



Health and Safety Policy Reviewed September 2016

All policies at GSSC are written to reflect Statutory Requirements or National Guidance and updated in accordance with this. There are times when the Government or Local Authority provide updates to policies that are outside of the policy review schedules. In such instances, an appendix will be added to policies to reflect these updates until the Governing Board can ratify these amended policies. These appendices will supersede previously issued Statutory Requirements or National Guidance.



Policy Written by/date:	Signed/Date: Chair or Vice Chair	Policy due for review:
Terry Hollowell September 2016	Jane Brand 3/10/16	September 2017

This Policy is linked to the following School Policies and/or Procedures

Curriculum Policies	School Policies	School Business/Finance Policies
<ul style="list-style-type: none"> • Curriculum • SEN • English (incl Library) • Art • DT • Forest Schools • Humanities • Maths • P.E • PSHE • ICT/Computing • R.E • Collective Worship • Science • Sex and Relationship Education (SRE) • Careers • Post 16 (inc Consortium) • Communication • ASD • Music • School Council • Spiritual, Moral, Social and Cultural/British Values • Teaching and Learning • Conductive Education 	<ul style="list-style-type: none"> • Child Protection and Safeguarding • Inclusion • SEN Report • Appraisal • Positive Intervention • Prospectus • Pupil Attendance • Anti—Bullying • Designated Teacher (LAC) • Exclusions Policy • Volunteers • Animal Visits • Educational Visits • Exams/Accreditation • Staff Dress Code • First Aid Health and Medications • Intimate Care • Manual Handling/Mobility • Initial Teacher Training • Planning, Preparation and Assessment • Continuing Professional Development • Teaching Assistants • Well-Being of Staff and Student • SEF • SDP • Bereavement • Management of Incident Involving Drugs • Use of Video and Photography • Acceptable Use • E-Safety • Non-Smoking Policy • Complaints • Assessment, Recording and Reporting • Parental Involvement • Student Participation • Home School Agreement • Healthy Eating • Transition • Pupil Premium 	<ul style="list-style-type: none"> • Data Protection • Confidentiality • Pay Policy • Register of Business interests of HT and Governors • Accessibility Plan • Charging • Freedom of Information • Publication Scheme • Staff Grievance • School Companies • School Income • Lettings • Code of Conduct • Governor Allowances • Allegations of abuse against staff • Health and Safety • Retention of data • Recruitment and Selection Policy (Safer Recruitment) • Governing Board Succession Planning • Whistleblowers • Instrument of Government • Staff Discipline, Conduct and Grievance procedures • Equal Opportunity Policy • Equality Duty • Staffing Structure • Staff Attendance Planned • Staff Attendance Unplanned • Anti-Harassment • School Emergency Plan • Critical Incidents • Transport • Pool Safety and Procedures

All our pupils and staff at GGSC are treated equally regardless of race, age, creed, gender religion or sexual orientation.

HEALTH & SAFETY POLICY

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HEALTH & SAFETY POLICY

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HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

Greenfields Specialist School for Communication

The Governing Board believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school. The Governing Board will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

Health and Safety systems are in to ensure the above commitments can be met. All governors, staff and students will play their part in its implementation.

Name _____ Signature _____ Date: _____
(Chair of Governors)

HEALTH AND SAFETY POLICY

PART TWO

ORGANISATION

INTRODUCTION

To comply with the Governing Board's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

The School Business Manager has responsibility for Health and Safety in conjunction with the Deputy Head, Chair of the School Business Committee and the Committee members.

The School has the following trained staff:-

Risk Assessor – DHT and SBM

Manual Handling Trainers – 2 Teaching Assistants

EVC Coordinator – DHT/Assistant Head

Team Teach Trainers – Lead Assistant Head supported by TA Trainer

Non-emergency medical procedures – School Nurse advisor and Health Aides

Individual members of staff are trained in skills specific and appropriate to their job description.

THE GOVERNING BOARD

The Governing Board has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities. (see above)
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.

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g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Head Teacher has the following responsibilities:

- a) To be fully committed to the Governing Board's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Board's annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Business Manager is the School's Health and Safety Co-ordinator and has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.

