Gastrells Community Primary School

Health & Safety Policy



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Linked policies:

Safeguarding and Child Protection
Educational Visits
First Aid
Managing Medicines
Premises Management
Fire Safety
Staff Code of Conduct
Emergency Plan

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HEALTH AND SAFETY POLICY

SECTION ONE

STATEMENT OF INTENT

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

The school's Governing Body and Senior Leadership Team 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. This includes identifying, assessing and managing physical and mental health risks and implementing proportionate control measures. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:

- the premises are maintained in a safe condition.
- safe access to and egress from the premises is maintained.
- all plant, equipment and play equipment is safe to use and maintained appropriately.
- appropriate safe systems of work exist and are maintained including offsite visits.
- sufficient information, instruction, training and supervision are available and provided.
- arrangements exist for the safe use, handling and storage of articles and substances at work.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. This includes members of the public, pupils, contractors, etc., who may be affected by the school activities. The Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will ensure that sufficient arrangements and funding are in place for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's

commitment to continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others and;
- to co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.

All relevant legislation, regulations, approved codes of practice and Local Authority guidance will be complied with.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards. 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…….. **Date: …….**
Headteacher

SECTION TWO

ORGANISATION

INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy

1. The Duties of The Governing Body

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

- Make itself familiar with the Local Authority's corporate Safety Policy and 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;
- Periodically 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;
- plant equipment and systems of work which are safe;
- safe arrangements for the handling, storage and transport of articles and substances;
- safe and healthy working conditions which take into account all appropriate
    - statutory requirements
    - codes of practice
    - guidance
- Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and

responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
- the required safety and protective equipment and clothing together with information on its use;
- adequate welfare facilities;

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 so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2. The Duties of the Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end.

The Headteacher is required to take all necessary and appropriate action to ensure that proper 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;
- ensuring health and safety arrangements support safeguarding procedures and that concerns presenting a safeguarding risk are reported in line with the safeguarding policy.
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- identify the training needs of staff and pupils and ensure, that all members of staff receive adequate and appropriate training and instruction in health and safety matters including induction training for new staff, volunteers and temporary staff;
- ensure that any defects in the premises, its plant, equipment or facilities

which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;
- collate accident and incident information and, when necessary, carry out accident, incident and near miss investigations and implement any remedial action to prevent recurrence;
- monitor the standards of health and safety throughout the school, including all school-based activities;
- monitor the management structure, in consultation with the governors;
- consult with members of staff, including Safety Representatives, on health and safety issues; and encourage staff and others to promote health and safety.

3. The Duties of all teaching staff

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, pupils and others under their jurisdiction are instructed in safe working practices;
- new employees working within the school are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- appropriate protective clothing and equipment, first aid are provided and readily available;
- hazardous and highly flammable substances are correctly stored and labelled, and exposure is minimised;
- all health and safety information is communicated to the relevant persons and,
- they report any health and safety concerns to the Headteacher.

4. 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.
- Keep classrooms and shared areas clear, tidy and free from hazards;
- give clear oral and written instructions and warnings to pupils where necessary.
- follow safe working procedures personally.

- 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 appropriate safety checks where required; and
- report all accidents, defects and dangerous occurrences to their Headteacher.

5. Duties of All Employees [including temporary and volunteers]

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- act with due care for the health, safety and welfare of themselves, other employees and other persons.
- observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- act in accordance with any specific H&S training received.
- report all accidents in accordance with current procedure.
- co-operate with other persons to enable them to carry out their health and safety responsibilities
- inform the Headteacher of all potential hazards to health and safety, in particular those which are of a serious or imminent danger and report safeguarding concerns where health and safety issues may impact pupil welfare.
- inform the Headteacher of any shortcomings they consider being in the School's health and safety arrangements.
- exercise good standards of housekeeping and cleanliness.
- know and apply the procedures in respect of fire, first aid and other emergencies.
- co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

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 –

Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

6. School Health And Safety Administrator

The School Health and Safety Administrator has the following responsibilities:

- 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.
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and
- carrying out any other functions devolved by the Headteacher or Governing Body.

