OXFORDSHIRE COUNTY COUNCIL

HEALTH AND SAFETY POLICY

For Community & Controlled Schools

Combe C of E Primary School

Learning Together for a Better World

Version 2 January 2025

This School H&S Policy must be read in conjunction with the Council's (employers) Health and Safety Policy and Arrangements for managing health and safety.

Aim

To establish and maintain a safe and healthy working environment to comply with the Health and Safety at Work etc. Act 1974 and subsequent regulations under the Management of Health and Safety at Work Regulations 1999.

Objective

All employees and contractors (and volunteers) have a legal obligation to work and act with due regard to the Health and Safety of themselves and others, to cooperate in complying with statutory duties, and not to misuse intentionally or recklessly anything provided by the school in the interests of health, safety, and welfare.

To take all reasonable precautions to protect people by reducing risks both on and off site.

To take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

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Health and Safety Policy Statement

Our school statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To comply with Oxfordshire County Council policies and procedures
- To maintain a safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g., pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling, and storage of substances
- To provide information, instruction, training, and supervision for employees
- To ensure all employees or contractors are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

Headteacher

Name: Rachel Joannou
Date: 7/11/25

Chair of Governors

Name: Peter Sloan
Date:

Governor with responsibility for health and safety

Name: Candida Checksfield
Date: 7/11/2025

Responsibilities

The Governing Body:

- Leading an effective health and safety culture including nominating a governor with responsibility for health and safety.

- Monitor the allocation of devolved budgets based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Co-operate with the employer, Oxfordshire County Council (OCC) on matters of health and safety and all related policies.
- Ensuring that the school have access to competent health and safety advice.
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually as outlined in the Governors' Handbook.
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress.
- Ensuring that adequate health and safety resources are available to meet health and safety requirements.
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards.
- Ensuring health and safety appears regularly on the agenda of appropriate meetings.
- Considering immediate reviews in the light of major shortcomings or events.

The Headteacher:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils, and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are always met
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils, and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety, and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment, or facilities are reported and made safe
- Ensuring that accident, work-related ill health, and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

School Business Manager:

- All office risk assessments are completed and reviewed.
- Visitors who are registered wear a badge and are briefed on the emergency procedures.
- Hazard reporting and maintenance documentation is actioned
- Timely accident and incident reports are completed on the OCC online H&S reporting system.
- All appropriate risk assessments, guidance and hiring documentation is completed for community use of the site
- All community users are registered and made aware of emergency procedures.
- All staff receive statutory fire awareness training annually and all other H&S training is regularly reviewed/refreshed as required.
- Adequately trained first aid cover is available for on /off site activities
- Periodic checks are made of the first aid arrangements and containers
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to OCC prescribed standards
- Ensure the building and site in good order and repair
- Monitoring the maintenance of plant and equipment e.g., heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e., water, gas, and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e., step ladders, ladders, mobile towers etc.
- Carry out recorded termly fire drills, recorded weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety Folder.
- Ensure monthly water temperature checks take place and maintain the water hygiene documentation. Ensure the WHRA is current and identified actions are addressed to comply with L8 regulations.
- Alert the Headteacher immediately of any issues relating to any identified hazards on site; site security, lone working, manual handling, working at height, slips, trips and falls etc., and anything related to COSHH (Control of Substances Hazardous to Health) management, Asbestos, Fire Safety, electrical issues.
- Monitoring and maintaining of effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances, and equipment
- Ensuring that deliveries made safely, e.g., by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Headteacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

Senior Leadership Team:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies
- Ensuring employees are ‘competent’ to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly and records kept
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order and records kept
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery, and equipment

- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored, and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Headteacher

Off-site visits Co-ordinator (EVC)/visit leaders:

- Follows the OCC Educational Off-Site Visits Policy where their full responsibilities are outlined.
- Teachers are responsible for creating and completing risk assessments for class-based high-risk activities and educational visits.

