ODBST Health and Safety Policy

ODBST Level 1 Policy:	**ALL** Schools require this policy with **no changes** allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, **except** where a school contact is required as identified in the content of the policy. LGBs will **note** adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	All health and safety related policies
Committee responsible:	FRAPP
Approved by:	FRAPP
Date Approved:	September 2026
Review Date:	September 2027

Health and Safety Policy

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Aims

- To establish and maintain a safe and healthy working environment to comply with the Health and Safety at Work Act 1974 and subsequent regulations under the Management of Health and Safety at Work Regulations 1999.
- 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 of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.
- The policy will be reviewed annually and immediately following significant incidents, organisational changes or legislative changes.

Statement of Intent

As Chief Executive Officer I am fully committed to achieving high standards of health and safety to protect the wellbeing of employees, service users and anyone who may be affected by Oxfordshire Diocesan Bucks Schools Trust (ODBST) activities. To achieve this aim, I will:

- Ensure that we comply with relevant legislation and management standards and that we effectively manage all significant risks associated with our activities, workplaces, equipment and facilities.
- Recognise that the management of health and safety is a core management function which is central to our business performance.
- Promote a positive health and safety culture, with managers visibly demonstrating their commitment to achieving high standards of health, safety and risk management.
- Ensure roles and responsibilities for delivering our health, safety and risk management arrangements are clearly defined and communicated, with delivery monitored via our performance management and appraisal procedures.
- Provide adequate resources, proportionate to the level of risk, to ensure that we effectively deliver this policy and our associated management arrangements.
- Ensure that all our employees are competent to carry out their work without risk to themselves or others

by providing adequate information, instruction, training and supervision.

- Promote effective employee involvement and support the role of safety representatives in the delivery of our health, safety and risk management arrangements.
- Ensure our partners, suppliers and contractors are competent and that they conduct their activities so as not to expose themselves, our staff, service users and members of the public to unnecessary risks to health and safety.
- Ensure the organisation learns from any accidents, incidents, hazardous events or work-related ill health and regularly monitors, reviews and reports on health and safety performance, developing improvement plans to help deliver continual improvement in our performance.
- Provide our employees with effective occupational health support services. Implementing this health and safety policy is a prime responsibility of senior managers. Every employee also has a part to play in the safe and successful delivery of our services. Including appointing the Chief Operating Officer with special responsibility for Health and Safety and who is responsible for the overall coordination of health safety and welfare issues within the Trust and for monitoring the implementation and upkeep of Health and Safety policies.

School's 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 Oxford Diocesan Bucks Schools Trust (ODBST) 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

Definition of Competent
Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The definition of a **'competent person'** is the person who has responsibility for advising the ODBST, Headteachers and other senior managers in the discharge of their responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and all other health and safety legislation, and for liaising with relevant officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

Handsam are the ODBST's Competent Person
Tel: 0333 207 0737
Email: info@handsam.co.uk

School H&S duties may be undertaken by key personnel other that as detailed in the local arrangements depending on the school structure.

Responsibilities

Trustees are accountable for

- Ensuring a safe place of work for employees and pupils, including safe means of access and egress.
- Leading an effective health and safety culture
- Ensure health and safety appears regularly on the agenda of appropriate meetings.
- Monitor school on a day to day basis to ensure it is safe and well maintained
- Ensure that there is suitable expert support on health and safety
- Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust
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- Ensure that there is suitable expert support on health and safety
- Secure suitable insurance (commercial and/or the risk protection arrangement (RPA)) for the trust
- Considering immediate reviews in the light of major shortcomings or events.

Chief Operating Officer (COO)

The Chief Operating Officer is the link between the FRAPP and the senior ODBST members of staff with responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimize the likelihood of enforcement action, penalties and prosecutions.

The Chief Operating Officer must:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in ODBST schools.
- Ensure that the school have access to competent health and safety advice.
- Ensure that the school have access to competent health and safety advice.
- Have procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards.
- consider the impact of health and safety in all strategic and operational decision making.
- implement ways in reducing the likelihood of people being harmed by ODBST activities.
- monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- implement and monitor an informed, proportionate and prioritise risk management systems for the Trust
- ensure there is effective accident reporting and investigation procedure across the Trust.
- ensure that the Trust and its schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- agree with FRAPP Committee a programme of health and safety inspections.
- ensure the development and implementation of the Trust's overall health and safety strategy.
- ensure all staff receive adequate health and safety training for their role
- be the point of contact with the Trust's appointed Health & Safety consultant (Handsam), ensure that the arrangement is fit for purpose and represents good value for money

Local Governing Committees

- Co-operate with the employer, Oxford Diocesan Bucks Schools Trust, on matters of health and safety and all related policies.
- Provide feedback to the Headteacher on the allocation of devolved budgets based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.

