



**Hempsted C of E Primary School**

**Health & Safety Policy**

*Growing Together in God's Love*

Approved by: **Full Governing Body**

Date: **25<sup>th</sup> May 2023**

Next review due **May 2024**  
by:

# HEALTH & SAFETY POLICY DOCUMENT

## PART 1

### STATEMENT OF INTENT

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

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

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

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

**In addition to the above commitment, the Governing Body and Head Teacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.**


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

**The Governing Body and Head Teacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are**

encouraged to support the Governing Body and Head Teacher' commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

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

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

<b>Signed:</b> 	
<b>Head Teacher's name:</b> Richard Waller	<b>Chair of Governor's Name</b> Ben Nash
<b>Date: May 2023</b>	<b>Proposed review date: May 2024</b>

## PART 2 ORGANISATION

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**PART 2 - ORGANISATION**

<p><b><i>Organisation – Introduction.</i></b>  In order to achieve compliance with the Governing Body and Head Teacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&amp;S Policy Document.</p>	<p><i>The school is a Local Authority Maintained School.</i></p>
<p><b><i>The Duties of the Governing Body</i></b>  The Governing body has overall responsibility for ensuring compliance with this H&amp;S Policy Document. In consultation with the Head Teacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p><i>The governor with responsibility for H&amp;S will carry out a regular site visit and report to the FGB on any matters arising.</i></p>
<p><b><i>The Duties of the Head Teacher</i></b>  The Head Teacher has day-to-day responsibility for ensuring compliance with this H&amp;S Policy Document. In consultation with the Governors 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 policy 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.</p>	<p><i>Staff are instructed to report any H&amp;S issues directly to the SLT or the Caretaker.</i></p>



<p><b><i>The Duties of Employees</i></b>  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 &amp; 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.</p>	
<p><b><i>Pupils</i></b>  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 willfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p><i>Pupils are encouraged to inform an adult of anything they consider dangerous or not suitable. The pupil council is also an avenue that pupils can report non-urgent matters.</i></p>

<p><b><i>School Safety Representatives</i></b>  The Governing Body and Head Teacher 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 Head Teacher or Governing Body.</p>	
<p><b><i>School Administrators (including Finance Officer)</i></b></p>	<p><i>The school administrators are responsible for checking that visitors to the school have the correct documentation. They maintain SIMs to ensure that emergency contact details are up-to-date. Specific details regarding evacuation (eg fire bell) is covered by the fire policy. We use 'entrysign' as an electronic visitor book, and this will produce an evacuation register if there is an emergency.</i></p>
<p><b><i>Temporary Staff</i></b>  Temporary staff are provided with information and guidance which includes the Health &amp; Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head Teacher whilst on the school site.</p>	<p><i>A leaflet summarising all key Health &amp; Safety arrangement and emergency procedures is given to all visitors.</i></p>

<p><b>Teaching Staff</b> Teaching Staff have a day to day responsibility for ensuring compliance with this Health &amp; 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.</p>	<p><i>Staff are instructed to notify the SLT or the Caretaker of any H&amp;S matters requiring attention. They are reminded of the importance of escalating any matters that could cause immediate harm so that they can be attended to.</i></p>
<p><b>Teaching Assistants</b> Teaching assistants have a day to day responsibility for ensuring compliance with this Health &amp; Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<p><i>Staff are instructed to notify the SLT or the Caretaker of any H&amp;S matters requiring attention. They are reminded of the importance of escalating any matters that could cause immediate harm so that they can be attended to.</i></p>
<p><b>Before and After-School Club Staff</b></p>	<p><i>The Play Leader has responsibility for ensuring compliance with this document, and that the Play Workers are aware of the school's Health &amp; Safety policy. The Play Leader and Play Workers are responsible for the immediate safety of the children, including the use of equipment and supervision.</i></p>
<p><b>The Duties of Off Site Visit Coordinators (OVC)</b> 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.</p>	<p><i>The OVC at Hempsted C of E Primary School is Richard Waller. Activities deemed to be adventurous or that involve a residential aspect are reported to the LA through the EGO-"E-visit"- online reporting arrangements. For all other Offsite Visits, the OVC signs to say that the relevant risk assessments and arrangements have been made.</i></p>
<p><b>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</b>  The Premises Manager has a day to day responsibility for ensuring compliance with the school Health &amp; Safety Policy Document and taking effective action and/or immediately referring to the Head Teacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p><i>The Caretaker is the Site Manager.</i></p>

