



**OAKLANDS CATHOLIC SCHOOL**  
**AND**  
**SIXTH FORM COLLEGE**

**With delegated responsibility from the**  
**Edith Stein Catholic Academy Trust**

**HEALTH AND SAFETY POLICY**

<b>APPROVED BY LOCAL GOVERNING BODY</b>	<b>MAY 2022</b>
<b>SCRUTINISED BY BUSINESS AND COLLABORATION COMMITTEE</b>	<b>APRIL 2022</b>
<b>DATE LAST REVIEWED</b>	<b>APRIL 2022</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>DIRECTOR OF BUSINESS AND FINANCE</b>
<b>STATUTORY / NON-STATUTORY</b>	<b>STATUTORY</b>



Community

Unity

Opportunity



## Policy Amendments

Version Date	Section / Page	Amendments
June 2020	Various	Addition / Change of responsibility to include Assistant School Business Manager
	Various	Change of Student Services Officer to Student Services Team
	2.19 / Page 6	Change of cleaning company to Haywards
	3.22 / Page 13	Addition of Facilities Management Technical Assistant to maintain H&S BU Diary
	3.30 / Page 15	Two members of SLT will manage and coordinate in the role of EVC
	3.36 / Page 17	Additional wording 'and in the vicinity of entrance to Oaklands Catholic School and St Peter's Primary School'
	3.37 / Page 17	Additional sentence regarding students with Individual Health Care Plans
	3.42 / Page 18	New Section 'Virus Control'
May 2021	1.1 and 2.1 / Page 2 2.0 / Page 2  2.20 – 2.26 / Page 7-8 3.1 / Page 8 3.14 / Page 12  3.16 / Page 13  3.17 / Page 14  3.21 / Page 15  3.22 / Page 15  3.24 / Page 17  3.26 / Page 18  3.27 / Page 18 3.28 / Page 19 3.32 / Page 20 3.33 / Page 20 3.37 / Page 21 3.40 / Page 22 3.41 / Page 22 3.42 / Page 23 Appendix A / Page 25	<p><b><i>Changes have been made in line with the recent mock health and safety audit.</i></b></p> <p>Introduction of the trust statement of intent</p> <p>Updating the organisations roles and responsibilities.</p> <p>Addition of new roles and responsibilities</p> <p>Removing references to explicit regulations.</p> <p>Updating Electrical Equipment to include fixed wiring electrical testing.</p> <p>Updating section within fire safety surrounding fire risk assessments.</p> <p>Updating the first aid section to reference the use of mental health first aiders.</p> <p>Updating the process surrounding hazardous substances.</p> <p>Updating the section surrounding H&amp;S bring up diaries.</p> <p>Updating the section surrounding inspections and monitoring.</p> <p>Update to Legionella Risk Assessment review procedure</p> <p>Updating the section surrounding lone working.</p> <p>Reference to Minibus Policy</p> <p>Reference to Violent Incident Policy</p> <p>Amended the provision of information section.</p> <p>Updates to the stress and wellbeing section.</p> <p>Updates to the H&amp;S training section.</p> <p>Reference to Violent Incident Policy</p> <p>Reference to COVID-19</p> <p>List of H&amp;S trained staff categorised within H&amp;S topics.</p>

<b>Version Date</b>	<b>Section / Page</b>	<b>Amendments</b>
April 2022	2.8.2 / Page 5 2.15 / Page 7 3.13.1 / Page 12 3.34.1 / Page 21 3.44.4 / Page 24 Appendix 1	Inclusion of Secretary's name on H&S Committee Addition of DBF as a trained Accident Investigator Addition of employee's line manager on DSE distribution Addition of FM Tech Assistant to Risk Assessors Access equipment used for working at height Update of names of H&S Trained Personnel
May 2022	3.44 /Page 24	Addition of a new paragraph relating to the use of wheelchairs onsite and subsequent renumbering of paragraphs

## 1.0 Introduction

- 1.1 As a part of the Edith Stein Multi Academy Trust, the Local Governing Body of Oaklands Catholic School and Sixth Form College have created this policy in line with the Trust's Health and Safety Policy Statement.
- 1.2 It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, students and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partners, contractors, sub-contractors, employers, Hampshire County Council departments, and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.
- 1.3 Our aims are to:
- Develop and maintain a positive health and safety culture through regular communication and consultation with staff and their representatives on health and safety matters
  - Ensure staff are suitably trained and competent to do their work safely
  - Maintain control of health and safety risks arising from our activities
  - Consult with all staff on matters affecting their health, safety & welfare
  - Provide appropriate information, instruction and supervision for staff/students/visitors
  - Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
  - Assess risks, record significant findings and monitor safety arrangements
  - Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
  - Provide and maintain safe systems, equipment and machinery
  - Ensure safe handling, storage and use of substances
  - Record all accidents and near misses in accordance with HSE guidelines
  - Review and revise safety policies & procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- 1.4 Our health and safety management system has been developed to ensure the above commitments can be met. All staff and governors will be instrumental in its implementation.

## 2.0 Organisation

- 2.1 The overall accountability for health and safety at Oaklands Catholic School is held by the Edith Stein Catholic Academy Trust who delegate management and monitoring of health and safety to the Local Governing Body to:
- Ensure that health and safety has a high profile
  - Ensure adequate resources for health and safety are made available
  - Consult and advise staff regarding health and safety requirements and arrangements
  - Consult staff regarding suitable health & safety training opportunities
  - Periodically monitor and review health and safety arrangements

### 2.2 ***Responsible Manager***

The responsible manager for the premises is the Headteacher who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of the day-to-day management of the school
- Ensure staff are aware of their responsibilities
- Ensure a safe & healthy environment & provide suitable welfare facilities
- Make operational decisions regarding health & safety
- Ensure periodic safety tours and inspections are carried out

- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health & safety responsibilities
- Update governing bodies/partners as appropriate
- Produce, monitor & review local safety policies & procedures

### 2.3 **All Staff (including volunteers)**

2.3.1 All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the school's health & safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health & safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised for their own protection or the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to the Director of Business and Finance or Assistant School Business Manager or the Site Team
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others.

2.3.2 Staff have a responsibility to ensure they act in a responsible way towards the health & safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with the Director of Business and Finance and Assistant School Business Manager and to adhere to safety guidance provided to assist in maintaining standards of health and safety within the school.

### 2.4 **On-site Health and Safety Officer**

2.4.1 The Director of Business and Finance acting as on-site health and safety officer to the school premises will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher. The Director of Business and Finance will also advise all personnel in meeting their individual responsibilities with regards to health and safety at work and offer or arrange appropriate training to all personnel and stakeholders as required. He/she will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or School's Health and Safety Consultant as required.

