



HEALTH AND SAFETY HANDBOOK

PART ONE - STATEMENT OF INTENT

This handbook is the local supplement to Gloucestershire County Council Corporate Health and Safety Policy Document.

Together, the Primary Quest MAT (multi-academy trust), the academy's LAB (local advisory board) and head teacher recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy environment for all pupils, employees, volunteers, visitors and others affected by its activities is acknowledged.

The academy 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 LAB and head teacher.

In particular the MAT, LAB and head teacher 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 from the premises;
- preventing accidents, injuries and ill health;
- assessing and controlling risks from curriculum and non-curriculum 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 environment is maintained;
- 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 MAT, LAB and head teacher also recognise their obligations to non-employees and will 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 MAT, LAB and head teacher will ensure adequate resources, including finance to implement this handbook. They are committed to this handbook and all staff are required to comply. Staff are encouraged to support the MAT, LAB and head teacher's commitment to continuous improvement in the school's health and safety performance. For the handbook to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This handbook and the accompanying organisation and arrangements will be reviewed annually and revised as and when necessary. It has been approved by the LAB.

Signed: Laura Hankins, Head Teacher	Chair of LAB name: Melanie Orgee
Date: Reviewed 25 th November 2025	Proposed review date: November 2026

Organisation – Introduction In order to achieve compliance with the MAT/LAB and head teacher's statement of intent, the academy's normal management structure will have additional responsibilities assigned to them as detailed in this part of this handbook.	
The duties of the MAT/LAB The MAT/LAB has overall responsibility for ensuring compliance with this safety handbook document. In consultation with the head teacher, the MAT/LAB 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 handbook and monitor its implementation.	Weekly walk/tour of school by head teacher – reported to trust board and CEO at the end of each term. Head teacher and LAB representative for H&S meet regularly to carry out H&S audits. Termly health and safety reports are shared with the LAB.
The duties of the head teacher The head teacher has day-to-day responsibility for ensuring compliance with this safety handbook document. In consultation with the MAT/LAB, the head teacher 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 handbook and monitor its implementation. The head teacher 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 head teacher carries out weekly health & safety checks and reports this back to the LAB and CEO. The head teacher oversees and checks all risk assessments. The head teacher monitors the number of accidents/injuries that occur in school each term and reports this to the CEO. The head teacher liaises with GCC SHE advisor as when needed.

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 and safety handbook 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.	All staff report any concerns as they arise. Regular staff health and safety briefings/reminders/updates. All staff are expected to keep areas tidy, ensure clear walkways and safely store resources when not in use. Class teachers write risk assessments for their classrooms at the start of every year. These are shared with appropriate staff and reviewed and updated as necessary.
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.	Health and safety expectations are shared regularly in class and in assemblies. Staff model and remind pupils of safe conduct during lesson, playtimes and movement around school. Safety signage and prompts (e.g. handwashing, safe play). Regular review of dress and hygiene standards – reminders of appropriate and safe footwear, PE kit and general cleanliness to support health and safety compliance.
School health and safety representatives The LAB and head teacher recognise the role of health and safety representatives that may be from SHE and/or GCC. Health and safety representatives will be allowed to investigate accidents and potential hazards, pursue concerns/complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They are entitled to certain information, e.g. information relating to accidents, to 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 head teacher or LAB.	