***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.**

*A leaflet summarising all key Health & Safety arrangement and emergency procedures is given to all visitors.*

## PART THREE – GENERAL ARRANGEMENTS

<p><b>Arrangements</b> The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of: Name/Title</p>	<p><b>Action/Arrangements (customise to meet your own situation)</b></p>
<p><b>Communication</b> The school recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p><b>Head Teacher</b></p>	<p><i>The school effectively communicates with all of the school community by regular newsletters, one-off letters, telephone, text and e-mail. Health and Safety is a regular item in staff meetings and Governor meetings. Pupils are regularly briefed and reminded in Collective Worship and in class. Pupils communicate any concerns to staff.</i></p>
<p><b>Consultation with Employees</b> The school recognises the importance of consulting with employees on health and safety matters.</p>	<p><b>Head Teacher</b></p>	<p>See above.</p>

<p>Section 1 - RISK ASSESSMENT</p>		
<p><b>Risk Assessment</b> The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>	<p><b>Head Teacher</b></p>	

<p style="text-align: center;"><b>School Trips/Offsite Visits</b></p> <p>The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.</p>	<p><b>Richard Waller</b></p>	<p><i>The school follows the GCC guidance, using up-to-date generic risk assessments specific to the type of visit undertaken. These are completed by the teacher, and reviewed and authorized by the OVC, Richard Waller.</i></p>
<p><b>Working at Height</b></p> <p>The risks associated with working at height are identified through risk assessment using SHE/GN/5 <i>Working at Height</i>. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p><b>Head Teacher</b></p>	<p><i>Staff are permitted to use a kick stool and have been given information on the safe use of a kick stool. Staff may use a stepladder if they have signed to say that they have been given and have read the information on the safe use of stepladders.</i></p> <p><i>The Caretaker is the only person authorised to use a ladder. He has extensive experience in the use of ladders but will only use a ladder for jobs that are short in duration. For longer tasks, the Head Teacher will consider alternative access arrangements.</i></p> <p><i>Staff who require help with working at height should seek assistance from the Caretaker.</i></p>
<p><b>Noise</b></p> <p>The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	<p><b>Head Teacher</b></p>	<p><i>Unless there are site works, it is unlikely that any normal activities are a risk in terms of noise.</i></p>
<p><b>Violence to Staff</b></p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Assure system.</p>	<p><b>Head Teacher / Governing Body</b></p>	<p><i>Staff are advised to involve a member of SLT if they are concerned by the behaviour of a pupil or parent. Staff are advised to ensure that another member of staff is aware if they are meeting a parent and they have any concern that the meeting may be difficult. The Head Teacher is present and visible at Parent/Teacher consultations.</i></p>

<p><b>Security Arrangements Including Dealing with Intruders</b></p> <p>Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.</p>	<p><b>Head Teacher</b></p>	<p><i>Access to the site is controlled by access gates. Access to the building is via the main entrance. All other doors are for teachers/children only. Staff have 'magnetic fobs' for accessing security doors..</i></p> <p><i>All visitors and contractors are required to sign in and wear identification. Contractors are supervised if they are working near children. All visitors/contractors are made aware of Health &amp; Safety and Safeguarding arrangements.</i></p> <p><i>The school operates a 'red card' system to alert SLT to an emergency. Children will be given a card to take to a member of staff, state the word "Ventolin" and the location where help is required.</i></p> <p><i>Only staff/volunteers with up-to-date DBS clearances have unsupervised access to pupils.</i></p>
<p><b>Personal Security/Lone Working</b></p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>	<p><b>Head Teacher / Governing Body</b></p>	<p><i>Members of staff leaving and returning to the premises during the working day MUST ensure that the School Secretary is aware and sign themselves in or out.</i></p> <p><i>Any member of staff entering the school when it is closed must lock themselves in to prevent unauthorized access.</i></p> <p><i>If any member of staff is working alone in the building or in the school grounds they must:</i></p> <ul style="list-style-type: none"> <li><i>• Ensure that someone else knows that they are in school (preferably another member of staff).</i></li> <li><i>• Lock the front door.</i></li> <li><i>• Not undertake any unnecessary risks e.g. do not use high ladders, hazardous materials.</i></li> <li><i>• Have a mobile phone on them.</i></li> </ul>

