



**The Robinswood  
Academy Trust**  
*"Be the best you can be"*

## Health & Safety Policy

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Statutory

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## HEALTH & SAFETY POLICY DOCUMENT

### Introduction

The Robinswood Academy Trust, as employer, under the Health & Safety at Work Act 1974 is required to produce a Health & Safety Policy document. The Act makes it the legal duty of the employer and all its employees to take reasonable care for the health, safety and welfare of themselves and other employees and all other persons who may be affected by their acts or omissions.

### **PART 1**

#### **STATEMENT OF INTENT**

The Trust Board and Executive Headteacher recognise and accept their responsibilities which meet the requirements of the Health and Safety at Work Act 1974. As responsible employers 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 Trust 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 Advisory Board and Heads of School.

The Trust Board, Executive Headteacher and Trust Business Manager are responsible for establishing the Trust wide policy and practices expected in each setting. The responsibility of managing these expectations at an operational level is delegated to the Heads of School.

In particular, the Head of School is 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 Trust Board 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 Trust Board and Executive Headteacher will ensure adequate resources, including finance to implement the Policy.

The Trust Board and Executive Headteacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Trust Board and Executive Headteacher' s 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 Trust Board.

## **PART 2**

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## **Organisation – Introduction**

In order to achieve compliance with the Trust Board's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the H&S Policy Document.

### **The Duties of the Trust Board**

The Trust board has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Executive Headteacher the board members 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 Head of School**

The Head of School has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Executive Headteacher/Trust Board the Head of School 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 Head of School 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 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.

### **School Safety Representatives**

The Trust Board and Executive 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 Executive Headteacher or Trust Board.

### **Temporary Staff**

Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head of School whilst on the school site.

### **Teaching Staff**

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

### **Teaching Assistants**

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

### **The Duties of Off Site Visit Coordinators (OVC)**

**The offsite visit co-ordinator in each school is the Head of School.**

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.

### **The Duties of Site Managers/Caretakers**

It is the duty of the Site manager/ Caretaker to monitor the health and safety of the site, including the buildings and grounds, supplying the relevant information to the Health and Safety representative. The Caretaker will carry out checks and repairs whenever necessary or requested to do so. The Site manager/Caretaker will attend all School Health and Safety meetings when requested to do so. The Site manager/Caretaker will be expected to monitor the careful and correct use and storage of all cleaning materials. Although the Site manager/Caretaker is responsible for the safety of contractors he has a responsibility to ensure that acts or omissions by site contractors do not prejudice the health and safety of the school staff or pupils.

### **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.

## **PART THREE - GENERAL ARRANGEMENTS**

### **Arrangements**

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

### **Communication**

The school recognises the importance of communication to:

- Board members: the Finance & General Purposes Committee review the health & safety policy annually and report to the Trust Board and Academy Boards.
- Staff: health and safety issues are discussed at staff meetings when necessary and if applicable letters are sent to all staff or general face to face reminders.
- Pupils: health and safety issues are relayed via assemblies, newsletters, lesson plans, school council, notice boards, etc.
- Parents: communication with parents is via newsletters, letters, school website, etc.
- Supply staff: a copy of the health and safety policy is issued where necessary and all visitors are asked to read the health and safety notice to familiarise themselves of the nearest fire exit.
- Visitors: all visitors are signed in and made aware of the health and safety notice informing them of procedures in the event of a fire.
- PTA: all committee members are reminded of the health & safety policy and all events arranged by the PTA are monitored by the school.

### **Section 1 - Risk Assessment**

#### **Risk Assessments**

Please refer to risk assessments provided on the GCC SHE unit website.

The school uses a risk assessment process and is the responsibility of the Head of School. 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.

#### **School Trips/Offsite Visits<sup>i</sup>**

The school complies with DfE Guidance and have adopted the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.

A risk assessment is carried out for every trip undertaken and authorised by the offsite visit co-ordinator, the Head of School.



## **Working at Height**

The risks associated with working at height are identified through risk assessment and 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 caretaker has undertaken working at height training and is the only member of staff to use access equipment. The caretaker is responsible for carrying out periodic documented ladder checks. The ladders are stored in a locked building on site. The 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.