Temporary staff Temporary staff are provided with information such as health and safety handbook, fire procedures, staff conduct etc. and are suitably inducted to their role. Temporary staff are directly accountable to the head teacher.	This handbook is available in the staffroom and every member of staff is provided with this.
Teaching staff Teaching staff have a day-to-day responsibility for ensuring compliance with this handbook 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 their classrooms. 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.	All class teachers are responsible for classroom risk assessments and day to day health & safety aspects of their classrooms, including checking other areas around the school prior to use i.e. ICT, PE, D&T, science, etc. AFPE guidance adhered to for PE. CLEAPPS adhered to for D&T & science. Teachers must ensure that all equipment is safe to use and classroom organisation takes account of all aspects of H&S.
Teaching assistants Teaching assistants have a day-to-day responsibility for ensuring compliance with this handbook and are immediately accountable to the teacher in charge.	
The duties of offsite visit coordinators (OVC) The offsite visit coordinator (OVC) ensures that all off-site activities and educational visits, regulations and GCC SHE standards for offsite visits are followed. The OVC works with group leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to SHE webpages and GCC risk assessments.	The head teacher is nominated as offsite visits coordinator. The head teacher attends training as provided by GCC. Class teachers carry out risk assessments for trips, which the head teacher authorises.
Volunteer and parent helpers Volunteer and parent helpers are provided with information and guidance which includes confidentiality, 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 - ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.	Action/Arrangements (customise to meet your own situation)
Communication The school recognises the importance of clear and effective communication with all stakeholders, including staff, pupils, parents, visitors, volunteers, and contractors.	Communication is often on a one to one basis, ensuring that information is shared directly and efficiently. Fire evacuation procedures are displayed prominently on the wall next to the fire alarm in the main reception area, where all visitors sign-in upon arrival.
Consultation with employees The school recognises the importance of consulting with employees on health and safety matters.	This is the responsibility of the head teacher, who ensures that relevant issues are shared and discussed through email correspondence and staff meetings/briefings as and when required. This allows staff to raise concerns, contribute to decision making and stay informed of any updates or changes.
Section 1 - RISK ASSESSMENT	
Risk assessment The school uses the GCC risk assessment process and template as a standard for risk assessments as well as guidance from relevant professional bodies such as CLEAPPS and AfPE. Risk assessment is the responsibility of the school's leadership team at a variety of levels. Those responsible for premises or curriculum areas ensure that suitable risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically and always where there is a change in circumstances or procedure.	See section on teaching staff above. The head teacher undertakes annual risk assessments. GCC external risk assessments are carried out for external play equipment. Individual risk assessments are completed for: - Pupils returning to school following a serious injury. - Pupils who need additional safety measures or support.

School trips/offsite visits The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. An overview of school trip procedures has been produced based on county council guidance.	
Working at height The school recognises that working at height (any task where a person could fall and injure themselves) presents a significant health and safety risk and must be properly managed. The school discuss and agree arrangements with staff. Where members of staff have pre-existing 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.	Staff must avoid working at height wherever reasonably practicable. Where work at height is unavoidable, it must be planned, risk assessed and carried out safely by competent staff. Only school-approved step ladders or access equipment should be used – not chairs, tables, or other makeshift platforms. All ladders and steps are to be checked regularly for condition and stability, and defective equipment must be taken out of use immediately. Staff must not overreach or carry out tasks that require leaning or stretching from ladders. Two-person working is recommended where possible (one person to steady/assist). Contractors carrying out higher-level work (e.g. roof access, external maintenance) must provide their own risk assessments and safe systems of work before starting. Pupils are not permitted to work at height under any circumstances. High level cleaning is undertaken annually by Glen Cleaning.
Noise The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk, appropriate control measures are put in place.	

Violence to staff The school recognises its responsibility to assess and manage the risks of violence or aggression towards staff, including incidents involving pupils. Where this is identified as a significant risk, appropriate control measures are implemented to reduce the likelihood and impact of such incidents.	Staff are required to report any incidents of aggression or violence through the school's reporting system. All incidents are reviewed to identify patterns, training needs or additional control measures. See section above on risk assessments for individual pupils.
Security arrangements including dealing with intruders Risks to the security of the premises, staff, pupils and property are assessed through the school's risk assessment process.	A monitored security alarm system for the computer suite (currently serviced by EKE Security Ltd) is in place. All visitors must sign in at the main reception and wear a visitor badge at all times while on site. Staff challenge any unidentified persons on the premises in line with school safeguarding procedures.
Personal security/lone working The school ensures that lone working is risk assessed and that suitable control measures are in place to safeguard staff.	Lone working procedures are reviewed regularly and staff are reminded to follow and agree safety measures including: - Avoiding lone working where possible. - Informing another member of staff if they are on site alone. - Keeping a mobile phone accessible at all times. Cleaning staff operate a signing in and out system, which is monitored by Glen Cleaning, to confirm attendance and ensure safety.
Hazardous substances (control of substances hazardous to health CoSHH) Where hazardous substances are used, a designated employee carries out risk assessments following the CoSHH hierarchy of control, prioritising elimination or substitution of hazardous materials wherever possible. Where necessary, this handbook is supplemented by local departmental procedures relevant to specific areas of work.	Any CoSHH substances are kept in the locked cleaner's cupboard, on shelving positioned out of children's reach.