<p><b><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i></b>  Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&amp;S Policy Document is supplemented by a local Departmental Policy (e.g. in D&amp;T) relating to the specific activities of the Department or area.</p>	<p><b>Head Teacher</b></p>	<p><b><i>CoSHH sheets are held in the school office.</i></b></p>
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<p><b>Personal Protective Equipment (PPE)</b>  Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Head Teacher</p>	
<p><b>School Transport</b>  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.</p>	<p>Head Teacher</p>	<p><i>All parents who transport children in their cars must complete a form detailing insurance arrangements, condition of car and that it has a valid MOT. Children who require a car seat (ie under 135cm tall) must use a car seat.</i></p>
<p><b>Manual Handling (typical loads and handling pupils)</b>  The school refers to the SHE/GN/30 <i>Manual Handling</i> and risks of manual handling are communicated within general risk assessment.  Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Head Teacher is responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>	<p>Head Teacher</p>	
<p><b>Curriculum Safety (including extended schools activity/study support)</b>  Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Head Teacher</p>	<p><i>There are risk assessments displayed in the hall for gymnastic activities. The Outdoor 'Forest School' area has its own separate risk assessment that staff should refer to.  The before and after-school clubs adhere to the school risk assessments.</i></p>

<p><b><i>Work Experience Placements</i></b>  The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</p>	<p><b>Head Teacher</b></p>	<p><i>The Head Teacher co-ordinates Work Experience Placements. Induction arrangements include a thorough briefing on Health &amp; Safety and Safeguarding.</i></p>
<p><b><i>Display Screen Equipment</i></b>  The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Head Teacher/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p><b>Head Teacher</b></p>	

<p><b>Parent Teacher Association</b> The school offers support to our Parent Teacher Association known as “The Friends of Hempsted School” and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>	<p><b>Head Teacher</b></p>	<p><i>Risk assessments for events are carried out by members of the ‘Friends’ but are checked by the Head Teacher and, when necessary, the Local Authority. We obtain risk assessment documentation from event providers (eg circus)</i></p>
<p><b>Playground Supervision/Play Equipment and Maintenance</b> Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p>	<p><b>Head Teacher</b></p>	<p><i>Pupils should be encouraged not to arrive before 8.50am, which is the time when a designated member of staff begins duty in the playground.</i></p> <p><i>Pupils who remain inside school for work or to undertake jobs are the responsibility of the member of the staff arranging the task.</i></p> <p><i>During the morning and afternoon sessions the supervision of children is the responsibility of the class teacher (delegated to supervising teacher in playground) in the morning from 8.50am and during morning break.</i></p> <p><i>All play equipment is regularly inspected by the Head Teacher and a contractor. Defects are immediately acted upon.</i></p> <p><i>Two members of staff are on duty at playtime. At playtime, the LSW should leave the classroom early to ensure that they are on the playground for the start of the breaktime.</i></p> <p><i>Lunchtimes are staggered. There are at least 3 lunchtime supervisors on playground duty until 1.00. After 1.00 there are 2 supervisors on the playground. Members of SLT are on duty during lunchtimes. There are rotas for use of playground equipment and football. There is a ‘red card’ system that is used to alert SLT to an emergency.</i></p>

Section 2 - PREMISES		
<p><b><i>Mechanical and Electrical (fixed and portable)</i></b>  The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.</p> <p><b>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the school office.</b></p> <p><b>Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i> and fixed electrical checks are carried out in accordance with AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection.</b></p>	<p><b>Head Teacher</b></p>	<p><i>Risk assessments are held in the Head Teacher office.</i></p> <p>PAT testing carried out annually in the summer break. Fixed wiring tests are carried out every 5 years, with the most recent in the Autumn term of 2018.</p>
<p><b><i>Maintenance of Machinery and Equipment</i></b>  The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management &amp; Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>	<p><b>Head Teacher</b></p>	<p><i>All equipment such as fire alarms, fire extinguishers, boilers, intruder alarms are routinely inspected by contractors. A schedule of maintenance is held in the front of the Log Book.</i></p>

