Health and Safety Policy

October 2024

Version 1.3

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1 Aim

1.1 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.

2 Objectives

2.1 All employees and contractors 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 intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

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

2.3 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.

3 Health and Safety Policy Statement

3.1 Our 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 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*

4 Responsibilities

4.1 The Governing Body are responsible for

- *Leading an effective health and safety culture including nominating a Governor with responsibility for health and safety.*
- *Monitoring the allocation of devolved budgets based on suitable and sufficient risk assessments.*
- *Prioritising health and safety matters within the School Improvement Plan.*
- *Co-operating 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.*

4.2 The Headteacher is responsible for

- *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 met at all times*
- *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*
- *Identifying 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*
- *Ensuring that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.*
- *Authorising all Off-Site Visits and informing the Governors of all non-routine Off-Site Visits.*

4.3 School Business Manager and the Officer Manager are responsible for

- *Ensuring all office risk assessments are completed and reviewed*
- *Ensuring visitors are registered, wear a badge and are briefed on the emergency procedures.*
- *Ensuring hazard reporting and maintenance documentation is actioned*
- *Ensuring timely Accident and Physical and Verbal Abuse report is completed on the OCC online 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 and*
- *Periodic checks are made of the first aid arrangements and containers*

4.4 Line Managers including Department Heads and Subject Co-ordinators are responsible for

- *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*
- *Ensuring all plant, machinery and equipment is inspected and maintained in safe working order*
- *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 Head Teacher*

4.5 The Caretaker is responsible for

- *Organising the planned programmed maintenance of plant and equipment.*
- *Arranging for the annual electrical testing programme*
- *Maintaining accurate records of all equipment and resources.*
- *Purchasing and maintaining all equipment and resources to County Council prescribed standards*

- *Keeping the building and site in good order and repair and free of waste / litter*
- *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*
- *Carry out monthly water temperature 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 management, Asbestos, Fire Safety, electrical issues.*
- *Monitoring and maintaining 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 Head Teacher and Governors with the annual health and safety inspection*
- *Undertaking duties in accordance with legionella management requirements*

4.6 Off-site visits

- *Follow the Educational Visits Policy where their full responsibilities are outlined.*
- *Teachers are responsible for the creation and completion of risk assessments for class based high risk activities and for educational visits (unless there is a trained/appointed EVC).*

4.7 All employees are required to

- *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, 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*
- *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.*

4.8 Visitors, Contractors and Parents

All visitors to school will follow our **Visitors to School Policy**.

4.9 Pupils will

- *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 / Staff handbook*
- *Follow ALL safety rules including the instructions from staff given in an emergency situation*
- *Use, but not misuse, things provided for health, safety and welfare.*

5 Accident and Incident Reporting

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

5.2 All accidents are investigated by the Headteacher.

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

5.4 The Head Teacher 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.

6 Administration of Medication

6.1 Any medicines will be managed following the **Supporting Pupils with Medical Conditions Policy**. As per the policy, medication will only be administered with prior parental consent.

7 Asbestos Management

7.1 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.

7.2 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. Whilst 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.

7.3 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.

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

7.5 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 shine: Prism Homepage (shinegateway.co.uk)

7.6 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.

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

7.8 Our latest Asbestos Management Survey report and the latest Asbestos Reinspection by Competent Person are held on line in Smartlog.

8 Construction Work and Premises Management

8.1 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 responsibility of the Council (capital expenditure). More details can be found here:

- *https://www.gov.uk/guidance/good-estate-management-for-schools*
- *https://schools.oxfordshire.gov.uk/health-and-safety/property-compliance-repairs-and-maintenance*

8.2 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*

8.3 Under the OCC Scheme for Financing School all schools and academies are responsible for all repairs and maintenance. This includes general building repairs and maintenance and statutory compliance work such as asbestos remedial work, water hygiene risk assessment (every 2 years), fixed wire testing, annual lift inspection and servicing, LEV testing, testing and swimming pool water quality testing. Fire risk assessment (annual), pressure vessels, annual service AND Zurich insurance thorough examination via OCC Insurance Team.

