OXFORDSHIRE COUNTY COUNCIL

HEALTH AND SAFETY POLICY

Part 4

St Leonard's CE Primary School

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.

OBJECTIVES

- 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.
- 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 a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

Policy administration	
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Health and Safety Policy Statement

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

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. If there is a significant risk, inform the Governors of all non-routine Off-Site Visits.

School Business Manager

- All office risk assessments are completed and reviewed.
- Visitors are registered wear a badge and are briefed on the emergency procedures.
- Hazard reporting and maintenance documentation is actioned.
- Timely Accident and Physical and Verbal Abuse reports are completed on the 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 that.
- Organise the planned programmed maintenance of plant and equipment in partnership with the Site Manager.
- Ensure that arrangements for the annual electrical testing programme are made
- Ensure that accurate records of all equipment and resources are maintained by the Site Manager.
- Purchase and maintain all equipment and resources to County Council prescribed standards

Line Managers including Department Heads and Subject Co-ordinators include:

- 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

Site Manager / Caretaker

- 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 on Smart log.
- 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/ School Business Manager 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, School Business Manager and Governors with the annual health and safety inspection
- Carry out periodic checks are made of the first aid arrangements and containers.
- Undertaking duties in accordance with legionella management requirements

Off-site visits Coordinator

- Follows the OCC Educational Off-Site 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 .

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, 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.

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 the event of 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

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

All accidents are investigated by: School Business Manager / Site Manager

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

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.

Administration of Medication
Please see the supporting pupils with medical conditions policy.
Medicines allowed are prescription only unless agreed with the SENDCo / Head Teacher

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. Forms are signed by two members of staff.

Training on the administration of specific medicines is provided by: School Nursing Team

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. 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.

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 Site Manager 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: Prism Homepage (shinegateway.co.uk)

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

The UKS2 building was built post 2000 and therefore no asbestos was used in its construction. Written confirmation of this is available for any contractor.
The main school building was built in 1995 and had a full Pre-refurbishment and demolition Asbestos with testing carried out on 14th April 2016. The full record of this survey is recorded on SHINE.

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 responsibility 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:
Good estate management for schools - Health and safety - Guidance - GOV.UK (www.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.

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

CDM 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 several legal duties that they must perform. All construction work must have a written Construction Phase Safety Plan.

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 on Oxfordshire County Council Intranet pages

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

Communication

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

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 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.

Curriculum

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.

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)

Display Screen Equipment

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’. We use the DSE user form on the health & Safety executive website.

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.

Electrical Safety

All portable electrical appliances in school are checked by a ‘competent’ person at predetermined intervals. Records of PAT 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 Site 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.

Emergency Procedures

Detailed in the school's Emergency Plan.

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**.

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

The Site 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 risk assessment.

First Aid

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

First Aid Kits are available in the following locations; All classrooms, kitchen, medical room and Lennies

The kits are kept topped-up by Site Manager

All first aid treatments are recorded either on the accident reporting system or in the manual first aid books.

The following arrangements are in place for the dealing with bodily fluids Bodily fluid kit available from the medical room.

The following Personal Protective equipment is provided to deal with first aid, glove, apron, visors, mask

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

Course	**Name**
First Aiders (FAW)	Hannah Mansfield & Kay Hawkins
Emergency first aiders (EFAW)	
Paediatric trained First Aiders	Admin staff, Teaching Assistants, Teachers, Lunchtime supervisors

Defibrillator, if applicable, is located in the main school office
Battery charge and pads checked by **Site Manager termly**

Gas Equipment and Boilers

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

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

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 Site Manager's office

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

Health and Safety Advice

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

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.

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 *school staffroom / reception / office*. 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.