The Headteacher

Day to day responsibility for the health, safety and welfare of employees and pupils

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

Operations Coordinator - in our Primary schools /Facilities Manager in our Secondary schools

- All risk assessments are completed and reviewed relating to all matters related to the site and estate.
- Hazard reporting and maintenance documentation is carried out (and all staff know how to report hazards)
- Monitoring of all accidents/incidents and near issues. Reviewing and investigation where required.

- All appropriate risk assessments, guidance and hiring documentation is completed for community use of the site
- All staff receive statutory Fire Awareness training annually and all other H&S training is regularly reviewed/refreshed as required and in line with Health and Safety advice/expectations.
- Adequately trained first aid cover is available for on /off site activities
- At least termly checks are made of the first aid arrangements and containers
  Ensure there is planned programmed maintenance of plant and equipment.
- Ensure the annual electrical testing program is arranged
- Maintain accurate records of all equipment and resources.
- Ensure the purchasing and maintenance of all H & S equipment and resources to a good work standard.
- Lead and support the Head Teacher with the annual health and safety inspection
- Be responsible for ensuring actions from the health and safety inspections are completed to set timescales.
- Oversee the monitoring of asbestos containing materials on site.

Office Administrator:

- Visitors are registered on InVentry, wear a badge and are briefed on the emergency procedures.
- Timely Accident, Incident or near mis reporting is completed on the online reporting system (Safesmart Smartlog)
- All community users are made aware of emergency procedures.
- Support with administrative work for annual Health and safety inspections.

Line Managers, including Key Stage leads/ Department Heads or Deputy Headteachers – for the areas and people they manage

- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher
- Day to day responsibility for the health, safety and welfare of employees and pupils in your work
- Ensuring risk assessments are carried out for activities as required for the area
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies in the area
- Ensuring employees are 'competent' to carry out their activities in the area
- 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 in our Primary schools and Facilities Manager in our Secondary schools with support from their team of site staff

- Keeping the building and site in good order and repair and free of waste / litter

- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Carry out recorded termly fire drills, recorded weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety Folder
- Carry out monthly water temperature and maintain the water hygiene documentation. Ensure the WHRA is current and identified actions are addressed to comply with L8 regulations.
- Alert the Headteacher/Operations coordinator 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 site 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

Structure – refer to current scheme of delegation

- The **ODBST Trustees** have overall responsibility for ensuring all health and safety polices are in place in all ODBST schools;
- The school's **Health and Safety Committee (HSC) if the school has one** will consider and make recommendations on overall health and safety issues affecting the school and will report to the Headteacher;
- The Headteacher has overall responsibility for the internal management of the school policies and procedures and reports to the Local Governing Committee;
- **The Operations Coordinator/Site manager or Administrator in our Primary schools and the Facilities Manager in our Secondary schools** has the responsibility for co-ordination and implementation of the policy and for liaising with contractors and reporting to the Headteacher
- **Heads of areas/departments** have responsibility for health and safety within their areas and for reporting to the operations Coordinator;
- Regular (at least termly) **department and team meetings** will be held with reports going to the Operations coordinator;
- **Union safety representatives** have the right to participate in the school's Health and Safety Committee and to discuss health and safety issues as necessary with the Operations coordinator and/or the Headteacher
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee (if there is one) and to discuss health and safety issues with the Operations Coordinator or Facilities Manager and Headteacher

Commented [EB1]: Do our primary schools have a HSC?

Off-site visits

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

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 and off-site issues
- Raise, without delay, health, safety, and environmental issues/hazards with pupils.

Visitors, Contractors and Parents

- All visitors to the school will sign in at Reception/school office and will be provided with a visitor badge to be worn for the duration of the visit and handed back to reception/school office on departure (badges may be colour-coded as to whether or not they have DBS clearance).
- 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 and ensure they have signed the asbestos log.
- Contractors need to share and follow rsk assessment for the work they are undertaking.
- 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 situation
- Use, but not misuse, things provided for health, safety and welfare.

Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognized trade unions are listed on local arrangement forms. This list their trade union and their name.

Health and Safety Committee

The school may establish a Health and Safety Committee to enable management and trade union representatives to work together to ensure not only compliance with the law but also the development of a positive health and safety culture within the workplace. The school recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

Health and Safety Procedures

Accident and Incident Reporting
Accidents (requiring additional first aid or hospital treatment) or near misses to employees are recorded and investigated in accordance with ODBST policy using Safesmart Smartlog incident reporting system or recorded locally if very minor.

All accidents are investigated by the Operations Coordinator. See local arrangements for details of the member of staff
Reported accidents are monitored termly to identify any trends, e.g., same pupil or accident in the same location.

The Head Teacher is accountable for ensuring certain more serious accidents affecting 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 (RIDDOR). The Operations Coordinator in our primary schools and the Facilities Manager is responsible for completing the RIDDOR report, in conjunction with the headteacher as appropriate.

Administration of Medication
For full details please refer to the ODBST Supporting Children with Medical Needs policy.

Prescribed medication will only be administered with written parental consent using an agreed trust form.
A list of staff able to administer medication is shown on the **local arrangements form.**

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. All staff who administer medicine must be competent to do so following training.

Asbestos Management - refer to the Trust Asbestos Policy
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.
The schools will carry out out re-inspections of the schools' asbestos containing materials, annually, in line with the Asbestos policy using their competent person. In between these inspections the school must ensure the asbestos is monitored and any concerns reported to the Asbestos Appointed Person – COO.

No destructive or potentially destructive work (however minor such as pinning or drilling) will be undertaken in the school without first reference to the asbestos register and information held on The Schools Asbestos Management Plan (AMP) stored in Safesmart Smartlog. **The COO should be notified of any major works**

planned and any work involving access to roof voids, demolition or drilling into the ceilings/floors/walls, and must be approved in advance to ensure asbestos is not likely to be disturbed.

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

The Asbestos information is held by the school Office entry point and is made available to any contractors carrying out work within the school. All contractors must sign the register before ANY work can be carried out to confirm they have been made aware of the location of asbestos.
Any changes to the Asbestos containing Material (ACM) must be reported and all document shared with the trust at all times.

The latest Asbestos Management Survey report is dated: See local arrangements

The latest Asbestos Reinspection by Competent Person is dated: **See local arrangements**

If an ODBST school was built post 2000 and therefore no asbestos was used in its construction. Written confirmation of this is available. See local arrangements.

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 Operations Coordinator.

It is the responsibility of contractors to read and comply with the Trust's Health & Safety Policy and Health & Safety Procedures. Contractors working on site are required to comply with the working rules as issued by the Trust. Any breach of these rules is to be reported to the COO.

The Trust recognises that contractors undertaking work on school premises can present health, safety, safeguarding and operational risks if not appropriately managed. All contractors appointed to work on Trust sites must be suitably competent for the work being undertaken and, where appropriate, provide evidence of qualifications, training, insurance, risk assessments and method statements (RAMS). Contractors must comply with all relevant health and safety legislation, Trust policies, site-specific arrangements and safeguarding requirements whilst on Trust premises.

The Trust and school will take reasonable steps to ensure that contractors are suitably supervised, aware of site hazards and emergency procedures, and do not create unacceptable risks to pupils, employees, visitors or other contractors. Appropriate arrangements will be in place to manage high-risk activities, including construction works, work at height, hot works, electrical works, asbestos-related activities and any work that may affect the normal operation of the school.

Where safeguarding considerations apply, contractors may be required to provide evidence of appropriate vetting and identification. Contractors must sign in on arrival, wear identification where required, remain within authorised areas and follow all instructions issued by school staff. Any concerns relating to contractor conduct, health and safety performance or safeguarding will be reported immediately to the Headteacher and Operations Coordinator.

For larger projects, the Trust will ensure that its duties as a Client under the Construction (Design and Management) Regulations are fulfilled and that suitable arrangements are in place to manage project risks throughout the planning and delivery of the works

Construction Design Management (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 and refer to the ODBST Contractor Management Policy June 2025.

Premises Management Folder
All schools have access to the Handsam website

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

Boiler & Plant Rooms
Cleaning
Contractors
Electrical
Fire
Gas
Glazing
Legionella

Oil
Pest Control
Pressure Systems
Scalding
Security
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. Documents such as risk assessments or policies might be shared via Smartlog to allow read receipt to be given by staff.