<p><b>Asbestos</b> To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> <li>• complying with all regulations and GCC practices concerning the control of asbestos;</li> <li>• removing asbestos containing materials where the risk to building users is unacceptable;</li> <li>• having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>.</li> <li>• where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.</li> </ul>	<p><b>Head Teacher / Caretaker</b></p>	<p><i>The school has an up to date record of where asbestos is located on site. All contractors are directed to the report, a copy of which is held in the 'Contractor's Signing-In book'. The school has an asbestos management plan which is monitored by the Head Teacher</i></p>
<p><b>Service Contractors</b> Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p><b>Head Teacher</b></p>	<p><i>The Health and Safety Manual details arrangements for dealing with contractors and should be consulted prior to the commencement of work:</i></p> <p><i>It is essential that all work undertaken by outside contractors should conform to the Health and Safety Regulations that apply to their specific area.</i></p> <p><i>It is important that competent on site staff monitor the standard of work and ensure that the contractors are aware of special considerations relevant to working on school site.</i></p> <p><i>All contractors are to report to office before entering school and sign the 'Contractor's Signing-In book' book. Contractors are to be made aware of the emergency evacuation procedures.</i></p>

<p><b>Building Contractors</b> This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p><b>Head Teacher / Premises Governors</b></p>	<p><i>The Head Teacher meets with building contractors prior to the commencement of any larger scale building works. The school also employs the services of the Local Authority Property Services who ensure that all necessary regulations are adhered to.</i></p>
<p><b>Small Scale Building Works</b> This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>	<p><b>Head Teacher</b></p>	<p><i>The Head Teacher is responsible for meeting contractors for small scale works and ensuring all necessary details are provided. Details of asbestos, gas cut-off points etc are provided in the 'Contractor's Signing-In book'.</i></p>
<p><b>Lettings (shared working – playgroups etc)</b> The school follows Asset Management &amp; Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Head Teacher 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.</p>	<p><b>Head Teacher</b></p>	<p><i>When an outside agency hires the premises the Head teacher will ask for the name of the person who will be responsible for health and safety. The Finance Officer keeps letting agreements, and takes a copy of relevant insurance documents.</i></p>
<p><b>Slips/Trips/Falls</b> 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 Teacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p><b>All staff</b></p>	<p><i>Cleaning staff should ensure that 'wet floor' signs are prominently displayed before washing the floor. Governors will be alert to trailing cables and blocked fire exits during premises walkabout.</i></p>

<p><b><i>Cleaning</i></b>  A cleaning schedule is in place which is monitored by the Head Teacher. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p><b>Head Teacher</b></p>	<p><i>We contract our daily cleaning service to 'Minster Cleaning'. Deep cleans occur in the summer term, however, when there may be an outbreak of an infectious illness, the affected area (and adjacent areas) will be deep cleaned. The Caretaker has oversight of the cleaning team. The Caretaker also maintains a 'defects' book for non-emergency issues.</i></p>
<p><b><i>Transport Arrangements (on-site)</i></b>  The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>	<p><b>Head Teacher</b></p>	<p><i>Vehicles can only access the site through controlled access gates. There is a good level of segregation between vehicles and pedestrians and the inner gates can be closed at specific times (such as lunchtime) to further control vehicle movement.</i></p>
<p><b><i>Bus Duties (supervision of pupils boarding school buses)</i></b></p>	<p><b>Offsite Visits Co-ordinator / Visit Leaders</b></p>	<p><i>The visit leader and OVC complete a risk assessment for each trip, detailing transport by coach</i></p>



<p><b><i>Caretaking and Grounds Maintenance (and grounds safety)</i></b>  The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the <b><i>SHE/GN/46 Caretaking Duties Risk Assessment Toolkit.</i></b></p>	<p><b>Head Teacher</b></p>	<p><i>The Caretaker is responsible to the Head Teacher. The Caretaker is responsible for routine checks of the fire alarm, emergency lighting and for taking the temperature of the hot and cold water. Records of these tests are held in the school office.</i>  <i>The Caretaker inspects the school site at the start of each day.</i>  <i>A specialist contractor inspects the Hall equipment (wall bars etc) and provides a written report. Outdoor play equipment such as climbing wall, tyres and trim trail are also inspected by the contractor.</i></p>
<p><b><i>Gas and Electrical Appliances</i></b>  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.</p>	<p><b>Head Teacher</b></p>	<p><i>Electrical appliances are checked visually every day and when an appliance is used, it must be checked by the person using it for any obvious defects. Electrical appliances are PAT tested annually.</i>  <i>The gas boilers are formally checked and maintained by Clancys.</i>  <i>The school BBQ is only used at Friends events, and is subject to risk assessment before each. Gas bottles are not stored on site.</i></p>
<p><b><i>Glass and Glazing</i></b>  A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p><b>Head Teacher / Caretaker</b></p>	<p><i>The condition of the glazing is monitored by the Caretaker and Head Teacher as part of their site checks.</i></p>