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- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- d) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- e) Carrying out any other functions devolved by the Head Teacher or Governing Board.
- f) To make provision for the inspection and maintenance of work equipment throughout the school and AMEY (Facilities Management Company)
- g) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with AMEY
- h) To maintain staff personnel records including enhanced CRB/DBS checks.
- i) To liaise with the ICT coordinator on E-safety
- j) To liaise with the Deputy Head Teacher on all Health and Safety policy and procedures

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Head Teacher, Deputy Head, Curriculum Team Leaders, Subject Co-ordinators, Clerical Managers/Supervisors, and Technicians. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant County Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control is familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

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- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Head Teacher /Deputy Head on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to Deputy Head
- j) Risk assess all relevant activities including Educational Visits
- k) Complete Manual handling, individual pupil risk assessments and Positive handling (Behaviour) Plans and update annually
- l) Complete out of school activity risk assessments and Student' Emergency forms and submit to the designated EVC via electronic portal for approval before activities take place.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Board recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and 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,

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outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Board.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid, reporting Health and Safety Issues and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform the Deputy Head of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

STUDENTS

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

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HEALTH AND SAFETY POLICY

PART THREE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Board's Statement of Intent.

RISK ASSESSMENT

Risk Assessment (Students, Off-site visits) – also see EVC Policy

General Risk Assessment will be co-ordinated by the Assistant Head in a cloud based portal. Health and Safety Audits containing risk assessments for Education Visits, Manual Handling, Positive Handling (Behaviour) and specific students are held by the Deputy Head. Further Operational Procedures for specific activities are in the Health and Safety File. Generic EVC risk assessments are available on the internet from NCC and Plumsun but will need adaptation. Health and Safety Audits for Premises, Facilities, Equipment and Human Resources are held by the School Business Manager.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the School Business Manager following guidance contained in the Burgundy Book

Curriculum Activities- Curricular policies

Risk Assessments for Curriculum activities will be carried out by relevant class teachers and subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama . Guidance is available for staff from outside agencies visiting the school to take part in curriculum activities.

Fire

Fire risk assessments are carried out by the School Business Manager in conjunction with the Fire Officer and AMEY. Procedures are in place and distributed to all staff. (Copy in H and S file). Termly fire drills are held and records kept. Fire Extinguishers are regularly checked by outside contractors. The Facilities Manager (AMEY) checks the emergency lighting. Procedures are in place to record all students, staff, visitors and contractors on the school premises.

Manual Handling- see policy

Manual handling risk assessments will be carried out by Class Teachers and countersigned by the Manual Handling trainer. Copies of Care plans are displayed in classrooms/bathrooms as appropriate and shared with parents. Training is provided in-house.

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Behaviour- see Positive Interaction policy

Positive Handling Plans are compiled for all appropriate Pupils. These are shared with parents and identify strategies and techniques to be used with individual pupils. Supportive Transition Plans are compiled for all appropriate pupils.

Hazardous Substances – see Operational procedures

The Facilities Manager (AMEY) will identify hazardous substances for which no generic assessment exists and maintain the COSHH records. Operational procedures are in place for dealing with Hazardous Substances found on the premises.

Guidance is in place to deal with any incidents involving drugs. - **see Operational procedures**

GSSC is a non-smoking school and has the National Healthy Schools Award.- **see policy**

Violence

Records of instances of violence towards staff or pupils are kept in the school office and reported to NCC following L.A. procedures. Neither physical or verbal abuse towards staff will be tolerated and action has been and will again be taken if necessary to protect staff.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are in place. Fire Action notices are displayed in all rooms.

Evacuation Plans and Fire procedures are circulated to all staff and visitors.

First Aid

First aid boxes are provided in a range of locations and a list of First Aiders and the location of First Aid boxes is displayed in classrooms and all main offices. The School also has the services of a full-time School Nurse Advisor and two Health Aides. A visual display of First Aiders is displayed on the Treatment Room Door. The location of First Aid boxes is displayed on the doors of the appropriate rooms.

Staff, from a range of job titles and responsibilities re trained First Aiders and have qualifications in Certificated (First Aid at Work qualified) and Appointed Persons.

Health Aiders have identified responsibility for checking the contents of First Aid Boxes and replenishing as required.

In event of needing first aid assistance - Locate the nearest First Aider or phone either the office or the appropriate telephone extension

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A record of all First Aid interventions is kept in the School Office.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a student to a casualty department without using an ambulance, but this should always be on a voluntary basis. The school holds a blanket cover insurance policy for all staff transporting students in their own vehicles.

