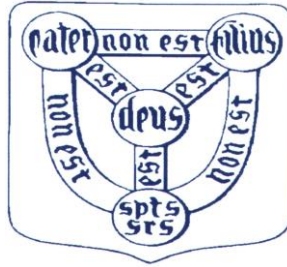


Shellingford CE (A) Primary School

Headteacher: Miss Judith Terrell



"Inspiring hearts and minds"

HEALTH AND SAFETY POLICY

Part 4

Governors in Church Aided Schools are the employers. Shellingford CE (A) Primary School has been advised to adopt Oxfordshire County Council Health & Safety Policies and Procedures including this Part 4 section.



Adopted: 12th September 2024

(and reviewed annually thereafter following the Health & Safety Audit)

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 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.

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

- Monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the school's Raising Achievement Plan (RAP).
- Ensure a safe place of work for employees and pupils, including safe means of access and egress.
- Ensure that adequate health and safety resources are available to meet health and safety requirements.
- Have procurement standards for goods, equipment and services.
- Include health and safety as a standing item on the agenda at all Resources Committee meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety and all related policies.
- Nominate a Governor with responsibility for health and safety.

The Headteacher

As the '**responsible person**', the Headteacher is responsible for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school. The responsible person may delegate such responsibility to nominated and **competent** person(s), but in delegating such responsibility and duty, the responsible person maintains overall leadership and management responsibility for ensuring, maintaining and evidencing compliance with the requirements of the Health and Safety policy.

- Informing the Senior Leadership Team of health and safety practises.
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring attendance on appropriate health and safety training courses.
- Liaising with OCC over health and safety issues.
- Regularly checking of compliance via the HSE website and OCC H&S intranet webpages.
- Ensuring good communications by discussing health and safety issues at whole school staff briefings and meetings, and by circulating minutes, bulletins to employees.
- Organise and implement termly site safety visits with the designated Health & Safety Governor.
- Overseeing the completion of the risk assessments and arrangements for all on/off site activities, advising staff and ensuring they are carried out, reviewed and recorded.
- Ensuring that health & safety is a part of the annual Staff Appraisal process.
- Formulating and implementing a policy for the management of critical incidents and emergency plans (OCC CIEMP).
- Overseeing the annual maintenance schedule of plant and equipment; water; asbestos; electrical; fire safety and ensuring records are kept up to date and accurate.
- Including health and safety as part of all new employees' staff induction.
- Undertaking an annual health and safety training needs analysis of all employees.
- Monitoring all documentation, risk assessments, practices and procedures.
- Encouraging and supporting employees in completing risk assessments for pupils giving cause for concern
- Ensuring that HSE health and safety curriculum requirements are being delivered in lessons.
- Supporting employees with personal safety issues including stress and well-being
- Ensuring the designated staff member for EVC is appropriately trained, all off site visits are approved and with appropriate pupil to staff ratios.
- Ensuring all staff read any health and safety risk assessment, procedures and guidance as appropriate especially in Art, Design & Technology, IT, Science, PE and for off-site activities.
- Ensuring all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person, i.e COSHH.
- Regularly checking that pupils are aware of health and safety issues and that these are being continually reinforced.
- Alerting all employees to the issues of security and lone working.

The Site Manager (Caretaker/Cleaner-in-Charge)

- Ensure the Caretaker/Cleaner in Charge carries out:
 - daily checks of the site and completes maintenance records, takes appropriate remedial action and reports any hazards and defects to the School Administrator.
- Review health and safety matters and progress with the School Administrator weekly.
- Carrying out termly fire drills, weekly call point tests, check fire extinguishers and maintain the Fire Safety Folder procedures and logbook.
- Carrying out monthly water temperatures tests, weekly flushing of outlets and maintaining the Water Service Hygiene Manual.