School transport The school follows the GCC SHE transporting pupils risk assessment toolkit and GCC guidance to ensure the safe transport of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are considered within the overall assessments for each activity.	All staff who drive pupils are required to complete a declaration confirming they have insurance, a valid license, MOT (if applicable) and a roadworthy vehicle. Parents are informed that it is their own responsibility to arrange the transport for their child(ren) to and from school sporting events and fixtures. When staff use their own vehicles to transport pupils, booster seats are used and the children's heights are monitored to ensure safety and compliance with safety regulations.
Manual handling (typical loads and handling pupils) The school follows the GCC SHE manual handling risk assessment toolkit to identify and manage manual handling risks. Any activities that involve significant manual handling tasks are risk assessed and where appropriate staff receive training. The head teacher is responsible for assessing the appropriate approach to manual handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.	Manual handling risk assessment is in place for cleaners who follow Glen Cleaning guidance. Advice has been sought from the local authority to ensure that only suitable items are moved. Manual handling by staff is minimal e.g. boxes of stationery or fruit. Staff are advised to break items down into small loads. A trolley is available to assist with moving heavier items.
Curriculum safety (including extended schools activity/study support) The head teacher ensures that risks related to curriculum areas are identified and controlled following the national guidelines such as CLEAPSS, AfPE, DATA and GCC SHE guidance. Where an activity falls outside recognised national guidance, a separate risk assessment is completed.	Staff follow the AfPE documentation relevant to their subject area. An up-to-date inventory of equipment that has been PAT tested is available from the school administrator. All electrical items are annually PAT tested.

Display screen equipment (DSE) The majority of staff within the school are not considered to be DSE users. However, the school adheres to the GCC corporate policy, guidelines and procedure SHE/Pro/5 – <i>working with display screen equipment</i>. The head teacher ensures that DSE workplace assessments are conducted for identified users. Assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.	Head teacher, deputy head teachers, administrator and members of the finance team have undertaken DSE assessments.
Parent Teacher Association The school supports the work of the Parent Teacher Association (PTA) and provides opportunities for parental involvement in school life. The PTA carries out risk assessments for all events and ensures appropriate insurance is in place.	Head teacher attends the PTA AGM meetings. PTA completes risk assessments prior to events with support from the head teacher and school administrator. GCC SHE events toolkit is used as a reference for managing risk.
Playground supervision/play equipment and maintenance Playground risks are assessed using the GCC general risk assessment toolkit. The assessment covers potential hazards, supervision and the safe use of play equipment.	Staff on playground duty at all break times. Midday supervisors are deployed at a minimum of 1:50 (classroom teaching ratio 1:30) Staff remain aware of sightlines and supervision of large areas. The head teacher discusses supervision and safety with midday play team, including lunchtime play rules, roaming supervision and use of play equipment. One member of SLT on gate duty at the start of the school day each morning. The gate is closed when that member of staff finishes their duty, so any subsequent arrivals need to use the intercom system to be allowed onto the premises. Play equipment checked annually by external consultant. Reports on file.
Section 2 - PREMISES	

Mechanical and electrical (fixed and portable) The school takes reasonable measures to ensure that all electrical systems and equipment are safe and suitable for their intended use. All staff are made aware of the associated hazards and safe working procedures. Testing, inspection and/or repair of electrical equipment are carried out by competent persons with the appropriate technical knowledge and training. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the school office. Testing is carried out in accordance with <i>AMPS Technical Briefing Note EM005 Portable Appliance Testing</i> and <i>EM006 fixed wiring periodic test and inspection</i>.	PAT checked annually Fixed Wiring Periodic Test and Inspection. Every 5 years
Asbestos To minimise risk from asbestos-containing materials, the school maintains a safe environment by: • Complying with all regulations and county policy concerning the control of asbestos. • Removing asbestos-containing materials where the risk is unacceptable. • Identifying and clearly marking all known asbestos locations. • Maintaining an up-to-date asbestos management plan and ensure all staff and visitors are aware of its contents.	All asbestos surveys are managed by the school administrator. The head teacher is the named asbestos officer. There has been the correct removal or identification of asbestos-containing materials where the risk to building users is unacceptable. All routine asbestos inspections are kept in the folder in the school office (confirming hazard warning signs are still in place and the register is signed by contractors where required).