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 with regards to:

- 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.

Consulting with Students and Parents
Students also play a part in overall health and safety and welfare of all ODBST schools and will be encouraged to discuss health and safety issues at year and school student council meetings and raise any concerns, which will be reported to the Headteacher.

The Headteacher/Principal may decide to involve students further in the management of health, safety, welfare and security.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). The school may determine the amount and manner of the consultation.

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' following Safesmart Smartlog training and guidance.

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 site risk assessment. This includes the provision of finger guard devices, where deemed necessary (KS1 and EYFS areas and where these pupils might use within the school.).

Fire Safety
The Trust Board, as employer, retains ultimate responsibility for fire safety. The Headteacher is the Responsible Person for the day-to-day management of fire safety within the school and will ensure compliance with all fire safety legislation and Trust procedures.

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

Fire drills are undertaken termly. Fire safety training will be provided at induction and refreshed periodically, normally annually. The Fire alarm must be tested weekly along with break glass points.

The Site Manager/Caretaker in our primary schools and the Facilities manager and his team in our secondary schools undertakes all on-site testing (e.g. fire alarm, emergency lighting, extinguisher checks) and records in the fire safety folder or Smartlog. External contractors will be needed for some 6 monthly and annual fire checks and tests.

Also refer to fire safety folder/Safesmart Smartlog including risk assessment. The Fire Risk Assessment should be shared with staff.

Lockdown Procedures

All ODBST schools have an individual lockdown procedure document that is shared and discussed with all staff. This document must include:

- **Termly** lockdown drills that include variation and are undertaken. A clear outline of every staff members' responsibility in the event of a lockdown is discussed and shared with all staff. How lockdowns happen should be explained to pupils and practiced in a sensitive and age appropriate way.
- The alarm signals to alert to a lockdown, and the signal to alert to an 'all clear'.
- Security lockdown point. Including assembly points, secure entrance and exit points and pupil tracking
- Internal communication channels to be used during the event
- External communication methods to liaise with families during a real event
- Arrangements for students and staff with additional needs
- Evacuation plan, if needed.
- A clear checklist to follow in the event of a drill or incident.
- The Operations Coordinator in our Primary schools and Facilities Manager in our Secondary schools ensures these are undertaken

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: please see local arrangements form.

The kits are kept regularly topped-up by - see local arrangements form.

All first aid treatments are recorded and some requiring further medical assessment or treatment in the accident reporting system (Safesmart Smartlog.) Incident and near misses are recorded here too.

The following arrangements are in place for the dealing with bodily fluids- **see local arrangements form**

Plastic gloves and disposable aprons are provided to deal with the administration of first aid. 'Head bumps or facial injuries' are always reported to the injured child's parent /carer

The Following information is displayed in school:

Course	**Name of member of staff undertaken training and qualification dates**
First Aiders (FAW)	SA
Emergency first aiders (EFAW)	Most teachers/LSAs/Midday supervisors have EFA for Schools
Paediatric trained First Aiders	CW, EG, AR, DR, KB, AM

Able to administer medication	KB AM

(or include where these details are held and displayed and a general statement which states which job groups (e.g. Teaching Assistants, Midday Supervisors) receive the training.

Defibrillator, if applicable, is located - **see local arrangement form**
Battery charge and pads checked by the Site staff on a weekly basis

Allergies
Allergies are managed in line with the ODBST Allergy Policy. The school has an anaphylaxis kit that is located in: **See local arrangement form**.
This kit is managed by Kitt Medical, with spot checks by the Operations Co-Ordinator or Facilities manager if a secondary school

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

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 – refer to lcal arrangements form.

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

Health and Safety Advice
Competent advice is provided through **Handsam at** info@handsam.co.uk

Housekeeping (see also 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 are included.