The School Administrator

- Ensure that the school follows the Oxfordshire County Council / Oxford Diocesan procedures when:
 - selecting a contractor
 - completing any condition-related premises works or capital projects
 - liaising with contractors over health and safety matters
 - monitoring health and safety issues on-site regarding either OCC or school appointed contractors
- Is required to ensure that:
 - Visitors sign in at the School Office, wear an ID badge and are briefed on the emergency procedures.
 - Hazard reporting and maintenance documentation is actioned.
 - 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.
 - All hazardous equipment and materials are appropriately marked, assessed and used by a competent person, i.e. COSHH.
 - Purchasing and maintaining all equipment and resources to OCC required standards in conjunction with the Headteacher and Finance Office.
 - Organise the annual maintenance schedule of plant and equipment; water; asbestos; electrical; fire safety and keep records up to date and accurate.
 - Accident, Physical and Verbal Abuse documentation is completed and submitted to the Health & Safety Team.
 - All appropriate risk assessments, guidance and contract documentation is in place for any on-site contractual works.
 - All community users sign in at the School Office and made aware of emergency procedures.
 - All Staff are First Aid trained (including designated EYFS and KS1 staff who are Paediatric First Aid trained) and that training records are kept up to date.
 - Regular checks are made in line with the First Aid Policy including pupil accident / incident reporting, maintaining First Aid boxes.
 - Procedures are being followed in line with the Supporting Children with Medical Conditions Policy and the administration of medicines.
 - Arrange for the annual electrical testing programme (PAT), fire and security systems etc
 - Ensure all employees and contractors are fully briefed on health and safety site issues, i.e. asbestos management folder.
 - Ensure all employees responsible for aspects of health and safety, i.e. All staff receive statutory fire awareness training annually, Fire Marshalls are trained and competent to undertake their tasks safely.

The Teachers

- Teachers are responsible for the creation and completion and risk assessments for class based high risk activities and for educational visits in consultation with the EVC.

All Employees

All employees to be familiar with the schools Health & Safety policy and other associated policies relative to the site:

- ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff, or visitors
- co-operate with their employer by adhering to the Health & Safety policy and related policies, advice, instructions, protocols, and procedures
- reporting any unsafe practices including defects, accidents and hazardous situations to the School Administrator
- inform the Headteacher of any 'Near-Misses'
- 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, lockdown, first aid, bomb, security and off-site issues.
- raise, without delay, any health, safety and environmental issues with pupils.

Governors, Visitors, Parents and Contractors

- Sign in at the School Office on arrival and will be provided with a security badge (colour coded) to be worn for the duration of the visit.
- Visitors will be collected from 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 (and read the resume of the health and safety procedures).
- Contractors will be informed of hazards specific to the site, e.g. asbestos.
- Follow evacuation / lockdown procedures in the event of an emergency.
- Sign out at the School Office before leaving the site and return the security badge.

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 by the School's Uniform Policy.
- Follow ALL safety rules including the instructions from staff given in an emergency situation.
- Use, but not misuse, equipment and resources provided for their health, safety and welfare.

Date written: September 2024

Review Date: September 2025

Policy Agreed by the Governing Body on 12th September 2024

Signed Chair of Governing Body

Signed Headteacher

Arrangements

Accident and Incident Reporting

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

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.

Administration of Medication

Reference: Supporting Children with Medical Conditions Policy

All medication will only be administered with written parental consent. All staff may be asked to administer medicines although they cannot be required to do so.

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.

Training on the administration of specific medicines is provided.

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 / School Administrator 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 shine: [Prism Homepage \(shinegateway.co.uk\)](http://PrismHomepage(shinegateway.co.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 in the **Headteacher's Office** and is made available to any contractors carrying out work within the school.

The latest Asbestos Management Survey report is dated: **30/04/2015**
The latest Asbestos Reinspection by Competent Person is dated: **22/11/2023**

Construction Work and Premises Management

As a Voluntary Aided School, budgets for building management are managed by the Oxford Diocesan Board of Education (ODBE) delegated to schools from the DfE, the duty to manage compliance to be shared between the school and Oxfordshire County Council (OCC). The Council's written scheme for the financing of maintained schools will set the categories of work that will either be financed from the school's revenue budget (repairs and maintenance) or through the school's Devolved Formula Capital (DFC) funding held by the ODBE.

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 \(www.gov.uk\)](#)

Self-financed building and improvement work and alterations

Application for the approval of self-financed building improvement and alterations 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 /School Administrator is responsible for day-to-day control of contractors, although it is recognised that overall responsibility lies with the Headteacher.

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 a number of legal duties that they must perform. All construction work must have a written Construction Phase Safety Plan. Further information can be found in the [CDM Procedure](#).

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	Oil
Cleaning	Pest Control
Contractors	Pressure Systems
Electrical	Scalding
Fire	Security
Glazing	Vehicle Management

Communication

Effective communication between the Headteacher 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 Headteacher 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 [DSESelfAssessmentChecklist.docx \(live.com\)](#)

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'.

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.

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

Reference: Fire Safety Folder (including Risk Assessment)

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.

First Aid

Reference: First Aid Policy

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

The main First Aid Kits are located in the: **Medical Room (Tom's Room) and Class 2**

The kits are kept topped-up by the **School Administrator**

All first aid treatments are recorded on **accident forms and held in the pupil's file in the School Office.**

Bodily fluids **are double bagged and disposed of in the General Waste Bin.**

Personal Protective equipment is provided to deal with first aid.