Service contractors Service contractors have regular access to the site as specified by a contract. Each contract specifies the work required and expected standards. Contractors are responsible for their own safe systems of work and must consider the safety of staff, pupils and other visitors on site. The school provides details of its own safety procedures and emergency arrangements.	The school provides details of its safe systems of work to any contractors where relevant and all contractors are consulted over emergency arrangements.
Building contractors Where construction work takes place on the school site, hazards are controlled through supervision of both pupils and contractors.	All contractors must report to school office upon arrival.
Small scale building works This includes day-to-day maintenance or minor repairs undertaken on site where a pre-site meeting is not required.	All contractors must report to school office before commencing work.
Lettings (shared working – playgroups etc) The school follows the AMPS guidance and uses the casual hiring agreement form for all lettings. Hirers must provide evidence of public liability insurance to indemnify the school against claims arising from their negligence. If any part of the school is hired out, the head teacher ensures that all hirers use the premises safely, that a written letting agreement is shared and signed.	NA

Slips/trips/falls The school recognises that slips, trips and falls are a leading cause of accidents. Staff are responsible for maintaining clear traffic routes in classrooms and ensuring ensure that exit routes are kept clear. Communal areas are inspected regularly. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the school administrator and/or the head teacher. All staff are expected to be vigilant and aware of possible hazards.	Slips, trips and falls to pupils are recorded on an accident form and kept on file in the school office. Parents are informed of any head injury or if medical attention may be needed. Serious incidents are reported to the SHE team, using the online portal SHE-ASSURE. Reviewing of the accident forms is completed by the head teacher to identify any trends or concerns and reported to the CEO and LAB.
Cleaning A cleaning schedule is in place which is monitored by the head teacher/ school administrator and in conjunction with Glen Cleaning. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken annually and/or 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.	County appointed contractor, Glen Cleaning carry out deep cleaning of the school during the school holidays.
Coaches (supervision of pupils boarding school coaches)	Class teachers and/or teaching assistants supervise boarding of coaches on the occasions that coaches are used.
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 GCC SHE general risk assessment toolkit.	We use Primary Property Maintenance for grounds maintenance and repairs. Glebe, Greenfields or similar for tree surgery when needed. External play equipment through GCC if contracted.

Gas and electrical appliances Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors on a regular basis.	All electrical items are annually PAT tested.
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 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. Any broken glass/glazing is reported to the school administrator 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.	Glazing (glass) inspection carried out (Applied Products); and safety film fitted where and when required. The head teacher carries out weekly site inspection. Staff report any concerns to school administrator and/or the head teacher.
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.	The head teacher is the named person responsible, but delegates to Rob Gamston, who ensures the required checks are undertaken and updates the legionella file (kept in the school office). The head teacher and/or school administrator are alerted to any concerns.
Snow and ice gritting Adequate arrangements are in place to minimise the risks from snow and ice. An emergency plan has been developed to determine the action needed during adverse weather. There is suitable storage for salt/grit.	Salt to be placed available by gate Salt to be placed at appropriate places down pathways and any slopes – front and back in inclement weather. Salt bags to be lifted by two adults.

Dogs	No dogs are allowed on the school grounds, with the exception of guide dogs, hearing dogs and therapy dogs. There is a risk assessment in place for any other dogs on site (this will have been arranged prior to the visit).
Section 3 - MEDICAL/FIRE & EMERGENCY ARRANGEMENTS	
Infectious diseases The school follows the national guidance produced by the UK Health Security Agency (UKHSA), as summarised in the document, 'Guidance on Infection Control in Schools and Other Childcare Settings'.	A copy of this guidance is displayed in the staff room and/or school office for reference. Staff are able to familiarise themselves with its advice and act promptly on any concerns about infectious illnesses. Parents are notified of any relevant infectious disease outbreak, following advice from Public Health or the LA.
Dealing with medical conditions The school aims to support pupils with medical needs wherever practicable, following the DfE statutory guidance 'Supporting Pupils with Medical Conditions at School'. Individual care plans are created where required, clearly defining staff responsibilities and emergency arrangements. These plans are developed collaboratively between school, parents and health professionals to ensure consistent care and safety.	Medical protocols are in place for all applicable pupils. Staff receive appropriate training for relevant medical conditions and emergency procedures. A document is shared with all staff, summarising key medical and health needs, such as asthma, allergies, epilepsy.