Inspections

The following inspection/servicing contracts are in place:

Type	Frequency	Contractor
Air conditioning	Annual or as recommended by manufacturer	Hendeson
Automatic doors (electric powered)	6-Monthly	Windrush Doors and Windows
Automatic gates (electric powered)	6-Monthly	Safeguard Secure Services
Catering equipment	As required by risk assessment, recommended by manufacturer	Deep Clean Hygiene Equipment,

D&T Machinery	As required by risk assessment, recommended by manufacturer	N/A
Electrical installation	Five Yearly	PTSG Electrical Services
Fume Cupboard/Dust Extraction (LEV)	14 months	N/a
Gas boilers	Annual	Gas Tech
Gas cookers	Annual	Gas Tech
Gym equipment (fitness training etc.)	6-Monthly / Annual	n/a
Emergency Lighting	6-Monthly	Pyrotec
Fire Alarm	Quarterly / 6-Monthly	Pyrotec
Fire Extinguishers	Annual	Chubb
Fire Shutters	Annual	N/a
Movable walls	Annual	Monowa
Hoists	6-Monthly	CS Services / looking for new contractor since April 25
Lightning conductors	11-Monthly	PTSG Electrical Services
Passenger Lifts (including disabled)	6-Monthly	N/A
PE and external fixed play equipment	Annual	Sports Playground Services
Portable Electrical Appliances	Generally, annually or via risk assessment	In House
Power Tools	As required by risk assessment, recommended by manufacturer	N/A
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual	Gas Tech
Sprinklers	Frequency depends on the type of system in use.	N/A
Tree Inspections	As recommended by OCC arboriculturist (typically 2 years)	Joe Bridson Tree Services

Lettings / Use 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.

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.

Maintenance of plant and equipment

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

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

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.

Monitoring and Review

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

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.

Off-Site Educational visits

The Off-Site Educational Visits Co-ordinators (EVCs) are the Head Teacher and Assistant 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, Contact Mike Fawcett, email: mike.fawcett@oxfordshire.gov.uk

Personal Protective Equipment (PPE)

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.

Positive Handling / De-escalation

Team Teach training has been provided to relevant staff. The Head Teacher holds the numbered book where incidents are recorded.

Playground Safety

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.

Staff report any identified defects / concerns via the defect book held in the school office or if urgent directly to the Site Manager or Head Teacher.

Play equipment is inspected annually by Sport Playground Equipment

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 Site 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.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in OneDrive staff share

Safety Education

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

Safety Representatives

Currently there are no Safety Representatives at St Leonard's CE Primary School, However, 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.

Security Arrangements

The Site 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 **:** Head Teacher , Assistant Head Teacher, Site Manager

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, Site Manager and Governors.

Employees have been instructed to report any damage / defects to the Site Manager via the defect book in the School Office.

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 Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury. This can be reported via the defect book in the School Office if not urgent.

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

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 approximately waist level to minimise the risk of injury.

Stress, Work Related

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

This is managed by using the OCC Stress at work policy and documents on the Health & Safety Executive website.

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 shade sails(EYFS) and trees.

Supervision

Pupils are supervised during all activities throughout the school day.

It has been determined that during break time the 2 adult supervisors are needed to cover the following areas:

1. *EYFS spread to enable the entire playground to be visible. 1 member of staff near high climbing equipment.*
2. *+++KS1 1 member of staff near to the Diamond building , 1 near the grass area.*
3. *UKS2 1 member of staff to supervise quiet area and playground other to supervise playground and Astroturf . To be aware of field when this is in use and supervisor as required.*

etc.

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 on a five yearly refresher basis after this.

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 is also included in the risk assessment process. A generic risk assessment has been completed.

Only employees who are currently authorised by the Head Teacher and trained by OCC Supported Transport Service are permitted to drive the school or hired minibus. St Leonard's Does not have any staff members with he required permit to drive OCC minibuses.

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

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 accident/incident online database or via an alternative internal platform (CPOMS for example) and investigated as required by Line Manager / 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.

Waste / Litter Management

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.

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 to deal promptly with any discarded needles / syringes being found.

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

Water Management / Control of Legionella

The school complies with the requirements of OCC Water Hygiene Policy.

The following Contractor (SMS Environmental) has been employed to review the school's legionella risk assessment every two years or sooner if necessary

Legionella checks are carried out by the Site Manager

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 Site Manager.

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

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. circular saws, chain saws, abrasive wheels, strimmer's, hedge cutters, 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. Records of the training are kept by the Site Manager.

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.

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.

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 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.

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 Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

Cross-referenced Policies

Health and safety toolkit | Schools (oxfordshire.gov.uk)