7. School Health And Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives. 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. (Refer to Safety Representatives and Safety Committees Regulations 1977).

8. 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 follow staff inspections relating to playground safety, movement around site, fire evacuation and educational visits and,
- use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

9. Visitors, Members of the Public and Volunteers

All visitors must report to reception on arrival, sign in and out, wear visitor identification lanyards and comply with safeguarding and site security arrangements which may include DBS checks where necessary.

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are engaged to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see 5 above). The Senior Leadership Team will have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

SECTION THREE

GENERAL ARRANGEMENTS

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

1. Accident Reporting, Recording and Investigation

The school will report and investigate all accidents, incidents and near misses seriously promptly and appropriately and the school will adhere to the GCC SHE Procedure *SHE/pro/4* accident reporting and investigation.

Ensure pupils are supervised appropriately at all times and that any concerns affecting pupil safety are reported immediately. Statutory reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be undertaken where required.

In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.

All completed accident/incident/near miss forms will be reported electronically using SHE Enterprise accident database.

2. Asbestos

(The school has an up to date asbestos inspection register stating the only evidence of asbestos is in the old boiler room teaching space as part of the pipe lagging in the roof)

To minimize risk from asbestos containing materials on the school's premises, the school will maintain 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
- ensure the implementation of the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises guidance.

3. Contractors

Only approved Contractors will undertake works at the school. The school follows the guidance issued by AMPS as outlined in the property log book for the selection, appointment and monitoring anyone undertaking works. These include:

- Providing a copy of the asbestos register to contractors before work begins.

- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. EXOR 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

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- 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 recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes:

- providing visitors with copies of appropriate hazard registers such as the asbestos register
- telling visitors about hazards on site
- asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
- asking 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
- sign-off/safe completion certificates
- ensuring completion of the Premises Log Book by contractors and visiting persons

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

The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available.

All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

5. Drugs & Medication

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff as required.

There is no legal duty requiring school or setting staff to administer medicines. However the school recognizes that Children with medical needs have the same rights of admission to a school or setting as other children. See additional policies covering medical needs:

- Supporting pupils with medical conditions policy
- Managing medicines in school policy

6. Electrical Equipment [fixed and portable]

Portable electrical equipment will be inspected in accordance with Corporate Building Services Technical Briefing Note EM005 Portable Appliance Testing on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.

Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection

7. Fire Precautions & Procedures

The relevant government fire safety guidance for education premises has been adopted.

The Headteacher is the person responsible for the implementing the fire Management Plan by:-

- Detailing of any significant findings from the fire risk assessment and any action taken.
- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;

- testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
- recording of false alarms;
- testing and maintenance of emergency lighting systems;
- testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;
- testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems;
- recording and training of relevant people and fire evacuation drills;
- fire drill will take place at least termly and records retained;
- planning, organising, policy and implementation, monitoring, audit and review;
- maintenance and audit of any systems that are provided to help the fire and rescue service;
- the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire;
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

8. First Aid

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff. First aid boxes will be maintained and checked regularly. Appropriate paediatric first aid arrangements will be in place where required.

The guidance issued by the DFE on first aid for schools has been adopted by the school and managing medicines in school.

9. Glass and Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken

10. Hazardous Substances

GCC SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

11. Health and Safety Advice (where the school buys the service)

Health and safety advice is obtained from Gloucestershire County Council SHE Unit 01452 425349/50 SHEunit@gloucestershire.gov.uk

12. Handling & Lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

The Headteacher is responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary.

13. Lettings/shared use of premises

The school will follow the guidance issued in Resource Management Factsheet 4: The School Site & Buildings: Use by Governors & Third Parties issued as part of the extended schools guidance.

The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.

14. Lone Working

The Senior Leadership will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks including staff working on site outside normal school hours. Solutions might include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts.

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.

15. Maintenance / Inspection of Equipment

Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept.

Daily visual inspections will be carried out by supervisory staff on play equipment and safety in the Forest School area before children are allowed to access.