2.4.2 The Director of Business and Finance supported by the Assistant School Business Manager are expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

### 2.5 **Assistant School Business Manager**

2.5.1 The Assistant School Business Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Director of Business and Finance and Headteacher. He/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from the Director of Business and Finance and/or the School's Health and Safety Consultant as required.

2.5.2 The Assistant School Business Manager will:

- Identify day to day health and safety issues across the school site.
- Liaise with staff to seek solutions and provide advice on items relating to health and safety
- Work alongside the facilities management technical administrator in ensuring all training is up to date and a training plan is in place.
- Ensure all bring up diaries are a true and accurate record of the noted subjects.
- Act as the fire marshal coordinator, further details surrounding this role can be found in the fire evacuation plan.
- Ensure all risk assessments are undertaken and are made available to all staff.

2.6 **Teachers & Support Staff**

The responsibility of applying safety procedures on a day-to-day basis rests with all staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Assistant School Business Manager (as appropriate) so the associated risks are assessed and any precautions deemed necessary are implemented. All accidents will be investigated in accordance with the current procedures in order that the cause of any accident can be identified and remedial actions taken as appropriate. They are to ensure that all new members of staff under their control are instructed in their own individual responsibility with regards to the Health and Safety at Work Act 1974, are familiar with the School Health and Safety Policy and that they frequently make inspections of their areas of responsibility, taking prompt remedial action where necessary.

2.7 **Head of Department**

2.7.1 The Head of Department is responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Headteacher. He/she will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions.

2.7.2 He/she will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out and necessary controls implemented.

2.8 **Health and Safety Committee**

2.8.1 The Health and Safety Committee will meet 6 times a year to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety Committee representatives will be nominated to represent individual or grouped departments. The Safety committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

2.8.2 The Health and Safety Committee consists of:

- Director of Business and Finance – Chair
- Assistant School Business Manager – Health and Safety Co-ordinator. Site, IT and Tech Support Team Representative
- Facilities Management Technical Administrator - Secretary
- Business Support Manager – Admin and Finance Team representative
- Teacher Representative - Science/Kolbe
- Teacher Representative - Design Tech/Angelico and Food Tech
- Teacher Representative - PE/All Sports Areas
- Teacher Representative - History, Geography/JP Block
- Teacher Representative - Maths, MFL, RE, Music/Thomas More, St Cecilia & White House
- Teacher Representative - English, Library, Careers, Drama & Media, IT/Newman, Romero & Drama Studios

- Teacher Representative - Sixth Form, Business Studies and Social Sciences
- LSA Representative – Learning Support and SEN
- Catering Manager or representative - Kitchen

## 2.9 **Health and Safety Training Manager**

- 2.9.1 The Assistant School Business Manager is the nominated person responsible for identifying and coordinating H&S specific training on behalf of the headteacher. The Training Manager will ensure that a training needs analysis is undertaken and appropriate training events made available to staff.
- 2.9.2 The Assistant School Business manager will be supported by the facilities management technical assistant in ensuring a training plan is in place and all H&S training is logged through the schools training platform BlueSky.

## 2.10 **Fire Safety Co-ordinators**

The Assistant Headteacher/Director of Business and Finance are the competent persons for fire safety on the premises and act on behalf of the Headteacher. These personnel will have attended the fire safety co-ordinator training course and will refresh this training every 3 years. The Fire Safety Co-ordinators are responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual in liaison with the Assistant School Business Manager. The Fire Safety Co-ordinators are to work within a level of competence and seek appropriate guidance and direction from the Headteacher and/or School's Health and Safety Consultant as required.

## 2.11 **PEEP Manager**

The Business Support Manager assisted by the Student Services' team is the nominated person undertaking PEEP management on behalf of the headteacher and will ensure an evacuation plan is created and managed for individuals unable to reach a place of ultimate safety unaided, or within a satisfactory period of time, in the event of any emergency.

## 2.12 **Business Support Manager/Student Services Team**

The Student Services Team are the nominated competent persons for administering medicines and the provision of Individual Healthcare Plans for students with medical conditions on behalf of the Headteacher in accordance with the Medical Conditions and Administration of Medicines Policy.

## 2.13 **Legionella Competent Person**

- 2.13.1 The Assistant School Business Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to attend training at intervals not exceeding three years and all training records are to be retained.
- 2.13.2 The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) on the approved Legionella testing template. He/she will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premise's users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or School's Health and Safety Consultant as required.

## 2.14 ***Asbestos Competent Person***

- 2.14.1 The Assistant School Business Manager and the Site Supervisor are the nominated competent persons for asbestos on the premises and act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. They are to attend training at intervals not exceeding three years and all training records are to be retained.
- 2.14.2 The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements.
- 2.14.3 He/she will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premise's users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or School's Health and Safety Consultant as required.

## 2.15 ***Accident Investigator***

The on-site trained accident investigators are the Assistant Headteacher, Director of Sixth Form and the Director of Business & Finance. One of these who are trained will lead an accident investigation in accordance with corporate procedures.

## 2.16 ***Link Governor for Health & Safety***

A Governor will be elected to act on behalf of Local Governing Body to be responsible for the monitoring and evaluation of the school's health and safety policies and procedures and reporting his/her findings to the Local Governing Body at least once a term. He/she will work closely with the Director of Business and Finance and Assistant School Business Manager and seek guidance from School's Health and Safety Consultant as necessary. He/she will attend Health and Safety Committee meetings at least once a year and also assist with an annual review of safety management systems.

## 2.17 ***Health & Safety Assistance & Advice***

The School's Health and Safety Consultant (currently RW Safety Solutions) is the competent source of safety guidance for Oaklands Catholic School and Sixth Form College as required under health & safety regulations. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from the School's Health and Safety Consultant must be sought.

## 2.18 ***The School Cleaning Contractor***

The Cleaning Contractor (currently Haywards Cleaning Services), are contracted to clean the premises and are responsible for the health and safety, training and welfare of their staff whilst working at the school. Their staff are responsible for reporting any Health and safety concerns to the Director of Business and Finance or Assistant School Business Manager as soon as possible.

## 2.19 ***SENCO***

The Special Needs Co-ordinator is responsible for any specific health and safety issues relating to students with special needs and will make the Health and Safety Co-ordinator aware of additional adjustments or equipment needed to ensure their safety whilst in school. Individual evacuation plans are drawn up by the Special Needs Co-ordinator and a copy is given to the Assistant School Business Manager and the facilities management technical assistant to file in the Fire Safety Manual. The Special Needs Co-ordinator will notify any changes in circumstances to the Assistant School Business Manager.



## 2.20 **Facilities Management Technical Assistant**

The Facilities Management Technical Assistant assists the Director of Business and Finance and the Assistant School Business Manager in the administration and filing of many aspects which is encompassed within health and safety, these tasks include but are not limited to:

- Day to day management of the health and safety bring up diaries.
- Day to day management of the health and safety training needs and placing individuals on required training courses.
- Day to day management of the school risk assessments, this includes filing the risk assessments so they are available to all individuals, and also ensuring all risk assessments are reviewed in line with the assessments planned review date.
- Act as the secretary for the Health and Safety Committee, this includes formulating the meeting minutes and documenting the meetings existence and collating the agreed action points.