H&S Inspections/checks and tests

The following inspection/servicing contracts are in place:

Type	Frequency	Person responsible
Air conditioning	Annual or as recommended by manufacturer	Contractor
Catering equipment	As required by risk assessment, recommended by manufacturer	Contractor
D&T Machinery	As required by risk assessment, recommended by manufacturer	Contractor
Electrical installation	Five Yearly	Contractor
Gas boilers	Annual	Contractor
Gym equipment (fitness training etc.)	6-Monthly / Annual	Contractor
Emergency Lighting	6-Monthly	Contractor
Fire Alarm	6-Monthly/annual	Contractor
Fire Extinguishers	Annual	Contractor
Fire Shutters	Annual	Contractor
Fire Doors	6-monthly	Contractor
Hall Dividers	Annual	Contractor
PE and external fixed play equipment	Annual	Contractor
Portable Electrical Appliances	Generally annually or via risk assessment	Contractor
Power Tools	As required by risk assessment, recommended by manufacturer	Contractor
Defibrillator	Weekly	Trained member of staff
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual	Contractor
Tree Inspections	As recommended by arboriculturist (typically 2 years)	Contractor/rained member of staff

NB: The school's defibrillator(s) will be visually checked at least weekly by a designated member of staff and after each use. Checks will include the readiness indicator, battery status, electrode pad expiry dates, cabinet condition, and accessibility. A record of inspections will be maintained and any defects reported immediately for corrective action.

Lettings / Use Premises Out of Hours

The school obtains legal and insurance information about any lettings. Contract for conditions of hire are completed, signed and approved as necessary. The School Admin and Operations Coordinator manage this. Refer to the ODBST Lettings Policy.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods. Ideally there should be no lone working at any ODBST site.

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 and procedures are in place for the eventuality it happens

Maintenance of plant and equipment

The Site Manager/Caretaker in our primary schools and the facilities manager in our secondary schools is responsible for arranging, monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager/Caretaker in our primary schools and the Facilities Manager in our Secondary schools 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.

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.

Measuring Performance
All ODBST school use Safesmart Smartlog to support relevant staff in carrying out their responsibilities for health, safety and security in their areas of general compliance. Annual Handsam H&S audits allow performance measurement to be undertaken and monitor compliance.

The Headteacher will ensure that the following are carried out as appropriate, using the school/academy's Smartlog management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the school/academy.

Status Review
The Operation Manager at our Primary Schools and the Facilities Manager at our secondary schools will, at the end of each academic year (or appropriate period), draw up a status report on each safety management area covered by the school/academy's review.

The review will draw off the information on the management system and will comprise:

- A statement of the number of uncompleted tasks from the Handsam audit or Smartlog checks and tests on 31st August
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- New processes and new technology introduced for health, safety and security;

- A reference to external influences: legislation, guidance, British Standards, auditors and reports; and
- Any proposals for improvements.

The Headteacher will ensure that copies of the status review will go to the Health and Safety Committee (where this is one), Heads of Department, union representatives and Chief Operating Officer at ODBST who will share the findings with the Trust board.

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 by the Headteacher as soon as thy are made aware by the employee and reviewed as necessary.

Off-Site Educational visits

The Off-Site Educational Visits Co-ordinator (EVC) is - See the local arrangements form.

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 Harwin email: mike.harwin@buckinghamshire.gov.uk Tel: 01296 383030
And Tracy Erasmus email: tracy.erasmus@buckinghamshire.gov.uk

Equipment (PPE)

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners, first aiders 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

Please refer to the ODBST Use of Force Policy and Behaviour Policy.

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/Facilities Manager or Headteacher.

Play equipment is inspected annually by an agreed contractor.

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 I the school office or more urgent matters should be reported via Smartlog to the Operations coordinator.

RIDDOR – reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

All incidents requiring RIDDOR must be reported directly to the HSE, Operations Coordinator and to the Chief Operating Officer in the Trust. For advice on RIDDOR please use the link below: Reportable incidents - RIDDOR - HSE and Handsam. TEL: 0333 207 0737

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in school. **See local arrangements form**

These are based on the model generic risk assessments available from Handsam or ODBST Operations Team.

All members of staff in charge of departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be **competent** to carry out appropriate risk assessments. The Headteacher is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

All ODBST schools use the ODBST risk assessment pro forma, which must be used by all staff or other designated persons. Completed risk assessments must be sent to the Operations Coordinator, retained on the health and safety management system and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately and any improvements needed will be made.

The Operations Coordinator will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at school level and which by any other outside contractors. The Headteacher has the discretion to seek advice from external bodies and will report the reasons and response to the Local Governing Committee and ODBST).

Risk assessments will identify measures to control risks during activities. Risk assessments will record significant findings of the assessment by identifying the hazards, how people might be harmed by them and what they have in place to control risk. Records of risk assessments will be made and will be focused on controls, which will be clearly explained so that others know exactly what they are required to do.