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

8.5 The Site Manager is responsible for day-to-day control of contractors, although it is recognised that overall responsibility lies with the Headteacher.

8.6 The Construction (Design and Management) Regulations 2015 from the HSE 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. More details can be found from the OCC website document https://schools.oxfordshire.gov.uk/sites/default/files/2023-09/CDM.pdf

8.7 The Premises Management Folder contains further guidance on property compliance and is used to store key information.

8.8 More guidance can be found in the OCC Health and Safety pages https://schools.oxfordshire.gov.uk/health-and-safety which 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

9 Communication and consultation with employees

9.1 Effective communication between the Headteacher and employees is undertaken either face to face or through regular staff meetings and the staff notice board.

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

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

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

- *The introduction of any measure at the workplace which may substantially 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.*

10 Curriculum

10.1 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.

10.2 Specialist guidance is provided by:

- *Design and Technology through the Design and Technology Association (DATA).*
- *Physical Education through The Association for Physical Education (afPE)*
- *Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)*

11 Display Screen Equipment

DSESelfAssessmentChecklist.docx (live.com)

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

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

12 Electrical Safety

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

12.2 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 Site Manager so that action can be taken to take the equipment out of use.

12.3 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.

13 Emergency Procedures

13.1 These are detailed in our school's Emergency Plan.

14 Finger Guards

14.1 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**.

15 Fire Safety

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

15.2 Fire drills are undertaken termly (X1 per big term). Fire training (annual legal requirement) is provided at the start of the school year and at inductions with new starters.

15.3 The Site Manager undertakes all on-site testing (e.g., fire alarm, emergency lighting, extinguisher checks) and records in Smartlog. We have a Fire Risk Safety assessment completed by a third-party every 5 years or sooner if needed.

16 First Aid

16.1 First aid facilities are provided at all times employees are at work during normal working hours.

16.2 Further details are available in our **First Aid Policy**.

16.3 Details of who is a First Aider, emergency First Aider and paediatric trained First Aider is held in our H&S platform, Smartlog.

16.4 A Defibrillator is located at the library entrance, next to the Grove Road entrance to the school. The battery charge and pads are checked by Caroline Conway.

17 Gas Equipment and Boilers

17.1 All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register

17.2 Gas supplies are capable of being isolated and 'locked off' when not in use.

18 Hazardous Substances

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

18.2 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.

18.3 Information / COSHH assessments relating to hazardous substances in school are kept in the School Business Manager's office.

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

19 Health and Safety Advice

19.1 Competent advice is provided through the H&S Traded Service from the Schools Health and Safety Team, email: healthandsafetyhelp@oxfordshire.gov.uk

20 Housekeeping (and see also under waste / litter)

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

20.2 All employees are informed of their responsibilities during their induction.

21 Information

21.1 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.

21.2 The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the school staffroom. 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 are included.

22 Inspections

22.1 The following inspection/servicing contracts are in place and details can be found in Smartlog:

Type	Frequency
Air conditioning	Annual or as recommended by manufacturer
Catering equipment	As required by risk assessment, recommended by manufacturer
D&T Machinery	As required by risk assessment, recommended by manufacturer
Electrical installation	Five Yearly
Fume Cupboard/Dust Extraction (LEV)	14 months
Gas boilers	Annual
Gas cookers	Annual
Gym equipment (fitness training etc.)	6-Monthly / Annual
Emergency Lighting	6-Monthly
Fire Alarm	Quarterly / 6-Monthly
Fire Extinguishers	Annual
Fire Shutters	Annual
Lightning conductors	11-Monthly
PE and external fixed play equipment	Annual
Portable Electrical Appliances	Generally annually or via risk assessment
Power Tools	As required by risk assessment, recommended by manufacturer
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual
Sprinklers	Frequency depends on the type of system in use.
Tree Inspections	As recommended by OCC arboriculturist (typically 2 years)

23 Lettings / Use Premises Out of Hours

23.1 Further details are available in our **Lettings Policy**.

24 Lone Working

24.1 Further details are available in our **Lone Working Policy**.

25 Maintenance of plant and equipment

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

25.2 The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

26 Manual Handling

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

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

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

26.4 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.