## 2.21 **Catering Team**

The school's Catering Department is managed in-house and all employees are employed by the school the Catering Department are responsible for ensuring they comply with all necessary regulations which are set by the regulatory bodies. This includes food hygiene and COSHH regulations. The catering department are required to report any issues surrounding health and safety to the Assistant School Business Manager and/or the Director of Business and Finance. The Catering Department are to also fulfil the requirements and expectations of those classed as 'all staff' within this policy.

## 2.22 **Premises Hirers / Lettings**

Premises hirers and lettings owners are bound to follow the requirements as are stipulated to all school visitors. However, in addition to this for individuals who are using school equipment for personal use they must inspect the equipment prior to use to ensure it is safe to use for its intended purpose. If there are any issues with the environment or an individual piece of equipment they must notify the site team immediately.

## 2.23 **Site Supervisor/Site Staff**

2.23.1 The Site Supervisor and the school Site Team are responsible for ensuring the school site is clear of any health and safety issues and where possible remove any such hazards as soon as reasonably practicable. The Site Team and Site Supervisor are required to undertake various checks across the school site which are detailed within this policy.

2.23.2 If the Site Team and Site Supervisor encounter any health and safety issues they must report these to the Assistant School Business Manager and or Director of Business and Finance.

## 2.24 **IT Manager**

2.24.1 The IT Manager is responsible for managing the online platforms which are utilised within the H&S process and procedures.

2.24.2 The IT Manager also is responsible for acting as the fire marshal coordinator reserve, the details of this role can be read in further detail in the fire evacuation management plan.

## **2.25 M&E Contractor**

The school's mechanical and engineering prime contractor currently Corrigenda LTD are responsible for undertaking all servicing and regular maintenance of items across the school. This includes but is not limited to;

- Catering Equipment
- DT Equipment
- Lightning Protection
- Fume Cupboards & LEV
- Sewage Pump
- Auto Doors & Roller Shutters
- Lift Service
- Fire Alarm Service
- Intruder Alarm
- Access Control
- Boiler
- Science Gap Taps
- TMV Service
- Fire Hydrant
- Fan Convectors/Extract Fans
- Emergency Lighting
- Water Tank & Softener
- Air Conditioning
- Hot Water/Pumps Equipment

## **2.26 Educational Visits Coordinator**

2.26.1 The Educational Visits Coordinator is responsible for overseeing and managing all events which involve the school's curriculum. The educational visits coordinator must ensure all health and safety requirements have been undertaken and that the visit has been sanctioned by the Health and Safety Officer.

2.26.2 The Educational Visits Coordinator must ensure a risk assessment has been undertaken for the trip, the required number of staff have been assigned to the trip, the relevant first aid protocols are in place for the trip.

2.26.3 If the Educational Visits Coordinator encounters any issues they are to consult with the Director of Business and Finance to seek a solution.

## **3.0 Arrangements**

3.1 The following arrangements for health and safety have been drawn up following assessments of risk. These arrangements set out all the health and safety provisions for Oaklands Catholic School and Sixth Form College and are to be read in conjunction with the school's procedures as laid out in the current staff handbook along with all current school policies referred to in this document.

3.2 In carrying out their normal functions, it is the duty of all managers and staff to do everything possible to prevent injury & ill-health to others. This will be achieved so far as is reasonably possible by the implementation of these arrangements and procedures.

3.3 General arrangements can be summarised as follows:

- Providing a healthy and safe working environment with adequate welfare facilities
- Providing adequate information, instruction, training and supervision to ensure all personnel are aware of their responsibilities & how to carry out their duties safely
- Providing safe places to work with safe access to and exit from them
- Providing a system for rapidly identifying and effectively dealing with hazards

- Implementing control measures to reduce risks to as low as reasonably practicable
- Providing and maintaining safe equipment and safe systems of work
- Making arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
- Providing suitable personal protective equipment (PPE) & clothing where hazardous conditions cannot be eliminated and where PPE is assessed to be the last resort

3.4 All personnel have a statutory duty to co-operate in fulfilling the objectives of the school as detailed in the Statement of Intent. Everyone has a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves or to others.

3.5 Staff are required to observe special rules and safe working methods that apply to their own work and to report hazards discovered by them immediately upon discovery via the use of the school's defect reporting system.

### 3.6 ***Accident /Incident Reporting & Investigation***

3.6.1 Any accident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in student services office.

3.6.2 Minor accidents to pupils are to be recorded in the minor accident book held in the student services office.

3.6.3 Near misses or dangerous occurrences i.e. an accident waiting to happen, must be reported using the proforma available on the Staff Only (N), Whole School, Health and Safety folder. Near Miss reporting is an important part of the management of health and safety and is key to reducing the risk of injury to staff, pupils and visitors. Physical near miss reporting forms can also be found on the school health and safety notice board in the staff room.

3.6.4 The more serious accidents that are notifiable to the Health and Safety Executive (HSE) are to be reported using the appropriate form and a copy is to be forwarded to the School's Health and Safety Consultant for approval prior to forwarding to the HSE.

3.6.5 All significant accidents or incidents and near-misses are to be reported to the Headteacher or his representative. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence. The Director of Business and Finance is to ensure that the governing body is informed of all accidents of a serious nature & dangerous occurrences. All accident reports and near misses will be monitored by the Health and Safety Committee for trend analysis in order that repetitive casual factors may be identified to prevent reoccurrences and the findings reported to Governors at least once a term, more information regarding this process can be seen in the monitoring section of this policy.

3.6.6 Premises hirers, community and third-party users must report all incidents related to unsafe premises or equipment to the Site Supervisor, Assistant School Business Manager or Director of Finance and Business who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### 3.7 **Asbestos Management**

- 3.7.1 Asbestos management on site is controlled by the asbestos competent persons. The asbestos register is located at White House reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register when signing into the school via the school reception before commencing any works on site. The contractors will also be provided access to digital versions of the asbestos register via the use of a QR code, these are made available within each building in the school.
- 3.7.2 Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register.
- 3.7.3 Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and obtaining approval from the competent persons (Site Supervisor or Assistant School Business Manager).
- 3.7.4 Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Assistant School Business Manager and/or the Site Supervisor who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Assistant School Business Manager and/or the Site Supervisor.

### 3.8 **Child Protection**

Arrangements regarding child protection are set out in the Child Protection & Safeguarding Policies.