Procedures are in place for calling for an ambulance. No casualty should be allowed to travel to hospital unaccompanied. A member of the SLT will designate an accompanying adult in emergencies.

Incident Reporting

Forms are available in the School Office to report:

- Physical Intervention
- Accidents involving Staff
- Accidents involving students
- First Aid interventions
- Bullying or racial incidents
- Course for Concern.
- Significant Incident
- Near Miss Form
- Near Miss caused by premises issues

The Team Teach bound and numbered book

Forms are available in the Reprographics room to report:

Maintenance issues and Health and Safety issues

The minibuses have forms to report faults and defects

Accidents and injuries are monitored by the Head Teacher and reported following L.A. procedures. Any serious incidents are reported immediately to the L.A. Health and Safety Team following RIDDOR (1995) guidelines

HEALTH AND SAFETY TRAINING – CPD policy

Health and Safety induction training will be provided for all new employees by School Business Manager as part of the Induction procedures following the Induction Checklist.

Staff receive health and safety training in the following areas as appropriate to their role: (many of these are on a voluntary basis)

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- Minibus driving (MIDAS)
- Minibus accessibility
- Hydrotherapy Pool Safety/Lifesaving
- Manual Handling
- Food Hygiene
- Team Teach – positive intervention
- Educational Visits Coordination
- Education Visits
- MSI Awareness
- ASD Awareness
- First Aid
- Epilepsy awareness
- Gastrostomy feeding
- Allergy/Epipen training
- Catheter training
- Child Protection

[Training records](#) are held by the Deputy Head and in –house trainers. All staff have a CPD file. Lists of authorised staff are regularly updated and displayed in classrooms and offices. In addition the School Nurse Advisor keeps records of staff trained and authorised to carry out specific non- emergency medical procedures for specific identified students.

The Health and Safety Co-coordinator/CPD will identify training needs.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out annually as arranged by The Facilities Manager (AMEY) for equipment relating to the building. Where equipment has been purchased by the school and is responsible for the equipment. The Inspection and testing of portable electrical appliances will be carried out annually as arranged by the School Business Manager.

Equipment Maintenance - Curriculum

Subject Coordinators will be responsible for ensuring the maintenance of equipment for their areas of the school.

Ladders and Access Equipment

The Facilities Manager (AMEY) will be responsible for inspection and maintenance of ladders and other access equipment.

Fire equipment

The Facilities Manager (AMEY) is responsible for the organisation of the testing of alarms, fire extinguishers, emergency lighting etc.

HEALTH AND SAFETY MONITORING

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Inspection of Premises

General Workplace Inspections will be co-ordinated by The Facilities Manager (AMEY) .

PE and Play Equipment - see Operational procedures

Play equipment should be visually checked by staff before each use. PE equipment checked externally.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The School Business Committee which includes the Premises Health and Safety Committee meets termly and health, safety and welfare issues affecting staff, students or visitors are standing agenda items. Action points from meetings are brought forward for review at the next meeting.

PREMISES MANAGEMENT

Supervision of Pupils - see Operational procedures

Arrangements for supervision of pupils are the responsibility of all staff at all times. Procedures are in place for recording absent or late students and those leaving school early.

Security and Visitors -see Operational procedures

All visitors must report to the School Office Reception before access is given through the school security system and where they will be asked to sign in using the Inventory Electronic booking system and must wear an identification badge. All principle external doors have coded or fob operated entrance systems. The school has CCTV cameras and security lighting installed. No adult without CRB/DBS clearance will be left unattended on the school premises, at any time. All such adults must be accompanied while on the school site eg- parents, visitors etc.

Responsibility for accompanying work personnel is the responsibility of The Facilities Manager (AMEY) or his staff.

Vehicles on Site/Parking - see Operational procedures

Operational Guidelines are in place for parking and use of car park areas. The car park is monitored at peak times. e.g. bus departures in the afternoon.

Arrangements for Disabled Persons – see Equality Act.

There are allocated parking spaces for disabled visitors at the front of the school

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Building Maintenance

The Facilities Manager (AMEY) is responsible for ensuring that all identified general building maintenance is carried out. The School Business Manager is the school liaison link with AMEY and NCC and Northampton Schools Limited.