Administration of medicines The school follows DfE Guidance: Managing Medicines in Schools and Early Years Settings. Parents retain prime responsibility for their child's health and must provide up-to-date medical information to the school.	Where medicine must be administered during school hours: - Parents complete a written authorisation form naming the medicine, dosage and timing. - Only staff who are first-aid trained and volunteer are permitted to administer medication. - All medicines must be in their original container and returned home after the course is completed. - Paracetamol (Calpol) is available for minor ailments. Parental permission is sought on each occasion and the dosage and date are recorded. - Staff must check the dosage and expiry date before administering any medicine. - A second member of staff verifies the dosage and countersigns the record to confirm accuracy and accountability. See the PQ trust 'Supporting Pupils with Medical Conditions' policy for more details.
First aid The school complies with statutory requirements and follows the DfE guidance of first aid in schools and the GCC SHE procedure – first aid.	A sufficient number of staff receive basic first aid training to ensure appropriate coverage at all times. See office file for training records and certificates held. The last whole staff training took place in January 2025. Sufficient number of paediatric first aiders. All staff who work in EYFS are paediatric first aid trained. All pupils with significant injuries must be assessed by a qualified paediatric first aider. A risk assessment is completed for any pupils returning to school after a serious injury.
Reporting of accidents, hazards, near misses The school report and investigate all accidents, incidents and near misses in accordance with GCC SHE procedures for accident reporting and investigation. All accidents, incidents and near misses are reported using the SHE assure portal.	The head teacher or school administrator reports incidents that require significant medical help or ambulance transport using the SHE assure portal. Insurers should be notified at same time. Minor bumps/accident forms held in the office. These are issued for head injuries and other injuries if staff feel this is necessary. These are collated and checked by the head teacher each term to identify trends and concerns. For pupils returning to school from a serious injury, a risk assessment is completed.

Fire safety and emergency evacuation The school follows AMPS guidance and maintains a current fire risk assessment and a fire safety management plan.	An external fire risk assessment is carried out every 3 years. Fire extinguishers are inspected and maintained annually. The fire alarm system maintained bi-annually by Slatters. Fire drills take place termly at varying times and can include scenarios where routes are blocked. Evacuation times and any issues arising from drills are recorded and reviewed by the head teacher. All manual call points are tested weekly and recorded in the fire file in the school office. Fire action signs are displayed in every classroom. Visitor information includes evacuation procedures.
Emergency procedures	In the event of a serious incident (e.g. fire, intruder or medical emergency), the school follows the Emergency Evacuation and Lockdown Procedures. All staff are briefed on these procedures annually and during induction. Emergency contact information and responsibilities are listed in the Primary Quest Business Continuity Emergency Plan, which is stored in the school office.
Section 4 - MONITORING AND REVIEW	
Monitoring Health and safety arrangements are monitored and reviewed annually and updated as new issues arise that may affect the management of health and safety for staff, pupils, contractors and visitors.	Health & safety is regularly reviewed by the head teacher, LAB, CEO and trustees of the MAT. Outcomes and actions from these reviews are recorded and followed up to ensure continuous improvement.