## **Noise**

The Trust is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school's ensure appropriate control measures are put in place. This is considered not to be of a significant risk during the school day but the caretaker is responsible for evaluating noise levels during school lettings, i.e. birthday parties, etc.

## **Violence to Staff<sup>ii</sup>**

The Trust is 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. (<https://sheassure.net/gloucestershirecc>)

A key risk area is the main reception desk and sliding lockable windows have been installed.

## **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. Steps have been taken to ensure security of each site. Perimeter fencing, secured gates with controlled access are all installed. CCTV is installed at all sites and is monitored in the event of an incident. All visitors and contractors report to reception and are supervised on site.

The Trust's business continuity plan is reviewed annually and in the event of an emergency the caretaker and the Executive Headteacher/Head of School are to be contacted.

## **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 are discouraged from lone working but assist in the operation of any systems designed to provide for their safety when on site and are only allowed on site when the following has been put in place: The School Site manager/Caretaker and at least one employee's relative are aware of the employees whereabouts including start and expected finish times. There is mobile telephone contact and no hazardous duties are being performed such as working at height or electrical work.

## **Hazardous Substances (Control of Substances Hazardous to Health CoSHH)**

Where hazardous substances are used risk assessments are undertaken and control measures adopted which seeks to eliminate or substitute the substance concerned. The use of hazardous substances is limited to cleaners and the caretaker and they are kept in secure cupboards. These members of staff have been COSHH trained and chemical data sheets are kept in the office and in the cleaners' cupboard.

## **Personal Protective Equipment (PPE)**

Employees assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. Staff are responsible for ensuring that they use PPE where it is provided. See risk assessments for catering, cleaning and caretaking staff.

## **School Transport<sup>iii</sup>**

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. All employees, governors and volunteers are covered by a motor insurance policy for occasional school use. Annual checks are carried out on the qualified drivers for the school mini bus (see separate minibus policy).

## **Manual Handling (typical loads and handling pupils)**

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. **A register of staff trained in manual handling is kept by the Trust Business Manager.** The Head of School is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE unit as necessary.

## **Work Experience Placements<sup>iv</sup>**

The school undertakes workplace re-assurance checks for placements. All necessary checks are carried out and all work experience placements are co-ordinated by an identified member of staff (see appendix for details). See separate 'Work Experience Booklet'. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.

## **Display Screen Equipment**

The majority of staff within the school are not considered to be DSE users. The Trust Facilities Manager (in conjunction with the IT Manager) ensures 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

## **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 by the PTA for events that they run. The PTA have their own insurance.

## **Playground Supervision/Play Equipment and Maintenance**

A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken (please refer to risk assessments). Pupils are supervised at break times and lunch times and a rota is in place for use of the trim trails in each school. Other lunchtime activities are also on a rota with supervision in place. Qualified first aiders are available during both break times and lunch times.

## **Section 2 - Premises**

### **Mechanical and Electrical (fixed and portable)**

The Trust 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.

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be reported to the Head of School or Site Manager/Caretaker immediately. Staff must ensure that all safety guarding is present, serviceable and utilised when any machine is used.

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 with the caretaker.

Electrical items of equipment which are brought into the premises by members of staff, etc should be included in the periodic electrical safety testing which takes place. Testing to be carried out before permission is given to use these items.

### **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. Please refer to Premises Log and caretaker's logbook for routine inspections, etc. Equipment to be inspected include: electrical inspection, lift, sports hall equipment, boilers, security & fire alarms, etc.

### **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 concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

### **Building and 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.

Hazards associated with building contractors are controlled by effective supervision of students and contractors whilst on the school site.

### **Lettings**

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 Trust Business Manager 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. Please refer to the terms and conditions of hire (in lettings file).

### **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 Head of School or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.

### **Cleaning**

A cleaning schedule is in place which is monitored by the Trust Business Manager and Site Manager/Caretaker. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken during the school holidays on a regular basis where necessary including degreasing in the kitchens. 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 pupils adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

### **Transport Arrangements (on-site)**

The Trust separates access to the site for vehicles and pedestrians. All vehicular gates are security controlled. The school wherever possible avoids the same access for all.

### **Caretaking and Grounds Maintenance (and grounds safety)**

The Trust identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.