<p><b><i>Water Supply/Legionella</i></b>  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.</p>	<p><b>Caretaker</b></p>	<p><i>The Caretaker takes regular checks of the hot and cold water. The school complies with the Local Authority Water Assessment check every 3 years.</i></p>
<p><b><i>Snow and Ice Gritting</i></b>  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.</p>	<p><b>Head Teacher / Caretaker</b></p>	<p><i>A supply of rock salt is held in a suitable container and paths are gritted as and when necessary by the Caretaker and/or Head Teacher.  The Head Teacher takes into account adverse weather conditions, and considers the safety of staff and pupils on-site, as well the conditions for pupils and staff travelling to school. A decision to close the school will be publicised on the Local Authority Website, school website, via text message and on local radio. If weather conditions deteriorate during the school day, parents will be informed by the same means. The Senior Leadership Team will stay on site until all pupils and staff have left.</i></p>

<p>Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS</p>		
<p><b><i>Infectious Diseases</i></b>  The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <b><i>Guidance on infection Control in Schools and other Child Care Settings.</i></b></p>	<p><b>Head Teacher</b></p>	<p><i>The poster is located in the School Office. The Head Teacher has access to the NHS Spotty Book for further advice.</i></p>
<p><b><i>Dealing with Medical Conditions</i></b>  The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <b><i>Supporting Pupils with Medical Needs in School</i></b> 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.</p>	<p><b>Head Teacher</b></p>	<p><i>All staff are made aware of pupils with specific medical conditions and plans are put in place where necessary. These are held by the Class Teacher and, with parental consent, displayed in the staff room and in a folder in the kitchen.</i></p>
<p><b><i>Drug Administration</i></b>  The school accommodates pupils with medical needs wherever practicable and makes reference to DfE <b><i>Guidance Managing Medicines in Schools and Early Years Settings.</i></b> 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.</p>	<p><b>Head Teacher</b></p>	<p><i>All children's medicines/medication must be kept in the office area.  All inhalers should be kept in the classroom in the pupil's drawer for easy access.  Children who need daily doses of medicine have their administration signed out each day. The Head Teacher, Deputy and Assistant are the only members of staff who will agree to administer medicine at school.  Administration of medicine during school trips, particularly residential is discussed with parents and administered and recorded by two members of staff.</i></p>