ODBST recognises that some activities, especially those happening away from the school/academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Headteacher should ensure that the person assigned with the risk assessment (RA) task understands the risks and is familiar with the activity that is planned and is trained in writing RA. Where a risk assessment is carried out the Headteacher must ensure that the significant findings of the assessment are recorded. See DfE guidance *Health and Safety: Responsibilities and Duties for Schools*

Safety Education

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

Safety Representatives

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

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

no legal responsibilities other than those of an employee.)

Security Arrangements
The Operations Manager with support from the Site Manager/Caretaker in our Primary school and Facilities Manager in our secondary schools 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. All staff are requested to report any concerns immediately to the Headteacher.

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

The security arrangements will cover as relevant:

- The site;
- The buildings;
- Notices;
- Control of visitors and contractors to the school;
- Locks and keys;
- Out-of-bounds areas;
- Dealing with trespassers;
- Security of staff and student property;
- Vehicles and cycles;
- Movement around the site and buildings;
- Transport and pedestrians arriving at the school in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

Site Inspections
Arrangements are in place for a joint inspection to be carried out of the building and site, at termly, by the Head Teacher, Site Manager, Operations Coordinator. The Chief Operating Officer will attend one of these a year.

Employees have been instructed to report any damage / defects to the Site Manager /Operations Coordinator and the Facilities Manager at our secondary schools.

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, Operations Coordinator or Facilities manager for our secondary schools 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 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 Headteacher is responsible for managing work-related stress within the school.
Refer to ODBST Stress at Work Risk assessment.

The Trust recognises that the health, safety and wellbeing of employees includes both physical and mental health. We are committed to fostering a positive working environment in which staff are treated with respect, supported in their roles, and able to raise concerns about their wellbeing without fear of prejudice or disadvantage.

The Trust procures a single Employee Wellbeing Policy that is accessible to all members of staff. This includes private GP appointments, counselling, physio and more. All matters are confidential.

The Trust will take reasonable steps to identify and manage factors that may contribute to work-related stress, including workload, organisational change, working relationships, role clarity, and support arrangements. Risk assessments will consider both physical and psychological hazards where appropriate.

Headteachers and line managers are responsible for promoting staff wellbeing, monitoring workloads where reasonably practicable, responding to concerns promptly, and ensuring that employees are aware of the support available to them. Employees are encouraged to report work-related stress, wellbeing concerns, bullying, harassment, or other factors that may affect their health and safety.

Where concerns are identified, the Trust will work collaboratively with the employee to implement appropriate support measures, which may include adjustments to working arrangements, access to occupational health services, employee assistance programmes, counselling services, or other relevant sources of support.

The Trust is committed to reviewing wellbeing arrangements regularly and taking proactive steps to promote a healthy, safe and supportive working environment for all staff.

Student Mental Health and Wellbeing
The Trust recognises that a pupil's mental health and emotional wellbeing are important factors in maintaining a safe, healthy and positive learning environment. Poor mental health, anxiety, emotional distress, self-harm, trauma, and other wellbeing concerns can impact a pupil's health, safety, attendance, behaviour, learning and ability to engage with school life. The school will promote positive mental wellbeing through a supportive culture, appropriate pastoral systems, early identification of concerns and timely intervention where required. Staff will be encouraged to raise concerns through appropriate safeguarding and pastoral procedures, and the school will work collaboratively with parents, carers, external agencies and specialist services to support pupils where necessary. Arrangements relating to safeguarding, SEND, behaviour, medical needs and mental health support will operate alongside this policy to help ensure that pupils are safe, supported and able to achieve their full potential.

Climate, Extreme Weather and Sun Protection
The Trust recognises that changing weather patterns and extreme weather events can pose risks to the health, safety and wellbeing of pupils, employees, contractors and visitors. The school will take reasonable and proportionate steps to identify and manage risks associated with severe weather conditions including high temperatures, prolonged exposure to sunlight, storms, high winds, snow, ice, flooding and other weather-related events. Suitable risk assessments and operational arrangements will be implemented where necessary to reduce risks and maintain the safe operation of the school.

During periods of hot weather, pupils and staff will be encouraged to remain hydrated, make use of shaded areas where available, limit prolonged exposure to direct sunlight and adjust activities where appropriate. Parents and carers may be asked to provide suitable sun protection, including sunscreen, hats and appropriate clothing. The school will consider the impact of high temperatures on learning environments and may take additional measures where conditions present a risk to health or wellbeing.

