

**Stanford in the Vale CE Primary School
Health and Safety Policy
October 2024**



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 misuse intentionally or recklessly anything provided by the school in the interests of health, safety, and welfare.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

STATEMENT OF POLICY

- 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 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
- All staff receive statutory fire awareness training annually and all other H&S training is regularly reviewed/refreshed as required.
- Carry out recorded termly fire drills and maintain the Fire Safety Folder
- 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 online and investigated as necessary
- Hazard reporting and maintenance documentation is actioned
- 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 Educational Visits Policy and have access to it.
- Authorise all Educational Visits. Inform the Governors of all non-routine Educational Visits.
- Adequately trained first aid cover is available for on /off site activities
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- Maintaining accurate records of all equipment and resources.

- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring all plant 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 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

Admin Officer

- Visitors who are registered wear a lanyard and are briefed on the emergency procedures.
- 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.
- Periodic checks are made of the first aid containers
- Purchase and maintain all equipment and resources to County Council prescribed standards

Leadership and Co-ordinators

- 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
- Reporting any health and safety concerns to the Head Teacher

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, fire alarm system, 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, etc.
- Carry out recorded weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting/smoke alarms and fire doors
- 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 (Control of Substances Hazardous to Health) 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

Educational visits

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

All employees

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with the Headteacher 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 the Headteacher contributing to achievement, adherence to and improvement of Health & Safety standards
- Complete and refresh as necessary (and applicable to job role) all elements of H&S training; manual handling, working at height, slips, trips and falls, lone working, DSE (Display Screen Equipment), COSHH etc., as determined by the Headteacher
- Adhere to ALL the schools associated Health & Safety policies
- Use, but not misuse, items provided for your health, safety, and welfare, do not undertake unsafe acts
- Be familiar with the emergency action plans for fire, first aid, CIEMP and educational visits
- Raise, without delay, health, safety, and environmental issues with pupils.

Visitors, Contractors, and Parents

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

Pupils

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

ARRANGEMENTS

Accident and Incident Reporting

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

All accidents are investigated by Amanda Willis (Headteacher)

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 refer to our 'Managing Medicines' policy.

We do not actively encourage administering any medicines to children during a normal school day.

All medication will only be administered with written parental consent and it must be prescribed to the child.

All staff have volunteered to administer medicine

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.

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 Headteacher 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 by the Headteacher and is made available to any contractors carrying out work within the school.

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:](#)

[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 (SFA form) should be completed using [this form and guidance notes](#):

Control of Contractors

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

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

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

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

School leaders will consult with employees in good time:

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

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 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 (Portable Appliance Testing) testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the 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 Caretaker undertakes all on-site testing (e.g., fire alarm, emergency lighting, extinguisher checks) and records on the H&S board.

Also refer to fire safety folder including risk assessment.

First Aid

First aid facilities are always provided.

First Aid Kits are available in the following locations: outside Year 2, outside Year 6, in the library and outside Year 1.

The kits are kept topped-up by Ms Emma Payne

All first aid treatments are recorded on our online CPOMS reporting system.

The following arrangements are in place for the dealing with bodily fluids – bloodied tissue is placed in the sanitary bins, other bodily fluids are double bagged.

The following Personal Protective equipment is provided to deal with first aid – aprons, gloves, masks, face shields.

'Head bumps' are reported to the injured child's parent /carer by phone. Other injuries are reported to parents via Class Dojo.

Course	Name
First Aiders (FAW)	Fay Warner-King Clare Webb Dave Rhodes Lucy Bowden Leanne McArdell Hannah Smith Emma Stott Julie Moore Lisa Scanlon Laura Jamison Jess Clark Emma Dickinson Zoe Jones Alex Miozga Nicki Rogers Amanda Willis
Forest School first aiders	Sue Finney

	Sarah Woodyer-Ward
Paediatric trained First Aiders	Emma Payne Sarah Woodyer-Ward
Adrenaline Pen training	Amanda Willis Emma Payne Lisa Scanlon Fay Warner-King Sarah Woodyer-Ward Steph Goodard Sarah Roberts Sue Finney Zoe Jones Julie Moore Emma Dickinson Lucy Crook

Defibrillator is located at the front of the school.
Battery charge and pads checked by the Parish Council.