<p><b>First Aid</b> The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools SHE/Pro/8 <i>First Aid</i> is followed.</p>	<p><b>Head Teacher</b></p>	<ul style="list-style-type: none"> <li>• <i>The First Aid procedures are:</i></li> <li>• <i>All staff are responsible for administering 'minimal first aid'.</i></li> <li>• <i>A list of staff who are first aid trained is displayed by the first aid cabinet outside of the Head's Office.</i></li> <li>• <i>Staff should refer any concerns regarding an injury to a member of SLT.</i></li> <li>• <i>Disposable gloves and designated bags are to be used with accidents involving body fluids. Head teacher is responsible for safe disposal of these.</i></li> <li>• <i>The First Aid cupboard is located outside of the Head Teachers' office, there is a basic kit in the Reception Class toilet.</i></li> <li>• <i>Portable first aid equipment is available for class outings. A sick or injured child should not be sent home on his/her own.</i></li> <li>• <i>In case of an emergency two children will collect the First Aider, Deputy Head or Head teacher immediately. (USE SPECIAL CODES) Children will be given a card to take to a member of staff, state the word "Ventolin" and the location where help is required.</i></li> <li>• <i>In the event of a serious accident requiring hospital treatment, the Head teacher/ Deputy Head should be notified.</i></li> <li>• <i>If hospital treatment is required an ambulance may be summonsed or if appropriate the injured person may be taken by car. Every effort must be made to contact the parents immediately.</i></li> <li>• <i>Contact parent/guardian. The Secretary in the office keeps a list of parent's work/home telephone numbers, along with the doctor's name and</i></li> </ul>
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		<p><i>relevant medical details, which must be taken to the hospital and shown to the receptionist.</i></p> <ul style="list-style-type: none"><li><i>• It is usual following an accident to investigate the circumstances in order to prevent a recurrence.</i></li><li><i>• In the case of an illness, which appears not to be serious, the parent will be asked to collect the child.</i></li><li><i>• If the parent is unavailable, the alternative emergency contact numbers can be found in the contacts file in the Secretary's Office.</i></li><li><i>• All details regarding specific medical information for certain children will be displayed outside the first aid cupboard in reception area.</i></li><li><i>• First Aid is available in the Blue Room during lunch time.</i></li><li><i>• First aiders are on-site at all times during the school day. A list of first aiders is displayed by the first aid cupboard in the reception area. All first aiders have up-to-date training.</i></li></ul>
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<p><b><i>Reporting of Accidents, Hazards, Near Misses</i></b>  The school report and investigate all accidents, incidents and near misses and adhere to <b><i>SHE/Pro/4 Accident Reporting and Investigation.</i></b>  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.  <b>All completed accident/incident/near miss forms are reported electronically using the SHE Evotix accident database.</b></p>	<p><b>Head Teacher</b></p>	<ul style="list-style-type: none"> <li>• <i>All accidents or near-misses due to the condition of the premises, machinery, substances or violence should be recorded in the Official Accident book in the Office.</i></li> <li>• <i>Normally playground accidents such as collisions, slips and falls are not reportable unless hospital/doctor treatment is required.</i></li> <li>• <i>If an incident is potentially reportable, an online form is submitted to the Local Authority SHE team using the EVotix reporting system.</i></li> <li>• <i>All head bumps that give any cause for concern are <u>verbally</u> reported to a parent carer. If this is not possible, and there is no cause for concern other than monitoring, a text message will be sent home.</i></li> <li>• <i>A form should also be completed for all incidents involving any contractor or visitor on the premises.</i></li> <li>• <i>Retention and destruction of documents is carried out in accordance with current LA/ICO guidelines.</i></li> </ul>
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<p><b>Fire Safety and Emergency Evacuation</b>  The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>	<p><b>Head Teacher and Governors</b>  <b>All Staff</b></p>	<ul style="list-style-type: none"> <li>• <i>The arrangements for general fire safety will be in accordance with Section F1 of the Health and Safety Manual. The Fire Log Book will be used to record tests, fire drills and visits by the Fire Brigade etc. The school accepts all current recommendations relating to Fire Safety and endeavors to put them into practice.</i></li> <li>• <i>All visitors must report to the office on arrival.</i></li> <li>• <i>Fire precautions for each area of the school are clear and unambiguous and displayed prominently in key areas around the school.</i></li> <li>• <i>Fire drills are carried out regularly and checks are made to ensure their effectiveness. Alterations to the procedures are affected from time to time if changed circumstances warrant.</i></li> <li>• <i>The Caretaker tests electrical fire alarm points regularly and this is recorded.</i></li> <li>• <i>Staff are designated leaders in the event of fire and their specific duties will depend on the school's procedures covering particular times of the day.</i></li> <li>• <i>All employees must at all times ensure that fire exits are not blocked.</i></li> </ul> <p><b><u>In the event of a fire:</u></b></p> <ul style="list-style-type: none"> <li>• <i>The first consideration must be to ensure the evacuation of the building.</i></li> <li>• <i>All persons should proceed in an orderly way to the Exit without delay and without collecting personal belongings.</i></li> </ul>
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<p><b><i>Crisis and Emergency Management</i></b>  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.</p>	<p><b>Head Teacher</b></p>	<p><i>An Emergency Plan detailing roles and responsibilities and key safety information is reviewed annually and is displayed in the staff room, Head's Office and Secretary's Office. The Chair of Governors, School Secretary, Head Teacher also keep a copy at home. Emergency Response procedures are also carried by Trip Leaders.</i></p>
<p>Section 4 - MONITORING AND REVIEW</p>		
<p><b><i>Monitoring</i></b>  <b>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.</b></p>		