### 3.9 **Community Users/Lettings**

The Assistant School Business Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises are safe for use and is always inspected prior to, and after each use. The physical checks are to be undertaken by the site team and such check to be documented accordingly.
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

### 3.10 **Construction (Design and Management) Regulations (CDM) – Client Responsibilities**

- 3.10.1 Complying with CDM helps to ensure that no-one is harmed during any works and that the School's buildings remain safe to use and maintain. Effective planning will also help ensure that the works are well managed with fewer unexpected problems. For most works the School will have Client Responsibilities which are as follows:
- Appointing the right people at the right time
  - Ensuring there are arrangements in place for managing and organising the project
  - Allowing adequate time for the work to be completed
  - Providing information to and communicating with the principal designer and principal contractor
  - Ensuring adequate welfare facilities on site
  - Ensuring a construction phase plan is in place
  - Keeping the health and safety file on completion of the works
  - Protecting members of the public, including the school's employees and students
  - Ensuring workplaces are designed correctly

3.10.2 Further information regarding the client responsibilities are available via the Health and Safety Executive website. Where incidents, issues or concerns arise beyond the level of understanding or knowledge in the school, then advice from the School's Health and Safety Consultant must be sought.

### 3.11 **Contractors on Site**

3.11.1 Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken.

3.11.2 All contractors must report to the White House reception where they will be asked to sign in via the electronic system, they will also be required to complete an accompanying form requesting any DBS information they may hold. They will be also required to read and sign asbestos register for the specific areas they will be undertaking work within. They will be given a visitor's badge which they must wear at all times whilst on the school grounds. All contractors will also be provided with all emergency procedures which includes the fire evacuation & lockdown procedure. All contractors must comply with school policies and procedures.

3.11.3 Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and/or students on the premises.

### 3.12 **Curriculum Activities**

3.12.1 All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art and Drama as issued by relevant appropriate bodies. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

3.12.2 All risk assessments undertaken for curriculum activities are to be sent to facilities management technical assistant so they can be added to the school's risk assessment central database and be subjected to spot checks by the assistant school business manager and the director of business & finance.

### 3.13 **Display Screen Equipment (DSE)**

3.13.1 All users are bound to undertake a DSE assessment, the DSE assessment is undertaken via an online form which is made available by Facilities Management Technical Assistant. Once the assessment is undertaken the necessary actions are automatically sent to the Director of Business & Finance, Assistant School Business Manager, the employee's line manager and the IT manager. Once the necessary remedial actions are received they are resolved accordingly through the school's online defect reporting system.

3.13.2 The DSE assessment should be undertaken at least every 2 years, however, users are asked to undertake a new assessment if there's any change in environment or personal circumstances.

3.13.3 Once a user undertakes a DSE assessment this is populated within the DSE Assessment Bring Up Diary which notifies the facilities management technical assistant and Assistant School Business manager if a user has surpassed the 2-year threshold.

### 3.14 **Electrical Equipment**

3.14.1 The Assistant School Business Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/combined inspection/tested at periodic intervals according to the type of equipment:
  - earthed Class I, inspection 6 months, combined 12 months
  - double insulated Class II non-hand held, inspection 24 months, combined not required
  - double insulated Class II hand held, inspection 6 months, combined not required
  - IT equipment (student access), inspection 24 months, combined 24 months (unless double insulated where combined testing not required)
  - IT equipment (office based), inspection 48 months, combined 48 months (unless double insulated where combined testing not required)
- Equipment inspection/testing can only be carried out by a competent person.
- The competent person to be used is a trained member of the site team or a qualified contractor
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Assistant School Business Manager so it can be PAT tested and added to future testing schedules
- PAT test equipment will be calibrated annually by a qualified contractor.
- Fixed wiring electrical testing to be undertaken as required every 5 years by a competent contractor.

3.14.2 Any defective or suspected defective equipment, systems of work, fittings etc must be reported via the online defect reporting system and any remedial works required actioned as soon as possible. If the issue is of an urgent nature. The individual should make the assistant school business manager or director of business & finance aware as soon as possible.

### 3.15 **Emergency Procedures**

3.15.1 General emergency evacuation for non-fire related emergencies is to be carried out in accordance with school's emergency response plan. The school has a fire emergency plan for fire related emergencies and an emergency response plan for all non-fire emergencies including lockdown.

3.15.2 All staff will have access to the emergency response plan on the Schools Intranet and they will be periodically provided with updated information as the emergency response plan is routinely reviewed and amendments are introduced.

3.15.3 Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. (See also section on PEEPs below)

3.15.4 Students who are in school on crutches or with limited mobility due to injury will be subject to the following guidance:

- The school will undertake a risk assessment at the beginning of each week to determine access to and movement around the site. The decisions as to access and movement around the site can only be made by the school who must consider the risk to the injured student and to the rest of the school community
- Students on crutches who cannot weight bear on the injured leg or who are deemed unstable on their crutches by school staff will not be allowed to access any first or second floor lessons

- Students are not permitted to access classrooms using the lifts. This is due to the restrictions that would apply should it be necessary to evacuate students from a top floor in the event of fire, when lifts are not to be used.
- Students who cannot access classes due to the above restrictions will have work set for them (co-ordinated by the Head of Year) and this must be sent to Student Services.
- The Head of Year will determine with Student Services the location of the injured student who is not in class. This will either be in Student Services or in the Inclusions Room. A weekly timetable will be drawn up on the Monday morning co-ordinated by the HoY and Student Services Team
- Students on crutches are to be allocated a 'buddy' who will leave class 5 minutes early with them, carrying their bags, to facilitate movement around the school. These buddies should change every couple of days to avoid other students being disadvantaged.
- If students are in pain due to their injury then the school has the right to request parents do not send them into school or arrange for them to be collected. If a child with an injury cannot comfortably be accommodated in school for long periods of time e.g. if the leg has to be raised, then the school can look at the option of a shortened school day to allow the child sufficient recovery and rest time at home. The same applies if a student is finding movement around the site exhausting or using the crutches painful. Work can be set for the student to complete at home in these circumstances
- If a student becomes more competent and stable on their crutches and if weight can be put on the injured leg, then the school can re-visit its risk assessment and with certain conditions, e.g. with a buddy; moving around the school at quiet times, begin to permit access to first and second floor classrooms, dependent on the building, height of stairs, ease of evacuation should it be required and volume of traffic in that building.
- Students on crutches or with limited mobility must use the picnic area outside Student Services at break and lunch time or be accommodated in an indoors area under staff supervision. Visits to toilets and lockers must be timed to avoid the changeover of lessons or busy times at the beginning and end of break, lunch or the end of the school day. They must not be moving 'freely' around the site at these times. They must not allow other students to use their crutches.