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

All staff are First Aiders and have completed an 'Emergency First Aiders' course or 'Paediatric First Aid Training' (dependant on role).

*Defibrillator, is located in **Tom's Room***

*Battery charge and pads checked by the **School Administrator***

Oil Boiler

The Oil boiler is inspected every 6 months by a 'competent' contractor.

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 **Cleaning Cupboard.**

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.

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 by the *Headteacher’s 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 and Maintenance

Reference: Annual Maintenance Planner

The following inspection/servicing contracts are in place and monitored throughout the year.

Type	Frequency
Air conditioning	Annual or as recommended by manufacturer
Asbestos	Monthly monitoring + annual re-inspections
Electrical installation	Five Yearly
Oil Boiler	6 Monthly
Emergency Lighting	Monthly tests + Annual inspection
Fire Alarm	Weekly tests + 6-Monthly
Fire Extinguishers	Annual
Legionella Water Hygiene Risk Assessment	Monthly water tests + risk assessment every Two Years
TMVs & Hot Water Heaters	Annual
PE and external fixed play equipment	Annual
Portable Electrical Appliances	Generally annually or via risk assessment
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual
Tree Inspections	As recommended by OCC arboriculturist (typically 2 years)

Community Hall / Use Premises Out of Hours

The Community Hall is attached to the school building. The Community Hall committee oversees the operation and maintenance of the building and all external (out of school hours) bookings. The school has joint responsibility for the hall under Health and Safety law. The Headteacher ensures reasonable measures that it is safe for people to use, including any inspections, servicing and maintenance of equipment.

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 School Administrator is responsible for monitoring and keeping records for the routine maintenance of plant and equipment and arranging for repairs to be carried out.

The Site Manager is responsible for carrying out repairs.

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, 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-ordinator (EVC) is the **Senior 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 Nick Rose, email: nick.rose@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.

Positive Handling / De-escalation

Reference: Behaviour for Learning Policy

All staff have been trained to use Team Teach (Oxfordshire's preferred approach to positive behaviour management).

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 directly to the Site Manager and School Administrator or Head Teacher.

Play equipment is inspected annually by **Sport and Playground Services Ltd**

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Headteacher, School Administrator or Site Manager immediately so that prompt action can be taken to avoid accidents and injury.

An ongoing log is kept by the School Administrator to report and address these matters.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the **Headteacher's Office**

These are based on the model generic risk assessments available from the **OCC Intranet- Health & Safety**

Safety Education

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

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 also to ensure that pupils are prevented from absconding.

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

There are designated Key holders.

Site Inspections

Daily visual site checks are carried out by the Site Manager. Arrangements are in place for a joint inspection to be carried out of the building and site, at termly, by the School Administrator / Headteacher and H&S Governor.

Employees have been instructed to report any damage / defects to the School Administrator / Headteacher.

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 School Administrator / Headteacher 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.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to the School Administrator, e.g., 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 Headteacher is responsible for managing work-related stress within the school.

Reference: OCC Stress at Work Policy and Staff Work-Life Enhancement Survey and Well-Being Action Plan

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.

Supervision

Pupils are supervised during all activities throughout the school day.

It has been determined that during playtimes/lunchtimes the staff supervisors cover specific areas of the field and playground/play trail.

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.

Relevant 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 minibuses 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 Headteacher and trained by OCC Supported Transport Service are permitted to drive the school or hired minibus.

Employees are instructed not to use hand held 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 and investigated as required by the Headteacher.

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.

Water Management / Control of Legionella

The School complies with the requirements of OCC Water Hygiene 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 Site Manager carries out weekly water flushing and monthly temperature checks. In line with the OCC Water Hygiene Policy and Logbook. This is monitored by the School Administrator / Head Teacher and Schools H&S Team.

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.

Arrangements are in place for the statutory inspection of plant / equipment, e.g., oil boiler / heating systems, pressure systems, etc.

Workplace Transport Safety

All general school traffic and parking is off-site (see School Traffic Management Risk Assessment). A risk assessment is carried out for the control of specific premises work / contractor 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 ceiling lights, window cleaning, etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, planned access to roof areas by the Site Manager-providing there are two people present. Employees are instructed **not** to work at height whilst lone working.

Kick stools and sets of small stepladders have been provided for 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

Arrangements are in place for access equipment e.g. step ladder and kick stools to be inspected on a six-monthly basis by the School Administrator. Employees are instructed to report damage / defects immediately to the Head Teacher.

Cross-referenced Policies

[Health and safety toolkit | Schools \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk/health-and-safety-toolkit/schools)