During adverse weather conditions, the Headteacher will determine any additional control measures required, which may include restricting access to certain areas, altering outdoor activities, implementing gritting arrangements, modifying site operations or activating business continuity and emergency arrangements. The Trust and school will seek to maintain normal operations wherever reasonably practicable whilst prioritising the safety of all building users.

The school will ensure appropriate communication is provided to staff, parents, carers and visitors regarding significant weather-related risks and any temporary arrangements introduced to safeguard the school community

Supervision
Pupils are supervised during all activities throughout the school day.
Please see local arrangements for the number of staff required and where they should stand during this time. It has been determined that during break time that 4 adult supervisors are needed to cover the following areas:

1. *(Large Playground near the Hall)*
2. *(Large Playground at the far end of the Playground)*
3. *(Small Playground near the double doors)*
4. *(Small Playground near the carpark fence)*
5. *(If on Field 1. Close to Oak tree at top of field, 2. Bottom of field, 3. Far left middle of the field, 4. Far right middle of the field*

Training and Induction

ODBST will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo **induction training** which will include the following health and safety matters:

- Emergency arrangements;
- Fire drills;
- First aid arrangements;
- Accident reporting;
- Good housekeeping;
- Codes of safe practice and guidance;
- Health and safety handbook and school/academy arrangements;
- How to meet their roles and responsibilities identified within this Health and Safety Policy;
- How to assess risks specific for their job;
- Specific hazards/responsibilities associated with work activity; and
- Special needs of students including students with disabilities.
- Lone working
- Location of asbestos containing materials, if present on site, plus ongoing annually

A full suite of Trust training is also provided to all staff via Smartlog. Completion is expected annually (or dependent on the course).

Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the students. ODBST recognises that certain roles involve a greater element of risk which will need extra or specific training, for example using industrial machinery or managing asbestos.

The Operations Coordinator will identify with relevant heads of department and staff the appropriate health and safety training needs, if in doubt they will contact the ODBST Operations Team.

The school/academy undertakes to provide extra training for staff where a need is identified.

Staff who feel that they have a need for health and safety training of any kind should notify the Operations Coordinator in writing.

The Operations Coordinator and HR partner will monitor records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety management system. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), heads of department are responsible for:

- Checking the validity of certificates;
- Arranging refresher training when necessary; and
- Keeping the Operations Coordinator informed.

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 is also included in the risk assessment process. A generic risk assessment has been completed. Employees should not drive pupils in their own car unaccompanied by another adult for safeguarding reasons.

Only employees who are currently authorised by the Head Teacher and trained by Buckinghamshire Council Supported Transport Service are permitted to drive the school or hired minibus.

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

Violence, Aggression and Abuse

Violence, aggression, threatening behaviour, harassment, verbal abuse, discriminatory behaviour, and online abuse against employees or any member of the school community will not be tolerated.

All incidents of violence, threats, aggression, or abuse must be reported promptly through CPOMS and SafeSmart Smartlog and will be investigated by the relevant Line Manager and/or Operations Coordinator as appropriate.

The Trust will take appropriate action to support affected employees and to prevent recurrence. Where necessary, this may include risk assessments, behaviour management measures, restrictions on access to school premises, and referral to external agencies.

Information for visitors regarding the Trust's zero-tolerance approach to violence and abuse will be displayed in reception areas and other appropriate locations.

Employees will receive appropriate training in de-escalation and positive handling through Step On. The primary purpose of this training is to prevent incidents from escalating and to minimise the risk of injury to employees, pupils, and others.

Where appropriate, further action may be taken with the support of the Police, Anti-Social Behaviour Team, Wolferstans, Handsam, or other relevant agencies.

Visitors
Visitors should not be allowed to enter pupil areas unaccompanied.

Waste / Litter Management

The Site Manager and Facilities Manager in our secondary schools are responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

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

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

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

Water Management / Control of Legionella

The School complies with the requirements of ODBST Water Services Hygiene, Legionellosis and Scalding Policy.

The following Contractor has been employed to review the School's legionella risk assessment every two years or sooner if necessary. – **See local arrangements form**

The Site manager in our primary schools and the Facilities manager in our Secondary schools undertake the regular water hygiene tests as scheduled in Smartlog.

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, strimmers, 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 in Smartlog.

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 or if they have to not received the appropriate training and risk assessment has been carried out.

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