### 3.16 **Fire Safety**

3.16.1 Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

3.16.2 The Headteacher will ensure through the fire safety co-ordinator that:

- All staff are to complete fire safety training at intervals not exceeding three years
- Fire safety information is provided to all staff at induction and thereafter annually
- Fire safety procedures are readily available for all staff to read
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual

3.16.3 The fire risk assessment is reviewed as follows:

- Internally carried out annually by the school fire safety manager/competent person and H&S Governor who will ensure that evidence of reviews are retained for inspection purposes.
- Externally carried out by a competent fire risk assessor every three years

- Externally carried out by a competent fire risk assessor as soon as reasonably possible where there is a possible change in fire safety risk, room use or refurbishment/construction which may affect fire safety

3.16.4 An annual fire safety management review will be undertaken by the H&S governor and evidence of the reviews maintained.

### 3.17 **First Aid**

3.17.1 Arrangements regarding first aid provision are set out in the separate First Aid Policy. The names and locations of the first aid trained staff on site are held by Student Services. The appointed First Aid Co-ordinator is the Business Support Manager.

3.17.2 It is normal and expected that any person will take reasonable and prudent action to support someone who has been injured or is hurt and to make them as comfortable as possible. However, first aid treatment is only to be administered by someone who has been trained to undertake first aid procedures. They must have in-date training certification and conduct first aid within the parameters of their training.

3.17.3 An immediate call over the radio or by telephone to Student Services, extension 3041 or 3042, should be made if first aid treatment is required and an untrained person must hand over to a trained person when the trained person arrives at the scene.

3.17.4 In conjunction with physical first aid, the school also have nominated mental health first aiders to be able to provide support and assistance accordingly.

3.17.5 The number of first aiders and mental health first aiders required by the school is documented within the school's first aid needs assessment.

### 3.18 **Footwear**

3.18.1 Footwear must be safe, sensible, in good order and have regard for H&S considerations. Trainers (unless specifically required for the work role), stiletto heels and 'flip-flops' i.e. shoes without a heel strap, are not to be worn on the school grounds.

3.18.2 Certain work roles e.g. site team, catering team require staff to wear protective footwear and this is to be appropriate for the activities undertaken.

### 3.19 **General Equipment**

3.19.1 All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, lifts, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided through our mechanical and engineering prime contractor.

3.19.2 Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported via the online defect reporting system and immediately taken out of use until it has been repaired and becomes fit for use. A defect reporting system enables staff to record equipment and procedural defects including H&S concerns via email. Defects will be prioritised and remedial work undertaken as appropriate.

### 3.20 **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards



- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

### 3.21 **Hazardous Substances**

- 3.21.1 Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessors, and the product has been approved for safe use on site by the Headteacher. The premises COSHH assessors acting on behalf of the Headteacher are The Assistant School Business Manager, The Facilities Management Technical Assistant, Science Technician and the D & T Technician.
- 3.21.2 Before the procurement of any potential hazardous substances, Facilities Management Technical Assistant is to be informed and a COSHH assessment is to be undertaken. No hazardous substances are to be procured until authorisation has been issued by the Assistant School Business Manager on sight of the completed COSHH assessment.
- 3.21.3 When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.
- 3.21.4 The majority of hazardous substances are to be stored in the secure and signed storage when not in use which is in the 'Pool' room for general site and in Science Prep room in Kolbe Block, Chemical Store in Angelico Block and in A10. The cleaning contractor is to be provided with designated storage areas for cleaning materials and these locations and cleaning fluids must be marked up with signage in accordance with the COSHH regulations. Items such as washing soap and washing capsules are to be stored in upper level cupboards and monitored. No hazardous substances are to be left in an area which is unsupervised and occupied by students.

### 3.22 **Health and Safety Diary Management**

- 3.22.1 All activities pertinent to H&S are recorded on the H&S Diary acting as an aide memoire to include, but not limited to, risk assessment and policy documentation reviews, training events, statutory maintenance and inspection events. The Facilities Management Technical Assistant will be responsible for maintaining the H&S BU diary.
- 3.22.2 All activities which are time bound are managed and a record of such activities is stored within the relevant bring diary, all health and safety bring up diaries are managed by the Facilities Management Technical Assistant and overseen by the Assistant School Business Manager. The bring up diaries which are in place within the schools are, but not limited to;
- Risk assessment bring up diary – The bring up diary will notify the Facilities Management Technical Assistant 30 days before it is due for review, and also acts as a central record of all risk assessments across the school's site.
  - Policy Documentation Review - The bring up diary will notify the Facilities management technical assistant 30 days before any Health and Safety and Facilities Management related policies are due for review, and also acts as a central record of statutory and non-statutory school policies.
  - Training – The bring up diary will notify the Facilities management technical assistant when staff training is due for renewal. This also acts as a central record for all staff training relating to health and safety.

- Statutory & Maintenance Inspections – All routine inspections undertaken by the school site team which includes but not limited to emergency lighting test, fire extinguisher inspection, ladder inspections, legionella temperature inspections, fire exit inspections are all documented within the routine inspection bring up diary. All servicing which is undertaken by the schools nominated mechanical and engineering prime contractor is logged through the use of EPPM and managed by the Facilities management technical assistant.
- DSE Assessments – The DSE Assessment bring up diary, logs all DSE assessments which have been undertaken and any accompanying remedial action which needs to be undertaken. The bring up diary automatically forwards any actions required to the director of business and finance, assistant school business manager and the IT manager. The facilities management technical assistant is responsible for managing the DSE assessment process on a day to day basis and ensure all users undertake a DSE assessment at least every two years.

### 3.23 **Hot Drinks**

- 3.23.1 All hot drinks wherever possible must remain in offices, workrooms or the staffroom in order to prevent incidents involving spillage which may result in serious injury to other persons using the site. Where hot drinks need to be transported around the site they must be in a sealed container with a minimum of a silicone 'vacuum' lid or tight-fitting plastic lid on a paper or plastic cup.
- 3.23.2 Evidence shows that serious injuries have been caused to school children by staff carrying hot drinks around school sites without the appropriate tight-fitting lids. The prevention of such incidents is essential in ensuring the safety of all users.
- 3.23.3 For the purposes of this policy the term "hot drinks" refers to tea, coffee, soup, water or any other liquid which may be considered as a hazard.
- 3.23.4 It is essential all users of the site abide by the following:
- Hot drinks must not be taken outside offices, workrooms, etc unless a suitable and secure lid is in place
  - Hot drinks must not be carried on corridors, into classrooms or onto the playground areas at any time unless a suitable and secure lid is in place
  - Any receptacle which contains hot liquid must not be carried through the corridor or playground areas unless in a suitable container
  - If moving containers of hot liquid is unavoidable then an appropriate risk assessment must be put in place and appropriate control measures put in place and adhered to avoid the risk of injury. Guidance on completing such risk assessments should be sought from the Assistant School Business Manager.
  - Any hot drinks purchased by students or adults from the school canteen must not be taken from the room unless a suitable and secure lid is in place
- 3.23.5 It is each individual's responsibility to ensure their own health and safety and the health and safety of others. Therefore, all site users must follow the above procedures as stated.
- 3.23.6 Hot drinks supplied by the school or an agency of the school such as the Oaklands Friends and Parents Association must be provided with lids. A notice will be provided at hot drinks dispensing points warning vendors that hot drinks are provided with a lid for theirs and others safety and should not be removed whilst moving around canteen, hall or the site in general.