Boilers

All boilers are inspected annually 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 a folder in the Cleaners 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.

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. 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	6-Monthly or as recommended by manufacturer	Oxford Refrigeration
Electrical installation	Five Yearly	David Bailey
Emergency Lighting	6-Monthly	Pyrotec
Fire Extinguishers	Annual	Chubb
PE and external fixed play equipment	Annual	Sportsafe
Portable Electrical Appliances	Annually or via risk assessment	Caretaker
Pressure Vessels (e.g. compressors, steam generating equipment)	6-Monthly	SI Pumps
Tree Inspections	As recommended by OCC arboriculturist (typically 2 years)	Oak Leaf Tree Services
Water (tanks, TMVs, water quality..)	6-Monthly / Annual	TVWS
Boiler	6-Monthly	H&E
Security Doors, Alarm & CCTV	Annual	Chubb
Urinal Control	Annual	Aqualogic
Window & Door Checks	Annual	Windrush
Asbestos	Annual	Amanda Willis / OCC
Fire Risk Assessment	Three Yearly	Turner Fire Safety

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

The Caretaker 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.

Sack truck provided where necessary.

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.

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 Mrs Amanda Willis

The EVC / Headteacher is responsible 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 Caretaker, Cleaners and any employee who may have to deal with bodily fluids.

Positive Handling / De-escalation

Please refer to our Positive Handling Policy. Positive Handling training, through Team Teach, is made available to designated staff and is the responsibility of the Head teacher. No member of staff will be expected to undertake positive handling without appropriate training.

Further details of the Team Teach approach can be found on the Team Teach website (www.team-teach.co.uk).

Where positive handling is used a record of the incident is kept in the Bound and Numbered Book in the Headteacher's Office and put on CPOMS. All recording needs to be completed on the day of the incident and all sections must be completed.

Playground Safety

The Caretaker 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 Caretaker or Head Teacher.

Play equipment is inspected annually by Sportsafe.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher or Caretaker immediately so that prompt action can be taken to avoid accidents and injury. A jobs board is located 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 the Headteacher's office.

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

Safety Education

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

Security Arrangements

The Caretaker 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: All teaching staff, the Headteacher, Inclusion Manager, Caretaker and Admin Office

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, Caretaker and Governor responsible for Premise.

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

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 Caretaker or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

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

Storage Arrangements

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

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

Stress, Work Related

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

Please refer to our Stress at Work policy.

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 gazebos.

Supervision

Pupils are supervised during all activities throughout the school day.

It has been determined that during break time the class teacher and teaching assistant will supervise their class. At lunchtime four staff will monitor the lunch hall. When they go outside to play two staff will monitor each key stage. Lunchtime staff will ensure they have a walkie talkie on them, to call for assistance if needed.

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.

Our Caretaker attends 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 of employees' own vehicles for the transporting of pupils are 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.

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 the Head Teacher.

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

Training will be provided in de-escalation and positive handling. 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 Caretaker 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. Bins are chained together.

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 Ltd (TVWS). TVWS complete our risk assessment, monitor the quality of our water, carry out legionella checks, check the performance of our TMVs and check our Water Hygiene Logbook. Our Caretaker takes monthly temperature readings of the water, runs little used outlets and runs through water after school holidays.

Welfare facilities

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

Pupils have access to water bottles throughout the day.

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

All glazing is either double glazed or fire safety glazed. 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. ventilation systems, heating system 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, 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 Caretaker - 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 Caretaker 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 Caretaker. Employees are instructed to report damage / defects immediately to the Caretaker / Head Teacher.

Cross-referenced Policies

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