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

27 Monitoring and Review

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

28 New and expectant mothers

28.1 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.

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

29 Off-Site Educational visits

29.1 Further details are available in our **Educational Visits Policy**.

30 Personal Protective Equipment (PPE)

30.1 PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

31 Positive Handling / De-escalation

31.1 Further details are available in our **Behaviour Policy**.

32 Playground Safety

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

32.2 Staff report any identified defects / concerns directly to the Site Manager or Headteacher.

33 Reporting of defects, hazards and near misses

33.1 All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Caretaker immediately by email to maintenance@sonning-common.oxon.sch.uk so that prompt action can be taken to avoid accidents and injury.

34 Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in **Shared Drive in Risk Assessment folder.**

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

35 Safety Education

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

36 Safety Representatives

36.1 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*

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

37 Security Arrangements

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

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

37.3 The response to alarm activation is covered in the **Lone Working Policy**.

37.4 Key holders are: Nesko Simic, Dawn Phillips, Rachel Salmons

38 Site Inspections

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

39 Slips, trips and falls

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

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

40 Storage Arrangements

40.1 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.

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

41 Stress, Work Related

41.1 The Headteacher is responsible for managing work-related stress within the school.

42 Sun Protection

42.1 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.

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

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

42.4 Shade is provided on the school playground via shelters and on the school field by tress and gazebos.

43 Supervision

43.1 Pupils are supervised during all activities throughout the school day.

43.2 It has been determined that during break time adult supervisors cover the following areas:

- *KS2 playground*
- *KS1 playground*
- *KS2 corridor*

44 Training

44.1 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.

44.2 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.

44.3 Site Management staff attend general health and safety training shortly after commencement and on-going basis as required.

45 Vehicles, Use of

45.1 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.

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

45.3 Only employees who are currently authorised by the Head Teacher and trained by OCC Supported Transport Service are permitted to drive a hired minibus.

45.4 Employees are instructed not to use hand held mobile phones whilst driving.

46 Violence

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

46.2 All incidents of violence are reported on the OCC accident/incident online database and investigated as required by Line Manager / Head Teacher.

46.3 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.

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

47 Waste / Litter Management

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

47.2 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.

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

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

48 Water Management / Control of Legionella

48.1 The School complies with the requirements of OCC Water Hygiene Policy.

48.2 The following Contractor has been employed to review the School's legionella risk assessment every two years or sooner if necessary. Water hygiene is monitored by Site Manager and recorded on SmartLog.

49 Welfare facilities

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

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

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

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

50 Work Equipment

50.1 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.

50.2 A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

50.3 Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc. Records of the training are kept in Smartlog**.**

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

51 Workplace Transport Safety

51.1 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.

51.2 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.

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

52 Working at Height

52.1 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.

52.2 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 Site 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.

52.3 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

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

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

53 Cross-referenced Policies

https://schools.oxfordshire.gov.uk/health-and-safety/school-health-and-safety-toolkit

The following cross references policies are available to staff via the whole school Sharepoint Policy folder:

Off-sites Visits Policy

Educational Visits Policy

Behaviour Policy

Visitors to School Policy

First Aid Policy

Lettings Policy

Lone Working Policy

Supporting Pupils with Medical Conditions Policy

54 Dissemination

54.1 The Policy is available on the school web site and a paper copy can be obtained from the main school admin office on request.

55 Reviewing the Policy

55.1 This policy will be reviewed annually by the Head teacher and monitored by the Chair of Governors with changes made to ensure that the Policy is relevant and up to date.