



# Cam Hopton Church of England Primary School (Voluntary Aided)

## HEALTH & SAFETY POLICY

**'Life in all its fullness'**

### Document History

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This policy is to be reviewed annually, and in line with other related policies and any other documentation from the DfE, Ofsted and Gloucestershire Diocese.

## **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 Headteacher 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 Headteacher.

In particular the Governing Body and Headteacher 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 Headteacher 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 Headteacher will ensure adequate resources, including finance to implement the Policy.

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## PART 2 - ORGANISATION

### **Organisation – Introduction**

In order to achieve compliance with the Governing Body and Headteacher'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&S Policy Document.

### **The Duties of the Governing Body**

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher 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.

### **The Duties of the Headteacher (H&S Rep)**

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher 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 Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

### **The Duties of Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

### **Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

### **School Safety Representatives**

The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching

time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).

### **Temporary Staff**

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

### **Teaching Staff**

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

### **Teaching Assistants**

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

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

The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.

### **The Duties of Site Manager**

The Site Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher 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.

### **Volunteer and Parent Helpers**

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

## **PART 3 – GENERAL ARRANGEMENTS**

### **Arrangements**

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

## **Communication**

The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:

## **Consultation with Employees**

The school recognises the importance of consulting with employees on health and safety matters.

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## **SECTION 1 – RISK ASSESSMENT**

### **Risk Assessment**

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.

### **School Trips/Offsite Visits**

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.

### **Working at Height**

The risks associated with working at height are identified through risk assessment using SHE/GN/5 *Working at Height*. See Appendices 1 and 2. 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.

### **Noise**

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.

### **Violence to Staff**

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.

### **Security Arrangements Including Dealing with Intruders**

Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented.

### **Personal Security/Lone Working**

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

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

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.

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

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

### **School Transport**

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.

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

The school refers to the SHE/GN/30 *Manual Handling* 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. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.

### **Curriculum Safety (including extended schools activity/study support)**

Curriculum leaders ensure that risks related to curriculum areas are identified and controlled and where necessary risk assessments are carried out.

### **Display Screen Equipment**

The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – *Working with Display Screen Equipment*.

### **Parent Teacher Association**

The school offers support to the Parent Teacher Association (PTA) and provides 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.

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

Risks are assessed using the SHE Information Sheet 14 *Playground Supervision*. 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. The play equipment is externally inspected once a year.

## SECTION 2 – PREMISES

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

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.

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 main office..

Reference is made to *AMPS Technical Briefing Note EM005 Portable Appliance Testing*) and fixed electrical checks are carried out in accordance with *AMPS Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection*.

### **Maintenance of Machinery and Equipment**

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.

### **Asbestos**

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- complying with all regulations and GCC practices concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- having a named officer and governor who has responsibility for implementing the Asbestos Management Plan in compliance with *The Management of Asbestos in County Council Occupied Premises Guidance*.
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

### **Service Contractors**

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.

### **Building Contractors**

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.

### **Small Scale Building Works**

This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.

### **Lettings (shared working – playgroups etc)**

The school follows Asset Management & 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 Headteacher 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.

### **Slips/Trips/Falls**

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Manager conducts a regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.

### **Cleaning**

A cleaning schedule is in place which is monitored by the Site Manager. 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 are expected to adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

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

The school segregates access to traffic, vehicular and vulnerable pedestrians and cyclists, both at access points and on site. The school wherever possible avoids same access for all.

### **Bus Duties**

Pupils are supervised getting on and off buses. They are accompanied at all times by suitably experienced and qualified supervisors.

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

The school identifies risks associated with caretaking and grounds maintenance and through the risk assessment process using the SHE/GN/46 *Caretaking Duties Risk Assessment Toolkit*.

### **Gas and Electrical Appliances**

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.

### **Glass and Glazing**

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with 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.

### **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. A process is also in place to deal with any actions should they arise.

### **Snow and Ice Gritting**

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, on site and a sufficient supply of grit/salt is available.

## **SECTION 3 – MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS**

### **Infectious Diseases**

The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, *Guidance on infection Control in Schools and other Child Care Settings*.

### **Dealing with Medical Conditions**

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - *Supporting Pupils with Medical Needs in School* which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

### **Drug Administration**

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

### **First Aid**

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. These are identified in the school office and staffroom. Any first aid administered is recorded and any injury to the head/neck is reported to parents before the child goes home.

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

The school reports and investigate all accidents, incidents and near misses 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.

All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.

### **Fire Safety and Emergency Evacuation**

The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place. Each short term, evacuations are practiced at whole school level.

### **Crisis and Emergency Management**

A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

## **SECTION 4 – MONITORING AND REVIEW**

### **Monitoring**

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

### **Inspections**

Regular safety inspections are carried out by the nominated person(s) of premises, furnishings and fittings and grounds on a regular basis. All hazards and risks associated with the premises and grounds are monitored and controlled.

### **Review**

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.

### **Auditing**

This takes place as a means of confirming that the necessary systems to comply with legislation are in place and are being followed. The action points identified through the audit form part of the school development plan.

1. On an annual basis through GCC
2. Termly, normally between the H&S governor with the Site Manager and or Headteacher.

## **SECTION 5 – TRAINING**

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

The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher ensures that appropriate training is delivered and training records held centrally. The training need is reviewed on an annual basis, on the introduction of new legislation or when a member of staff joins/leaves.

### **Supply and Student Teachers**

The school's expectations are made clear to any supply and student teacher. The Headteacher, Deputy Headteacher and/or Office Manager liaises with the supply/student teacher on general school organisation, safety and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

### **Volunteer and Parent Helpers**

Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

## **SECTION 6 – HEALTH AND WELLBEING**

### **Pregnant Members of Staff**

The staffroom is a place of rest 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.

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

The school endeavours 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. Staff who are regularly absent, may be referred by the Headteacher to GCC occupational health for assessment and support.

### **Smoking on Site**

Smoking is not allowed on site

## SECTION 7 – ENVIRONMENTAL MANAGEMENT

### **Environmental Compliance**

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.

### **Disposal of Waste**

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

## SECTION 8 – CATERING AND FOOD HYGIENE

### **Catering and Food Hygiene**

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).

## SECTION 9 – HEALTH AND SAFETY ADVICE LINE

### **Information**

Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350

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

[www.gloucestershire.gov.uk/she](http://www.gloucestershire.gov.uk/she)

Cam Hopton CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to serve the community by providing high quality education and promoting Christian Values.