All Employees:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g., hazards or defects etc., to their Line Manager
- Contributing to achievement, adherence to and improvement of Health & Safety standards
- Complete and refresh as necessary (and applicable to job role) all elements of H&S training; manual handling, working at height, slips, trips and falls, lone working, DSE (Display Screen Equipment), COSHH etc., as determined by the Headteacher
- Adhere to ALL the schools associated Health & Safety policies
- Use, but not misuse, items provided for your health, safety, and welfare do not undertake unsafe acts
- Report any underlying medical conditions to your line manager that may place you at higher risk, pregnancy, diabetic, epilepsy etc
- Be familiar with the emergency action plans for fire, first aid, CIEMP and off-site issues.
- Raise, without delay, health, safety, and environmental issues with pupils.

Visitors, Contractors, and Parents:

- All visitors to the school will sign in at Reception/school office and will be provided by a visitor badge to be worn for the duration of the visit and handed back to reception/school office on departure.
- Visitors will be collected from reception/school office by the member of staff concerned or escorted to the appropriate area of the school
- All visitors to be made aware of site-specific health and safety/emergency procedures on arrival at the school.
- Contractors will be informed of hazards peculiar to this site, e.g., asbestos.
- Follow evacuation procedures in an emergency.

Pupils:

- Behave in a way that does not put their health and safety at risk or that of others.
- Observe standards of dress consistent with good health, safety and hygiene practices as set out in the schools' uniform policy/school specific H&S Policy
- Follow ALL safety rules including the instructions from staff given in an emergency
- Use, but not misuse, things provided for health, safety, and welfare.

Arrangements

1. Health and Safety Traded Service

Maintained schools and other education provision deliver services which can present a variety of significant risks to staff and pupils. Whilst an essential and integral part of the educational process is to identify and manage risk, ensuring appropriate health and safety management exists within the school and educational environment remains a responsibility of the Council as the employer.

Day to day health and safety management of employees, pupils, premises, and activities is delegated to Governing bodies and Headteachers who are required to put in place local school specific policies, procedures, and arrangements to fulfil the statutory and Council obligations.

Health and safety advice is available from the schools H&S Team for Headteachers and Governing Bodies to ensure that they are conversant with their responsibilities and comply with all requirements, email: healthandsafetyhelp@oxfordshire.gov.uk.

School health and safety support services are provided by the Schools H&S Team traded service which includes (but not limited to):

- Annual monitoring visit to assess health and safety arrangements.
- Access to school-based model policies and procedures.
- Inspection of PE and outdoor play equipment, kilns, and radioactive sources (by competent contractors)
- Access to CLEAPSS and Radiological Protection Advisory (RPA) service.

Where failure to satisfactorily manage health and safety in schools and other educational provision services is identified, the Health and Safety Team will draw such failure to the attention of the Deputy Director and appropriate senior managers for information and to provide appropriate guidance and support.

Under section 29(5) of the Education Act 2002, local authorities have powers to direct health and safety matters relating to school premises or school activities taking place elsewhere in maintained schools. The Council will only use these powers when a school's health and safety arrangements are inadequate and direct intervention is required.

2. Curriculum Safety (Design Technology, Science and Physical Education)

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans, as necessary.

As part of the Health and Safety Traded Service the Council provides schools with access to the following organisation(s) who provide a range of specialist support services including procedures, training, and lesson support tools.

CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and their schools including establishments for pupils with special needs. Refer to: CLEAPSS Home page (Login passwords can be obtained by contacting the Schools H&S Team)

AfPE provides quality assured services and resources and valuable professional support for its members and the physical education, school sport and physical activity sector. Refer to: Association for Physical Education (afpe.org.uk)

3. Accident and Incident Reporting

Accidents to employees are recorded and investigated in accordance with OCC policy using the incident reporting system.

All accidents are investigated by a member of the school management team.

Reported accidents are monitored termly to identify any trends, e.g., same pupil or accident in the same location.

The Headteacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

4. Administration of Medication

See our supporting pupils with medical conditions policy for more information on the administration of medicine.

All medication will only be administered with written parental consent.

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

5. Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into the school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, the school shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Where asbestos containing materials remain in situ the school shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors, and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the trained, competent person and recorded in the Asbestos logbook. OCC will arrange for a reinspection to be carried out by a competent person.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos register and information held on the OCC Asbestos Database (concerto), contact fmservicedesk@oxfordshire.gov.uk .

Some locations as detailed in the register are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests.

The Asbestos information is held by the School Office and is made available to any contractors carrying out work within the school.