3.23.7 Where staff make their own hot drinks and need to transport them around the site, even for a short distance, then they must ensure the cups, mugs or other containers they use have tight fitting lids that will avoid spillages and injury to themselves or others. Whilst the School cannot prescribe the type of lid used it is widely accepted that a silicone lid which causes a vacuum when placed on top of a mug or cup is the minimum acceptable safety measure. These types of lids can be purchased online or from kitchen shops.

### 3.24 ***Inspections and Monitoring***

3.24.1 Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues, they should be reported via the online defect reporting system. If the noted issue is of an immediate danger to individuals this is to be reported to the Site Team immediately through the use of the internal school phones or school radio. At which point the site team must inform the Assistant School Business Manager if the issue cannot be resolved with internal school resources.

3.24.2 Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department.

3.24.3 Management checks of school logs are undertaken on a routine basis, they are first checked by the facilities management technical assistant, once the firsts checks are undertaken they are further checked by the assistant school business manager before being final checked by the director of business and finance. Any issues which arise are noted and signed and actioned accordingly. Any issues which need further discussion are raised within the six weekly health and safety report.

3.24.4 Routine documented inspections of the premises will be carried out every month in accordance with the premise's monthly inspection schedule by the Assistant School Business Manager. Inspection findings are to be recorded on a Monthly Premises Safety Inspection Checklist.

3.24.5 The Assistant School Business Manager is responsible for ensuring any issues identified are actioned. Any identified high-level risks or safety management concerns will be discussed firstly at the next SLT meeting and thereafter at the Health and Safety Committee meeting or Governor's Business and Collaboration Committee meeting whichever meets first.

3.24.6 A detailed inspection of the premises' safety management system will be carried out every year by the Director of Business and Finance and the Assistant School Business Manager. These documented inspections will examine all areas of the safety management system and will be carried out using an Annual Safety Inspection Checklist.

3.24.7 The Assistant School Business Manager and Director of Business and Finance will every six weeks produce a health and safety report. This report will provide an extensive overview of all health and safety aspects regarding the school over the given period. This report will highlight any changes surrounding the following;

- All recent management checks which have been undertaken.
- Any up and coming capital works or M&E servicing.
- Overview of school risk assessments, how many if any are due to be reviewed and how many are appearing as outstanding.
- What health and safety training has recently been undertaken and any which is due to be completed.
- Any recent legislation/guidance advice which stakeholders should be aware of
- Overview of any recent fire safety/evacuation or lockdown drill reports
- Overview of any noted current risks such as legionella & glazing
- Overview of the undertaken site inspection reports
- Overview of the recent accidents and incidents, noting any particular trends in data
- Overview of any near miss's and what action has been undertaken

- Overview of the online defect reporting system and if there are any high priority issues outstanding

This report is distributed to the school trustees, governors, SLT and the school health & safety committee on a six-weekly basis.

The report is then further discussed and questioned when presented to the board of governors at the business and collaboration governor meetings.

### 3.25 ***Kitchen***

3.25.1 The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is the responsibility of the Catering Manager. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

3.25.2 All canteen staff are to operate within the requirements of the most updated relevant legal legislation and law. All staff working in the kitchen are required to hold a Food Hygiene Certificate at the appropriate level. All training records will be retained by the Catering Manager who will ensure training is kept up to date, all details of training must also be sent to the facilities management assistant so it is able to be logged within the health and safety training bring up diary.

### 3.26 ***Legionella Management***

3.26.1 Legionella management on site is controlled by the Legionella competent persons who will manage and undertake all procedures regarding Legionella in accordance with the school's Legionella Management Written Scheme.

3.26.2 Records of all related training, flushing, temperature monitoring, cleaning and defects are to be completed on authorised templates and retained for auditing purposes.

3.26.3 Legionella test equipment will be calibrated annually by a qualified contractor.

3.26.4 An annual review of the risk assessment is undertaken by the Assistant School Business Manager and a signature record sheet will be used to evidence such reviews.

3.26.5 The Legionella risk assessment is reviewed as follows:

- Internally carried out annually by the school Legionella competent person and H&S Governor who will ensure that evidence of reviews is retained for inspection purposes.
- Externally carried out by a competent Legionella risk assessor initially and every three years thereafter
- Externally carried out by a competent Legionella risk assessor as soon as reasonably possible where there is a possible change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

3.26.6 The monthly legionella checks will be undertaken by a competently trained site team member and any issues which arise to be reported via the online defect reporting system and also noted on the provided checklist template as previously mentioned.

### 3.27 ***Lone Working***

3.27.1 All lone working is to be reported to the Assistant School Business Manager in advance and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures.

3.27.2 The lone working arrangements for staff who may undertake lone working on this site are detailed in the On-Site Security and Lone Working Policy.

3.27.3 An annual review of the risk assessment is undertaken by the Assistant School Business Manager. A signature record sheet will be used to evidence such reviews.

3.27.4 If lone working is permitted, the following requirements must be adhered to at all times;

- Cannot work at height.
- Cannot work with dangerous equipment.
- Cannot work with hazardous substances.

### 3.28 **Minibuses**

Arrangements regarding the school minibuses are set out in the school Minibus Policy.

### 3.29 **Moving and Handling**

3.29.1 All staff must complete moving and handling training at periods not exceeding three years. Training for low risk moving and handling activities is provided by the school's H&S consultant as part of the all staff H&S training programme. Training for higher risk activities undertaken by the site team or other departments such as IT, PE, Drama, DT are provided by the H&S consultant on an as needs basis. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items and equipment unless they have attended specific moving and handling training and /or have been provided with mechanical aids in order to work safely.

3.29.2 Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Supervisor and the Site Team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

### 3.30 **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance and monitored and co-ordinated by two members of the Senior Leadership Team in the role of EVC. The school's Offsite Activities and Educational Visits Policy is reviewed regularly and approved by the Local Governing Body.

### 3.31 **Personal Emergency Evacuation Plans**

3.31.1 Personal Emergency Evacuation Plans (PEEPs) have been developed to ensure that children who require assistance, because of a physical, disabling or medical condition, are safely evacuated in the event of an emergency situation.

3.31.2 The Business Support Manager as the PEEP Manager will complete a plan for each student (delegated to the SENCO for those students with special educational needs) consulting with parents, students, key members of staff etc. as appropriate. This plan is reviewed at least annually or whenever circumstances have changed (e.g. child's health change, timetable changes and/or changes in staff).

3.31.3 If, after taking reasonable preventative action, there is still a significant risk to the child, which may go beyond the level of risk to be expected, or may be considered to be too difficult to control, then specialist advice is sought from the Schools Health and Safety Consultant.