16. Personal Protective Equipment (PPE)

Where it is assessed that PPE is required it shall be appropriately selected and provided.

A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

17. Risk Assessments

The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process.

Risk assessment is the responsibility of the school's management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken **and recorded** for significant activities. These include but are not limited to:

- Curriculum activities
- Educational visits
- Manual handling
- Lone working
- Fire safety
- Pupil medical needs where relevant
- Workplace stress
- Premises and site hazards

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

18. School Trips/ Off-Site Activities

The school complies with DfE and GCC guidance on offsite visits and school journeys.

The Headteacher is the competent person nominated as the Educational coordinator and has responsibility to:

- assess the competence of leaders and other adults at the proposed venue for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- review systems and, on occasion, monitor practice.

19. Transport of Pupils

Staff must not use their own vehicles to transport pupils on behalf of the school unless prior authorisation has been obtained and they have provided evidence of a current and valid driving licence, appropriate business insurance covering the transportation of pupils and a valid MOT where required.

20. Staff Consultation

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated

safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

21. Staff Health and Safety Training and Development

The Headteacher will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

22. Staff Well-being / Stress

The Headteacher and Governing Board will consider staff wellbeing and work-related stress as part of the risk assessment process. This may include workload, role clarity, support, relationships at work, organisational change and wellbeing following incidents. Appropriate support and referral arrangements will be put in place where required.

Where workplace stress arises, the Headteacher will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff.

23. Display Screen Equipment

The majority of staff within the school are not considered to be DSE users. The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment.

24. Vehicles on Site

The Headteacher and Governors will monitor the following :

- segregate access vehicular and vulnerable (pedestrians & cyclists) traffic
- design out vehicular and vulnerable traffic route conflicts, both at access and on site
- wherever possible avoid same access for all.
- Drop-off and collection arrangements

25. Violence to Staff / School Security

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 the governing body who will liaise with their local Crime Prevention Officer if necessary.

Health and safety arrangements operate alongside the school's safeguarding and child protection procedures. Where a health and safety issue presents a safeguarding

concern, staff must follow safeguarding reporting procedures immediately. Site access arrangements, visitor management and perimeter security will be reviewed regularly

Where violence is identified as a significant risk the Headteacher and SLT will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

26. Working at Height

As a general rule working at height will be avoided wherever reasonably practicable. Where unavoidable, suitable equipment, training and risk assessment will be in place

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.

27. Work Experience

Work experience co-ordinators will ensure that the working practices outlined in **Work-related learning and the law** – Guidance for schools and school-business link practitioners is followed at all times.

28. Workplace Inspections and Premises Risks

The H & S Administrator will ensure that hazards associated with premises are monitored and controlled including play equipment and external grounds. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled. A schedule of inspections is held by the school administrator.

29. Supervision before the beginning of the school day.

Normal supervision is provided from 8.45 am. Children being dropped off before this time to attend supervised breakfast club or agreed provision must be signed in as per our BC provision arrangements.

30. Supervision for children at the end of the day.

The end of the school day is 3.15pm and children must be collected at this time from the playgrounds by parents/carers, or make their way home if parents have given permission for this, unless they are attending an after school club. At the end of this the responsibility is then handed over to the parent.

The school will take reasonable steps to supervise and safeguard any pupil remaining on site after the end of the school day until they are collected or alternative arrangements are agreed. If after repeated efforts contact cannot be made with parents/carers or emergency contact and if safeguarding concerns arise, we will contact Childrens Social Care or Police as appropriate.

Any children collected during school hours must be collected from the school office so that a record can be made that they have left the premises..

Because of the very young age of the children every care is to be taken to ensure they feel safe and secure at the end of the day if their parents/carers are late.

31. 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, 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.

32. 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.

33. 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. A copy of this Poster is in the Staff room.

COVID-19

With the emergence of this Disease in early 2020, immediate RA carried out and protocols were put in place with guidance from Government and GCC followed

This Policy will be reviewed annually by the Senior Leadership Team and Governors.