The latest Asbestos Management Survey report is dated: 04/05/25
The latest Asbestos Reinspection by Competent Person is dated: 21/11/24

6. Construction Work and Premises Management

Budgets for building management are delegated to schools by the Council, the duty to manage compliance to be shared between the schools and the Council. The Council's written scheme for the financing of maintained schools will set the categories of work that will either be financed from the delegated school budget share (revenue repairs and maintenance) or remain the resonsibility of the Council (capital expenditure).

The Council delegates the day-to-day management of health and safety of the buildings and premises to the Governing Body and Headteacher who are responsible for ensuring:

- the school meets statutory compliance across all estate areas (including general repairs and maintenance).
- competent persons are engaged to assist with the various compliance areas

Refer to:
Schools property compliance, repairs and maintenance | Schools (oxfordshire.gov.uk)

Good estate management for schools - Health and Safety - Guidance - GOV.UK

Self-financed building and improvement work and alterations

Application for the approval of self-financed building improvement and alterations (SFA form) should be completed using this form and guidance notes:

Control of Contractors

As part of the tendering process for any building work, contractors are chosen who can prove their competence in the specific trade.

The Business Manager is responsible for day-to-day control of contractors, although it is recognised that overall responsibility lies with the Head Teacher.

CDM (Construction, Design and Management) Regulations – undertaking construction work

CDM regulations places explicit responsibilities on the Client. In many cases the school is the client. The client must be named and must appoint a Principal Designer and Principal Contractor if there is more than one contractor. The Client has a number of legal duties that they must perform. All construction work must have a written Construction Phase Safety Plan.

Premises Management Folder

All schools have been issued with a Premises Management Folder which contains further guidance on property compliance and can be used to store key information.

Further guidance can be found in the Health and safety toolkit

This includes associated policies and procedures for (not exhaustive):

Asbestos	Legionella
Boiler & Plant Rooms	LEV
Cleaning	Oil
Contractors	Pest Control
Electrical	Pressure Systems
Fire	Scalding
Gas	Security
Glazing	Vehicle Management

7. Communication

Effective communication between the Head Teacher and employees is undertaken either face to face or through regular staff meetings and emails.

8. Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety, or welfare concerns to the Head Teacher or to a nominated person.

School leaders will consult with employees or safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

9. Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. office Staff. A DSE workstation risk assessment is carried out for any employee who meets the criteria of a 'user.'

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

10. Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at predetermined intervals. Records of PAT (Portable Appliance Testing) testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Business Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

11. Emergency Procedures

Detailed in the school's Emergency Plan.

12. Finger Guards

The risk of pupil finger trapping in door hinges is managed by control measures detailed in the school's risk assessment. This includes the provision of finger guard devices, where deemed necessary and areas used by early years/KS1 pupils as a minimum.

13. Fire Safety

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed in all classrooms.

Fire drills are undertaken termly. Fire training (annual legal requirement) is provided at the start of the school year and at inductions with new starters.

The Business Manager undertakes all on-site testing (e.g., fire alarm, emergency lighting, extinguisher checks) and records in the fire safety folder or H&S platform, if used.

Also refer to fire safety folder including the Fire Risk Assessment (FRA).

14. First Aid

First aid facilities are always provided.

First Aid Kits are available in multiple locations.

The kits are kept topped-up by asssigned teaching assistants.

All first aid treatments are recorded on the accident reporting system.

'Head bumps' are reported to the injured child's parent /carer.

See our 'First Aid Policy' for more details.

15. Defibrillator, is located on the shelves outside the main office

Battery charge and pads checked by the business manager.

16. Gas Equipment and Boilers

There is no gas connection at the school.

17. Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol.

Information / COSHH assessments relating to hazardous substances in school are kept in the school office.

All chemicals are kept securely under lock and key to prevent unauthorised access.

18. Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy, and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

19. Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the *main reception area*. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

20. Inspections

The following inspection/servicing contracts are in place:

Type	Frequency	Contractor
Catering equipment	As required by risk assessment, recommended by manufacturer	Whitco
Electrical installation	Five Yearly	Darke & Taylor
Fume Cupboard/Dust Extraction (LEV (Local Exhaust Ventilation))	14 months	N/A
Gym equipment (fitness training etc.)	6-Monthly / Annual	Sportsafe
Emergency Lighting	6-Monthly	Darke & Taylor
Fire Alarm	Quarterly / 6-Monthly	Darke & Taylor
Fire Extinguishers	Annual	Safe IS
Lightning conductors	11-Monthly	PTSG
PE and external fixed play equipment	Annual	Sportsafe
Portable Electrical Appliances	Annually or via risk assessment	AGG
Tree Inspections	As recommended by OCC arboriculturist (typically 2 years)	The Whole Tree Co

21. Lettings / Use of Premises Out of Hours

The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire has been completed, signed, and approved, as necessary.

22. Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

23. Maintenance of Plant and Equipment

The Business Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Business Manager is responsible or arranging for repairs to be carried out.

24. Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Leaflets on safe manual handling of inanimate objects is available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided from the Safety Manual.

25. Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

26. New and Expectant Mothers

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Headteacher is made aware by the employee and reviewed, as necessary.

27. Off-Site Educational visits

The Off-Site Educational Visits Co-ordinator (EVC) is the deputy head teacher.

The EVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Local Authority's EVC Officer, email: educationalvisits@oxfordshire.gov.uk

28. Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. Cleaners and any employee who may have to deal with bodily fluids. PPE is replaced as required.

29. Positive Handling / De-escalation

See the school's Behaviour Policy and Positive Handling policy.

30. Playground Safety

The Business Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Business Manager or Head Teacher.

Play equipment is inspected annually by a contractor recommended by OCC.

31. Reporting of Defects, Hazards and Near Misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Business Manager immediately so that prompt action can be taken to avoid accidents and injury. A logbook is available in the school office to report these matters.

32. Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally the school office.

These are based on the model generic risk assessments available from OCC or The Key.

33. Safety Education

Arrangements are in place for safety education to be included in the curriculum.

34. Safety Representatives

Under legislation employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal responsibilities other than those of an employee.

35. Security Arrangements

The Business Manager is responsible for maintaining the security of the site, e.g., locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and to ensure that pupils are prevented from absconding.

The response to alarm activation is covered in the Lone working procedures.

Key holders are listed in the school office.

36. Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Business Manager and Governors.

Employees have been instructed to report any damage / defects to the Business Manager or Head Teacher.

37. Slips, Trips, and Falls

Slip, trip, or fall hazards e.g. damaged carpets, floor tiles, trailing cables, raised paving slabs etc. are reported to the Business Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

38. Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

Employees have been advised that ‘heavy’ items should be stored at waist level to minimise the risk of injury.

39. Stress, Work Related

The Head Teacher is responsible for managing work-related stress within the school.

40. Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion, or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities, as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground via the wooden gazabo and the sun-sail.

41. Supervision

Pupils are supervised during all activities throughout the school day.

It has been determined that during break time two adult supervisors are needed to cover the playground areas:

42. Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, and evacuation, using a checklist. New employees are adequately supervised, as required.

Site Management staff attend general health and safety training shortly after commencement and refreshed as required.

43. Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses, and coaches.

The use employees' own vehicles for the transporting of pupils are also included in the risk assessment process. A generic risk assessment has been completed.

Employees are instructed not to use handheld mobile phones whilst driving.

44. Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

All incidents of violence are reported on the OCC H&S Reporting System and investigated as required by the Head Teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or OCC Legal Advisor as required.

45. Waste / Litter Management

The Business Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson-locked bins/chained together for example, if possible.

A ‘sharps’ box is available in school in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

46. Water Management / Control of Legionella

The school complies with the requirements of OCC Water Hygiene (Legionella and Scalding) Policy.

The following Contractor has been employed to review the school’s legionella risk assessment every two years or sooner if necessary: Thames Valley Water Services (TVWS)

The legionella checks are performed by TVWS. Refer to Water Hygiene Logbook and monitoring by Head Teacher and Schools H&S Team.

47. Welfare Facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Business Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

48. Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer’s instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

49. Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

50. Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the hall / gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Business Manager-providing there is a man-safe or fall arrest procedure/rescue plan in place. Employees are instructed **not** to work at height whilst lone working.

Kick stools and sets of small stepladders have been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Business Manager. Employees are instructed to report damage / defects immediately to the Business Manager or Head Teacher.

51. Cross-referenced Policies/Procedures

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