3.31.4 Extant PEEPs are filed on the Staff Only server so that they are easily accessible for all staff to refer to.

### 3.32 **Physical Intervention**

- 3.32.1 Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy. Any use of restrictive physical intervention must be recorded using the record sheet in the Hampshire Planning and recording physical interventions in school's booklet. This should be completed as soon as possible after the incident and certainly within 24 hours. Where an incident causes injury to a member of staff, it should be recorded as on the Violent Incident Report Form (VIR) issued by Hampshire Children's Services (Form CSRF-001). The Headteacher or in his absence one of the Deputy Headteachers is to be informed as soon as possible and Parents must also be informed by phone (or by letter or note home with the child if this is not possible). A copy of the record form is also to be made available for Parents to read.
- 3.32.2 Further details regarding school violent incidents, can be read in the school's Violent Incident Policy.

### 3.33 **Provision of Information**

- 33.3.1 The Director of Business and Finance with the support of the Assistant School Business Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises.
- 33.3.2 These systems are:
- Staff briefings.
  - Email.
  - Staff Bulletins.
  - Induction Programmes and Training Sessions.
  - Health and Safety Notice Board.
  - School Intranet System - Staff Only/New Structure/Whole school/Health and Safety.
  - Health and Safety Report.
  - Departmental Health and Safety Representative.
  - Health and Safety Committee Meetings.
  - Informative Posters.
  - School Risk Assessments.
  - Microsoft Teams
- 33.3.3 Local health and safety advice is available from the Director of Business and Finance and Assistant School Business Manager who will consult with the School's Health and Safety Consultant as required.
- 33.3.4 Health and Safety Law posters are also displayed in strategic locations around the school site.

### 3.34 **Risk Assessments**

- 3.34.1 Risk assessment management will be overseen by the Assistant School Business Manager. Risk assessments must be undertaken for anything which may cause harm to an individual. Risk assessments must be carried out by Heads of Department, Support Managers, Facilities Management Technical Administrator or their representatives, who have received the appropriate training and those staff members with the appropriate knowledge and understanding in each area of work ensuring all potential hazards are identified and appropriate control measures documented and implemented.
- 3.34.2 All risk assessments and associated control measures are to be forwarded for filling to the facilities management technical assistant and approval from the assistant school business manager. Completed risk assessments are listed in the risk assessment central record and must be reviewed at least every 12 months or as necessary when circumstances change.

### 3.35 **Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the On-site Security & Lone Working policy & procedures which include emergency unlock routines.

### 3.36 **Smoking**

Smoking, including the use of E-cigarettes, vapes etc, is strictly prohibited anywhere on the premises and in the vicinity of the entrance to both Oaklands Catholic School and St Peter's Catholic Primary School.

### 3.37 **Stress & Wellbeing**

3.37.1 Stress management through an annual staff stress questionnaire and appropriate consultation with staff will be periodically reviewed and acted upon.

3.37.2 On-site arrangements to monitor, consult and reduce stress situations include one-to-one meetings between employees and their line managers, team phase meetings, staff meetings, occupational health referrals and liaison between the School Business Manager and HR/Educational Personnel Services.

3.37.3 Furthermore, our site arrangements to monitor, consult and reduce stress situations are as follows:

- Comprehensive annual stress and well-being traffic light survey, analysed and measured by the school and HR Services
- Annual stress questionnaire completion by all staff
- Health and Well-being action plan reviewed and monitored by Governors throughout the year
- Ongoing improvements made to site environment, specifically staff areas
- New staff induction programme
- Secret Samaritan scheme
- INSET day specifically tailored to Staff Health and Wellbeing
- Improved performance management scheme for all staff
- 100% staff attendance celebrated each year with incentives
- Free flu jab offered to all staff
- Staff shout out board celebrated every week
- Open door policy for discussion at any time
- Emergency Support Line counselling (6 x free sessions) available to all staff for any stress & well-being reason

### 3.38 **Supporting Students with Medical Conditions**

3.38.1 Arrangements regarding the support of students with medical conditions are undertaken in accordance with the Medical Conditions and Administration of Medicines Policy.

3.38.2 Students requiring an Individual Health Care Plan are identified and the plan is drawn up in conjunction with parents, medical professionals and relevant staff. Extant IHCPs are filed on the Staff Only server so that they are easily accessible for all staff to refer to.

### 3.39 **Traffic Management**

Arrangements regarding on-site traffic safety are based on the site security risk assessment and are set out in the school's procedures in the Staff Handbook and the school's Traffic Policy.

### 3.40 **Training**

3.40.1 The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

3.40.2 All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Educare – Understanding Epilepsy
- Educare – Understanding Diabetes
- Educare – Understanding Asthma
- Educare – Understanding Anaphylaxis
- Educare – Raising Awareness of Peer on Peer Abuse
- Educare – Safeguarding Young people
- Educare – Online Safety
- Government Prevent Training
- Educare – Female Genital Mutualisation Awareness
- Educare – Child Exploitation
- Educare – Child Protection in Education (11-18 Years Old)
- Educare – Health & Safety in Education: Staff Awareness
- Educare - A Practical Guide to the GDPR for Education

3.40.3 Line managers are responsible for maintaining training records for all those personnel under their line management and all training must be recorded on Blue Sky. Any specific Health and Safety or Fire safety related training requirements will be co-ordinated by the facilities management technical administrator who is responsible for maintaining the health and safety training plan and managing the planning of refresher training for all staff in liaison with the Assistant school business manager and Assistant Headteacher responsible for CPD. Copies of H&S training certificates are to be held by the HR Office either soft copy on Blue Sky or hard copy in Personnel Files.

### 3.41 **Violent Incidents**

3.41.1 Violent, aggressive, threatening or intimidating behaviour towards any member of the Oaklands community whether verbal, written, electronic or physical, will not be tolerated.

3.41.2 Arrangements regarding violent incidents are set out in the school's Violent Incident Policy.

### 3.42 **Virus Control**

3.42.1 To limit the spread of viruses whether they be locally borne such as the common flu or an international pandemic such as Coronavirus COVID-19, control measures will be adopted as advised by the appropriate authority.

3.42.2 The guidance and advice of Public Health England, the Department for Education, our Health and Safety Consultant and/or insurers will be followed in drawing up the appropriate Risk assessments identifying hazards and the necessary control measures.



### 3.43 **Visitors**

- 3.43.1 All visitors must initially report to the main White House reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.
- 3.43.2 All visitors will be asked to sign in and accept the school's safeguarding guidance and policy. They will receive a visitor's badge which they must wear at all times on site and this will be issued with the Visitors information leaflet which gives details of health and safety and fire safety procedures. All visitors must be escorted whilst on site and be taken back to reception to sign out on leaving the site and return their visitors badge accordingly.
- 3.43.3 Arrangements regarding visitors are set out in the school's Visitors' Policy.