### **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. The checks are arranged by the caretaker and recorded.

### **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 regulations 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.

### **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 Site Manager/ caretaker 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. Please refer to the log book.

### **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, on site and a sufficient supply of grit/salt is available.

## **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*, which is displayed in the school office and in pre-school.

### **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.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

### **Drug Administration**

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

### **First Aid<sup>v</sup>**

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. Please see separate First Aid Policy. A number of staff in the schools (and pre-schools) have been first aid trained. A record of staff who are first aid trained is maintained by the Trust Business Manager.

### **Reporting of Accidents, Hazards, Near Misses**

The Trust reports and investigates all accidents, incidents and near misses and 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.

Records of accidents are kept in the school office and more serious injuries are reported electronically using the SHE Assure accident database. (<https://sheasure.net/gloucestershirecc>)

## **Fire Safety and Emergency Evacuation<sup>vi</sup>**

A risk assessment has been carried out and a safety management plan is in place. Evacuation procedures and assembly points in the event of a fire are displayed in each room of the school. Fire drills are carried out each term and recorded.

**Any person detecting what might appear to be a fire must break an alarm glass and follow evacuation procedures**

Under no circumstances must anyone enter a room where they suspect a fire to be, neither should any person carry out any fire fighting other than "first aid fire fighting". The absolute priority is the evacuation of the building

## **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.

Please refer to Business Continuity Plan (a copy of which is kept off site).

## **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.

### **Inspections**

Regular safety inspections are carried out by the Facilities Manager and the appropriate caretaker of premises, furnishings and fittings and grounds on a regular basis. All hazards and risks associated with the premises and grounds are monitored and controlled. H&S link governors also carry out an annual inspection.

### **Review**

The Trust 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.

The Health & Safety Policy document is reviewed annually and approved by the Trust Board. Risk assessments are also reviewed.

### **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. The Trust uses external auditors that review on an annual basis.

## **Section 5 - TRAINING**

### **Staff Health & Safety Training/Competence**

The Trust is committed to ensure staff are competent to undertake the roles expected of them. The Executive Headteacher and Trust Business Manager 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.

Training records are maintained by the Trust Business Manager.

### **Supply and Student Teachers**

The school's expectations are made clear to any supply and student teacher through the provision of the Health & Safety Policy. The Head of School 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 Head of School/responsible person gives guidance on the work to be covered.

### **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. Where necessary regular volunteers are subject to a DBS.

## **Section 6 - HEALTH AND WELLBEING**

### **Pregnant Members of Staff**

Members of staff who are pregnant are required to inform the Trust/school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.

### **Health and Well Being Including Absence Management**

The Trust 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. Through the Trust's Staff Absence Insurance staff have access to an employee wellbeing plan. To manage staff absence a return to work interview is carried out with members of staff after any absence and an absence declaration form is completed. Patterns of absence and long term absences are referred to Occupational Health.

### **Smoking on Site**

**ROBINSWOOD PRIMARY ACADEMY TRUST OPERATE NON-SMOKING ESTABLISHMENTS**

## **Section 7 - ENVIRONMENTAL MANAGEMENT**

### **Environmental Compliance**

The Trust 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.

### **Disposal of Waste**

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

## **Section 8 - CATERING AND FOOD HYGIENE**

### **Catering and Food Hygiene**

Where catering is in house and the schools have in place a food hygiene management system and competent health and safety advice. All staff have regular food hygiene training. External catering contractors are monitored by the appropriate Head of School in addition to the H&S inspections and audits.

## **Section 9 - HEALTH AND SAFETY ADVICE**

### **Information**

Health and safety advice is obtained from:

Gloucestershire County Council: Safety, Health & Environment (SHE) 01452 425350

[she@gloucestershire.go.uk](mailto:she@gloucestershire.go.uk)

Ellis Whittam 0330 123 0558

[cmt@elliswhittam.com](mailto:cmt@elliswhittam.com)

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<sup>i</sup> See policy for Educational Visits

<sup>ii</sup> See Trust 'Community Code of Conduct' Policy

<sup>iii</sup> See Minibus Policy and Procedures

<sup>iv</sup> Work Experience Handbook

<sup>v</sup> See First Aid Policy

<sup>vi</sup> See Emergency Management plans