Inspections Regular safety inspections are carried out by the nominated person(s) using the GCC recognised format found in the Good Stewardship Guide and the GCC SHE Governors Guide-Workplace Inspections. Premises, departments, furniture, fittings and grounds are also inspected on a regular basis. All hazards and risks identified are logged, reported and controlled promptly.	A weekly site walkaround is carried out by head teacher, with findings discussed with the school administrator and maintenance staff to ensure swift action on any issues identified. Outcomes of inspections are also reviewed and discussed with the local advisory board.
Auditing To confirm that the necessary systems meet legislative requirements, the school ensures a complete health and safety audit is undertaken by competent persons every three years. Actions arising from each audit are included in an action plan.	Audit completed by GCC SHE unit every 3 years

Section 5 - TRAINING

Staff health and safety training/competence

The school is committed to ensure that all staff are competent to effectively undertake the roles expected of them. The head teacher/deputy head teacher undertake a training needs analysis to identify the competency requirements and ensure that appropriate health and safety training is delivered. Training records are held centrally by the head teacher and school administrator. Performance management meetings can include a review of health and safety awareness and address areas of concern with employees.

Training carried out as necessary: Child protection, first aid, water safety, legionella, fire safety awareness, positive handling.

Supply and student teachers

All supply and student teachers are provided with clear guidance on the school's expectations and procedures through the staff handbook, health and safety policy, and other relevant documentation.

The head teacher, student mentor or school administrator liaises with supply and student teachers to explain school organisation, routines, safeguarding procedures and emergency arrangements.

When cover is arranged at short notice, the head teacher or school administrator provides verbal guidance and ensures that safeguarding and safety expectations are understood before teaching commences.

The staff handbook is update regularly and emailed out to staff. There is a copy in the school office and staff room.

Cara Trotman is responsible for teaching students when they are on placement at Highnam and liaises with the university and student tutors. She has completed recent training for this role (October 2025 and another session planned for January 2026).

See also the Primary Quest staff code of conduct policy.

Volunteer and parent helpers Volunteer and parent helpers are subject to the school's safeguarding arrangements. Volunteers must wear a visitors lanyard and badge at all times and follow the school procedures. The class teacher is the principal point of contact and volunteers are under their direction. Volunteers are reminded that all conversations and documentation they may access are strictly confidential.	All regular volunteer and parent helpers are DBS checked as a matter of course. Any 'one-off' volunteers are never left alone with children. Colour coded visitors lanyards are given for visitors to wear in school. Code of conduct guidance is issued where relevant. Parent helpers and other volunteers are handed a copy of the 'safeguarding leaflet for visitors'. These are also available to pick up from the leaflet rack in the main reception area.
Section 6 - HEALTH AND WELLBEING	
Pregnant members of staff The staff room provides appropriate 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 can be carried out with reference to GCC SHE guidance.	Risk assessments for pregnant workers are regularly reviewed to ensure continued suitability throughout the pregnancy.
Health and well-being including absence management The school follows the GCC SHE Stress Risk Assessment Toolkit and actively promotes a culture of co-operation, trust and mutual respect. Staff have access to supportive management practices and competent wellbeing advice.	The school maintains insurance for occupational health support and can refer staff to the Education Support Partnership or Employee Assistance Programme (EAP) for counselling and wellbeing services. The MAT mental health lead (Stephen Dean) meets with the well-being team termly. Sarah Harris is the representative for Highnam. The meetings are an opportunity to review and suggest staff wellbeing initiatives and wellbeing services. Staff are encouraged to discuss concerns openly and to seek help early.
Smoking on Site	Smoking and vaping are strictly prohibited anywhere on the school site.
Section 7 - ENVIRONMENTAL MANAGEMENT	

Environmental compliance The school seeks to reduce its environmental impact and meet its waste objectives through: using only what is necessary; seeking sustainable alternatives where possible; recycling as much as practicable; disposing of waste responsibly and safely.	The school uses the county contractor, SMITHS, for recycling collections. Food waste is kept and collected separately.
Disposal of waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in accordance with approved environmental and safety regulations.	The county contractor, SMITHS, is used for waste collections and ensures compliance with disposal standards.
Section 8 - CATERING AND FOOD HYGIENE	
Catering and Food Hygiene All catering contractors are required to maintain a food hygiene management system and hold competent health and safety advice. All contractors are registered with the local authority.	Catering at the school is provided by Cater Cater. Breakfast Club staff and midday supervisors hold food hygiene certificates. Food waste is collected by Andigestion in accordance with environmental best practice.
Section 9 - HEALTH AND SAFETY ADVICE	
Information Health and safety advice is obtained from Gloucestershire County Council Occupational Health and Safety (SHE Unit) 01452 425349/425350	