### 3.44 **Wheelchair Use**

- 3.44.1 The school presents many challenges for the use of a wheelchair on a long term basis. Whilst improvements have been made to allow increased accessibility for staff and students with mobility issues these arrangements do not extend to the long term use of a wheelchair on site. This is mainly due to the fact that the three main teaching blocks are three storey buildings with no lift access.
- 3.44.2 Any use of a wheelchair on site, whether temporary or medium term use, must only be allowed if a risk assessment has been undertaken. These risk assessments must be completed in conjunction with any personal emergency evacuation plan (PEEP) and a separate manual handling risk assessment as required.
- 3.44.3 Due to the varying hazards around the site including slopes, steps, access through doorways and lift access available in only two of the ten main blocks on the school site, careful consideration needs to be given to the following in the risk assessment:
- Car park/drop-off points
  - Access around the site and in and out of buildings
  - Break and Lunch times
  - Outside play
  - Toilet needs
- 3.44.4 The use of electric/battery operated wheelchairs brings additional hazards such as; power failure or breakdowns, terrain that the wheelchair cannot cross, such as gravel or soft ground and water on the wheelchair causing electrical failure.
- 3.44.5 A risk assessment is in place for the occasional use of a wheelchair in situations where first aid is required but in all other cases of short to medium term use a separate risk assessment must be undertaken and advice should be sought from the Health and Safety Co-ordinator or Health and Safety Officer in completing these wheelchair risk assessments.

### 3.45 **Working at Height**

- 3.45.1 Work at height is always to be undertaken in accordance with the school's procedures. General work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.
- 3.45.2 The Site Supervisor will:
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
  - Remove access equipment from use if defective or considered inappropriate for use

- 3.45.3 In addition, one member of the Site Team is trained and authorised to use mobile towers, mobile elevated work platforms and scaffolding in accordance with their training and after completion of a risk assessment
- 3.45.4 Work at height on the premises is only permitted to take place under the following conditions:
- Any work to be carried out at height must be underpinned by a risk assessment
  - Access equipment selected for work at height must be as per the risk assessment
  - Any staff working at height must be appropriately trained to use the access equipment (includes step stools)
  - Staff are not to improvise or use alternative access methods of their own choice
  - Use of any furniture, including tables and chairs, is forbidden for any work at height
  - Staff may only use leaning ladders if they have attended appropriate training at intervals not exceeding three years
  - Any safety concerns about a work at height task or access equipment must be raised prior to work starting
  - Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
  - Access equipment used on site such as ladders and stepladders, must have passed the relevant inspections by the school site team and subsequently abide by relevant regulations.
  - Contractors working at height are to be appropriately supervised and must only use their own access equipment.
- 3.45.5 Low risk work at height training is provided by the school's H&S consultant as part of the H&S induction and ongoing training arrangements. Training for higher risk work at height equipment used by the site team and departments such as IT and drama will be provided by the H&S consultant on an as needs basis.

## 4.0 Other Documentation

- 4.1 This policy should be read in conjunction with the policies referred to in the body of the document and with the information contained in the current staff handbook.
- 4.2 Other Health and Safety information can be found on the Health and Safety notice board located in the main staff room and via the school network in the Health and Safety folder which can be found in Staff Only/New Structure/Whole School



Marc Evans  
**Chair of Governors**



M Quinn  
**Headteacher**

## **Appendix A**

### **Health and Safety Trained Staff**

#### **Accident Investigation:**

Tim Finch  
Belinda Ludlam

#### **Asbestos Awareness:**

Tim Finch  
Alan Hammond  
Claire Aksoy  
Mick Bates  
Martin Burton  
Darren Cooley  
Dave McCarthy  
Nicolle Pinchen  
Jonathan Norris

#### **COSHH Assessor:**

Claire Aksoy  
Alan Hammond  
Dave McCarthy  
Richard Forster (DT)  
Jackie Hardaker (Science)  
Darren Cooley  
All Catering Department Staff

#### **Fire Marshal:**

Amy Simmons  
Claire Aksoy  
Claire Colley  
Claire Pasterfield  
David McCarthy  
Debbie Bayliss  
Darren Cooley  
James Durrant  
Karen Hastilow  
Martin Burton  
Michael Bates  
Nicolle Pinchen  
Sarah Besly  
Sherry Welch  
Simon Davis  
Steve Hardaker  
Sada Nigibir  
Mirka Pavlusova  
Kerry Harris  
Jonathan Norris  
Angela McQuiston

#### **Fire Marshal and Fire Extinguisher User:**

Alan Hammond

#### **First Aid at Work:**

Amy Simmons  
Chris Wade  
Claire Colley  
Darren Cooley  
Dave McCarthy  
Debbie Bayliss  
Denise Luddy  
Jane Connolly  
Karen Hastilow  
Kelly Chinorwadza  
Pete Whelan  
Richard Jones  
Richard Neil  
Sarah Bradley  
Sherry Welch  
Yo Nicholls  
Andy Gough  
Urszula Broadway  
Anthony Whitlock  
Mark Bamford  
Miriam Cope

#### **Infection Control & Hygiene Cleaning:**

Martin Burton  
Alan Hammond  
Dave McCarthy

#### **Legionella:**

Claire Aksoy  
Darren Cooley  
Dave McCarthy  
Alan Hammond

**Ladders & Steps:**

Alan Hammond  
Amy Simmons  
David McCarthy  
James Durrant  
Martin Burton  
Mick Bates  
Nicolle Pinchen  
Sadie Whyte  
Simon Davis  
Steve Hardaker

**Moving & Handling:**

Claire Aksoy  
Michael Bates  
Simon Davis  
Dawn Dodds  
Alan Hammond  
Samantha Johnson  
Andy McGannan  
Jane Connolly  
Sadie Whyte  
Deborah Bayliss  
James Durrant  
Sherry Welch  
David McCarthy  
Caroline Mousdale  
Laura Blackburn  
Steve Hardaker  
Zoe Agboola  
Sue Fletcher  
Nicolle Pinchen  
Kelly Watson  
Amy Simmons  
Martin Burton  
Maddy Woods  
Jodie Beauvoisin  
Sarah Andrews  
Kimberley Griffin  
Jonathan Norris

**Pat Tester:**

Martin Burton

**Workplace Risk Assessor:**

Dawn Dodds  
Mark Bamford  
Paul Smith  
Sadie Whyte  
Tracey Rowsell  
Aurora Garcia de Veas  
Claire Aksoy  
Darren Cooley  
Richard Jones (for KS4 Work Experience)  
Callum Osbourne  
Andrew Gorman  
Richard Forster  
Andy McGannan  
Chris Wade  
Jackie Hardaker

**Woodwork Safety Training  
(Art & Design Dept)**

Mick Bates  
Claire Gildea  
Andy McGannan