<p><b>Inspections</b> Regular safety inspections are carried out by the nominated person(s) (using the format found in the <i>Good Stewardship Guide</i> and the <i>SHE Governors Guide - Workplace Inspections</i> of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p><b>Head Teacher / Caretaker and Resources Governors</b></p>	<p><i>The site is inspected daily. A more thorough inspection is carried out by the H&amp;S governor with the aid of the Premises Governor's Checklist. An action plan is created from these inspections, reported to Governors and actioned where necessary.</i></p>
<p><b>Review</b> The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.</p>	<p><b>Head Teacher / Resources Governors</b></p>	<p><i>The school also has arrangements in place to check all health and safety documentation including risk assessments, policies and procedures etc. • presentation of safety performance report to Governor; Governors made aware of significant accidents and near-misses. The Health &amp; Safety Policy Document will be reviewed annually and approved by the Governors. • accident trends are monitored by the Head Teacher and the H&amp;S Governor</i></p>
<p><b>Auditing</b> 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.</p>	<p><b>Head Teacher and SHE unit</b></p>	<p><i>Audits are undertaken in accordance with Local Authority requirements. The 3year Fire Risk Assessment was completed in June 2022 and the 3 year H&amp;S audit were completed in January 2022.</i></p>

Section 5 -TRAINING		
<p><b>Staff Health &amp; Safety Training/Competence</b>  The school is committed to ensure staff are competent to undertake the roles expected of them. The Head Teacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>	Head Teacher	<i>Training records are held in the school office.</i>
<p><b>Supply and Student Teachers</b>  The school's expectations are made clear to any supply and student teacher through the provision of Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health &amp; Safety Policy Document and other relevant policies. The Head Teacher 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 Teacher/responsible person gives guidance on the work to be covered.</p>	Head Teacher	<i>Supply teachers and student teachers are given a leaflet detailing Health &amp; Safety, safeguarding and emergency procedures upon arrival at the school. They are also directed to an information sheet that is available in the each class room – this provides more details about the school day and expectations.</i>

<p><b><i>Volunteer and Parent Helpers</i></b>  <b>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.</b></p>	<p><b>Head Teacher</b></p>	<p><i>The DSLs are the Head Teacher, Deputy, Assistant Head and Pastoral Lead. Volunteers and parent helpers are given an information sheet detailing what to do in an emergency or if they have a concern over a child's welfare.</i></p>
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Section 6 - HEALTH AND WELLBEING		
<p><b><i>Pregnant Members of Staff</i></b>  <b>The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.</b></p>		<p><i>The staff room has facilities for rest. Should a quieter space be required, the SENCo/Deputy HT room may be used.</i></p>
<p><b><i>Health and Well Being Including Absence Management</i></b>  The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i>.The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>		<p><i>The Head Teacher has an ‘open door’ policy and encourages staff to share any work or personal concerns with them. Staff are consulted when a major change is proposed.</i></p>
<p><b><i>Smoking on Site</i></b></p>	<p><b>Head Teacher</b></p>	<p><b><i>No smoking on the school site.</i></b></p>

Section 7 - ENVIRONMENTAL MANAGEMENT		
<p><b><i>Environmental Compliance</i></b>  The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>	<b>Head Teacher / Caretaker</b>	<i>Smiths – main waste collection  Smiths – paper  Food Waste - Andigestion</i>
<p><b><i>Disposal of Waste</i></b>  All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>	<b>Head Teacher / Caretaker</b>	<i>Asbestos is disposed of by professional contractors as and when required.</i>

Section 8 - CATERING AND FOOD HYGIENE		
<p><b><i>Catering and Food Hygiene</i></b>  All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).</p>		<i>School meals are provided by Cater Cater Ltd. The meals are prepared offsite.  Staff and volunteers responsible for the preparation and serving of food (Friends; Breakfast and After-School Club) have attended food safety training.</i>

Section 9 – HEALTH AND SAFETY ADVICE		
<b>Information</b> Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 <a href="mailto:she@gloucestershire.gov.uk">she@gloucestershire.gov.uk</a>  <a href="http://www.gloucestershire.gov.uk/she">www.gloucestershire.gov.uk/she</a>		