Control of Contractors

This is the responsibility of the Facilities Manger (AMEY) and his staff

Lettings - see Operational procedures and policy

Lettings are managed by AMEY

OTHER PROCEDURES

Critical Incident Management – see policy

A critical incidence plan is in place

Staff Recruitment

The Health & Safety Co-ordinator is responsible for ensuring that procedures are followed to ensure safe recruitment of suitable staff. This includes enhanced CRB/DBS checks and List 99 checks. The Head Teacher is responsible for all issues of misconduct in conjunction with the Governors Disciplinary panels. The Single Central register sent to the Head Teacher by the Health & Safety Co-ordinator and is acknowledged by e-mail on a monthly basis.

Safety of pupils

Permissions are obtained from parents/carers annually and any exemptions disseminated to all staff. Areas include appearance in the press, on the school web-site, the taking and using of photographs, travelling in staff cars etc. There is a use of photography and video policy.

GSSC has an Intimate Care Policy – see policy

The Head Teacher is the designated person for Child Protection. Procedures are in place for staff to report concerns. Information is displayed in classrooms and staff receive training and updates.

Trips, slips and spills – see Mobility Policy

Due to the disabilities of our students we endeavour to keep corridors clear of hazards. All fluids carried around school are in a larger outer container. Wet surfaces are marked with signs however all spills should be cleared immediately. Any maintenance issues regarding floor surfaces both internal and external should be reported to The Facilities Manager or a member of his staff immediately. Trailing

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cables should be avoided or covered. Many of our Multi-sensory Impaired pupils need to be guided when moving around the school – See Mobility policy.

Managing Medicines – see policy

Prescribed medication will be administered to students by the School Nurse Advisor or in her absence the Head Teacher, Deputy Head Teacher or Lead TLR. Proformas are in place when class staff administer medication in conjunction with SLT members.

Policy and procedures are in place for the safe storage of medicines during the school day. A nominated Teaching Assistant is responsible for the safe storage of medicines.

Individual staff are trained and authorised to administer emergency medication such as Epipen and Buccal Midazolam for which the School Nurse Advisor compiles a Care plan. She follows the Northamptonshire Primary Trust Guidelines and protocols for School Nurses.

Procedures are in place for the administration of medication during off site visits.

Allergies

To prevent any possible contact GSSC has a total nut free policy. This includes any food consumed by staff or pupils on the premises to ensure that there is no cross contamination.

Sun Safety

GSSC takes sun safety very seriously and endeavours to ensure that students are kept safe. The School Nurse Advisor sends letters to parents annually encouraging them to send in hats and sun creams which staff have permission to apply. Pupils who are not active or mobile are positioned in shady areas at break times and on educational visits.

Educational Visits – see policy

Educational visits will be organised following guidance contained in DfES (DCSF) documentation and GSSC procedures. The Educational Visits Co-ordinator is the Deputy Head.

Near Miss

Procedures are in place for the reporting of any near miss accidents both on Educational Visits, on school premises and those due to building issues that are the responsibility of Amey.

Emergency Contacts

Parents/Carers complete an emergency form annually giving emergency contact details for their child. These forms accompany all trips out of school and a copy is given to the emergency services in the event of a trip to hospital.

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Minibuses/Vehicles – see Transport policy

GSSC has an appointed person with responsibility for the maintenance of school vehicles including statutory inspections and checks. All drivers receive Midas training from an outside contractor.

Procedures are in place for annual driving document checks for all minibus drivers and those staff using their cars for school business.

A critical incident plan is in place in the event of an accident involving the minibus.

Computers and E-safety – see policy

GSSC has an E-safety policy and access is screened by the L.A. approved internet provider.

Hydrotherapy Pool. - see Operational procedures

Operational guidelines are in place for the hydrotherapy pool. A trained lifesaver must be present at all times. AMEY is responsible for checking the qualifications of any organisations hiring the pool to ensure that a suitably qualified lifesaver is present.

Dress Code/Protective Clothing – see policy

GSSC has a dress code for staff and students to support the health and safety policy and procedures. As part of this policy staff are provided with protective clothing and equipment as appropriate and may request additional items from the School Business & Resource Manager.

Occupational health services and work-related stress

GSSC monitors staff absences and in the event of any concerns uses the services of Medi-Gold. Staff who are absent for reasons of stress are given the necessary

information to access support services, if they wish. The school has a Health and Well-being

Coordinator, a School Nurse Advisor and an Assistant Head with responsibility for Staff

Support who are all available to staff members as well as the Head and Deputy.

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