undertaken by LA every 3 years 03/01/2023 by Keloscape Staff completed – Fire Awareness Course online October 2023 and receive regular updates and reminders during staff meetings/CPD sessions Governors’ arrange for Fire Risk Assessment review to be completed annually

Crisis and Emergency Management

A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

Head Teacher

The Crisis Management Team are:-

Headteacher / Deputy Headteacher /EYFS lead/ SBM/ Chair of Governors

Please see:-

Emergency Plan 2025-26 is renewed annually

Business Continuity Plan Nov 2023 – 2026 located in School Office

Section 4 - MONITORING AND REVIEW		
Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.	Head Teacher and Governors	Monitoring is carried out by Governors The School has a programme for review, updating and reissuing policies.
Inspections Regular safety inspections are carried out by the nominated person(s) (using the format found in the Good Stewardship Guide and the SHE Governors Guide - Workplace Inspections [or state format used]) of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.	Governors	Health & Safety Governor twice a year walk around . Caretaker undertakes daily checks around the site. All staff to be vigilant in their classrooms regarding fixtures and fittings and report any problems to the HT/SBM/ Caretaker. Arrangements will then be put in place for repair or replacement Minor issues should be emailed to the caretaker at dinwoodier@barnwood.gloucs.sch.uk See SHE -Governors –Health and Safety Inspection Checklist

Review The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.	Governors	The Health & Safety Policy will be reviewed annually and approved by the Governors; accident trends are reviewed at FGB. LA annual audit.
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.	Head Teacher and Governors.	SHE audit – every 3 years last completed 3/7/2023 Report made available to Chair of Governors and reported to FGB.

Section 5 –TRAINING		
Staff Health and Safety Training/Competence The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.	Head Teacher, and Governors	Training records are held on SIMS on the School Information System H&S training is available through the LA or other providers. Regular updates on matters regarding H&S at staff meetings,CPD or INSET Staff have individual training books to record all training received. Individual training provided as need identified
Supply and Student Teachers The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.	Head Teacher/SLT	Supply and student teachers are given induction by a member of SLT.

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 visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

Head Teacher/
relevant teacher

For Safeguarding and Fire Safety All Volunteers and Parent Helpers are required to sign in on the electronic signing in system.

All Visitor Badges have Safeguarding lead details on them

The lanyard colour system indicates as follows:-

- Green- DBS Checked.
- Red - To be accompanied at all times
- Blue - Staff & Governors who have all been enhanced DBS checked
- Volunteers and Parent Helpers – induction is with class teachers
- /KS leads

Volunteers and Parent Helpers are required to read guidance and sign.

Section 6 - HEALTH AND WELLBEING		
Pregnant Members of Staff The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.	Head Teacher	When School has been informed LA guidance given to member of staff and discussed with HT to ensure risk assessment carried out & adhered to. Situation monitored at regular intervals SHE guidance on pregnant employees is used
Health and Wellbeing Including Absence Management The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i> and has carried out a risk assessment based on the Health & Safety Executive's <i>Management Standards for Work-Related Stress</i> . The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.	Head Teacher	The school uses the services of Occupational Health and Employee Assist (through Health Assured contact 0800028099). This allows staff to have private access to counsellors and other professionals. Staff have had training on Well Being Please see Stress and Wellbeing Policy
Smoking on Site		The school is a no smoking (including e-cigarettes) site and visitors and contractors are required to conform to this status.

Section 7 – ENVIRONMENTAL MANAGEMENT		
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	SBM/ FGB	The school endeavours to recycle as much as possible. Paper recycling bins are placed in each classroom and paper is reused where possible. General waste is contracted through SMITHS Paper, card, plastics, tins are recycled through SMITHS Food waste is contracted through SMITHS Confidential Waste contracted through Printwaste Ad hoc and electrical items contracted through Printwaste/ Henplan
Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.	SBM/ FGB.	Sanitary bins and medical bins are disposed of through use of an outside contractor PHS

Section 8 - CATERING AND FOOD HYGIENE		
Catering and Food Hygiene All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).	Head Teacher/ SBM	From September 2024 Catering Services are operated by the school (known as Barnwood Kitchen) All Barnwood Kitchen staff have completed Food hygiene training, plus Senior Midday Supervisor, HT, and Office administrator (to cover absences). LA annually monitor catering services in school and provide support throughout as and when required. Environmental Health latest Inspection was 10/9/24 5 Food Hygiene Rating See SHE – Catering and Food Preparation Risk Assessment for further details School staff room fridges have daily temperature monitoring See AMF Risk Assessment for food Hygiene
Section 9 – HEALTH AND SAFETY ADVICE		
Information Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she		Advice available from Safety, Health and Environment (SHE) 01452 425350 GCC's SHE acts as the school's source of "competent health and safety advice" under a traded services agreement.