



OAKLANDS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE

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

HEALTH AND SAFETY POLICY

APPROVED BY LOCAL GOVERNING BODY	January 2026
SCRUTINISED BY BUSINESS AND COLLABORATION COMMITTEE	January 2026
DATE LAST REVIEWED	January 2025
MEMBER OF STAFF RESPONSIBLE	School Business Manager
STATUTORY / NON-STATUTORY	STATUTORY



Community

Unity

Opportunity

Policy Amendments

Version Date	Section / Page	Amendments
November 2025	1.5 / Page 4 2.5.2 / Page 6 2.9.2 / Page 7 2.11.1-2 / Pages 8 2.13 / Page 8 2.13.2 / Page 8 2.14.1 and 3 / Page 8 2.15.4 / Page 9 2.19 / Page 10 2.20.2 / Page 10 2.21.1 / Page 10 2.21.3-4 / Page 10 2.22.2 / Page 11 2.23 / Page 11 2.23.2 / Page 11 2.26.1 / Page 11 2.28 / Page 12 2.28.3-4 / Page 12 3.6.1 and 2 / Page 13 3.6.4 / Page 13 3.7 / Page 14 3.7.2 / Page 14 3.8.1, 3.8.2 / Page 14 3.8.5 / Page 15 3.13.3 / Page 16 3.15 / Pages 16 3.17 / Page 18 3.18.2 / Page 19 3.18.6 / Page 19 3.20.1 / Page 19 3.25.3 / Page 22 3.26.2-4/ Pages 22- 23 3.27.3-7 / Page 24 3.29.1 / Page 25 3.29.5 / Page 25 3.30.1-2 / Page 25 3.30.5 / Page 26 3.36 /Page 27 3.38 /Page 28 3.39.3 / Page 28 3.43.1 / Page 30 3.44.2 / Page 30 3.45 / Page 30 3.47.6-7 / Page 31 3.48.2 / Page 31 3.49 / Page 32 Appendix A Appendix A (new)	New paragraph Change in roles H&S Committee Chair Role changes and change to committee members Removal of Assistant Headteacher / Textual amendments Addition to the role New Textual Amendments New Removal of contractor name Added detail Textual Amendments New Added information of procedures followed & roles Addition New Amended Amended New Updated to reflect online accident reporting New Additions due to changes New (Therapy Dog) Amendments Updated information re QR codes New paragraph re Evolve Amendments Amendments Addition of wheelchairs Addition of wheelchairs Updated to reflect contractors Amendments and additions Amendments Updated title and textual amendments Amendment Amended Amendment Additions Amendments and additions Updated title Amendments Amended Amended Amended Additions Amended to reflect quarterly Amended Removed as not required Updated names – correct at time of publication

March 2025	Throughout	<p>Change in role titles from Director of Business and Finance/School Business Manager to School Business Manager</p> <p>Following the Mock Health and Safety audit the following changes/additions have been made:</p> <p>2.2 / Page 4 Additional bullet points</p> <p>2.3 / Page 4 Additional bullet points</p> <p>2.5 / Page 4-5 Updated</p> <p>2.6 / Page 5 New (Designated Safeguarding Lead)</p> <p>2.12 / Page 7 PEEP – in full and responsibilities added</p> <p>2.14.3 - 4 / Page 7 New</p> <p>2.15.1 / Page 9 Addition of Estates Manager</p> <p>2.16.2 / Page 8 New</p> <p>2.19.1 – 2 / Page 8 New</p> <p>2.27 / Page 10 2.28 / Page 10 New (First Aid and Medical Lead)</p> <p>2.29 / Page 10 New (Senior Mental Health and Wellbeing Lead)</p> <p>3.7 / Page 12 New (Grounds Maintenance Contractor)</p> <p>3.13.3 New (Animals)</p> <p>3.14 / Page 14-15 Educational Visits Co-ordinator replaces Asst Headteacher</p> <p>3.16 Updated</p> <p>3.17 Updated</p> <p>3.18.6 – 7 / Page 17 New</p> <p>3.21.2 / Page 18 New</p> <p>3.22 / Page 18 3.24 / Page 19 New (Grounds Maintenance)</p> <p>3.25 / Page 19 Updated</p> <p>3.28.7 / Page 22 Updated</p> <p>3.29 / Page 22 New</p> <p>3.30.2 – 4 / Page 22 Updated</p> <p>3.32.2 / Page 23 Updated</p> <p>3.34.2-3 / Page 24 Updated</p> <p>3.35 / Page 24 Updated</p> <p>3.39 / Page 25 New</p> <p>3.40.3 / Page 25 3.42.2 / Page 26 New</p> <p>3.42.3 / Page 26 Additional bullet points</p> <p>3.43 / Page 26 Removal of Weekly10</p> <p>3.44.2 / Page 26 New (Tree Maintenance)</p> <p>3.47 / Page 27 Updated</p> <p>Appendix A / Page 29 Updated (correct at time of publication)</p> <p>Appendix B / Page 31 Updated (correct at time of publication)</p> <p>Appendix C / Page 32 New (Aggressive Behaviour and Violent Incidents Report Form)</p>
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January 2025	<p>Throughout</p> <p>Throughout</p> <p>2.9.2/Page 6 2.10/Page 6</p> <p>2.24.2/Page 10</p> <p>3.6.3/Page 10 3 15.4/Page 15</p> <p>3.17.3/Page 15 3.31.2/Page 21 3.31.4/Page 21 3.38.2/Page 23 3.43.2/Page 24 3.45.3/Page 25</p> <p>Appendix A Appendix B</p>	<p>Change in role titles from School Business Manager to Director of Business and Finance/School Business Manager</p> <p>Change of role title from Facilities Management Administration Supervisor to Estates Manager</p> <p>Change Bluesky to Perform and Engage Amended to include the duties of the Fire Marshall Coordinator</p> <p>Removed as the Network manager no longer acts as a Fire Marshall Co-ordinator</p> <p>Change of location for Near Miss Report templates Changes made to reflect current procedures relating to students with mobility issues</p> <p>Removal of redundant telephone extension numbers Updated to reflect current practise.</p> <p>Updated location for storage of extant PEEPs.</p> <p>Updated location for storage of extant Health care Plans.</p> <p>Inclusion of requirement for a DBS for unescorted visitors.</p> <p>Reference to mobile Tower trained person removed</p> <p>Update of named trained personnel</p> <p>New appendix showing named individuals for each Health and Safety Role</p>
June 2024	<p>Throughout</p> <p>2.18 / Page 8 3.7.5 / Page 11</p> <p>3.16.3 / Page 15 Appendix A</p>	<p>Change in role title from Assistant/Deputy School Business Manger to School Business Manager.</p> <p>Change of role title from Facilities Management Technical Assistant to Facilities Management Administration Supervisor.</p> <p>Change of pronoun from He/She to They.</p> <p>Change of role from IT Manager to Network Manager</p> <p>Change of cleaning contract from Haywards to Green Fox</p> <p>Addition of the use of UKNAR in the management of Asbestos</p> <p>Increase in the periodicity of fire risk assessments being undertaken by an independent competent person, changed from every 3 years to every 2 years.</p> <p>Change in Chair of Governors signature block</p> <p>Updating of named staff with in date Health and Safety related training</p>
May 2022	3.44 /Page 24	Addition of a new paragraph relating to the use of wheelchairs onsite and subsequent renumbering of paragraphs
April 2022	<p>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</p>	<p>Inclusion of Secretary's name on Health and Safety Committee</p> <p>Addition of DBF as a trained Accident Investigator</p> <p>Addition of employee's line manager on DSE distribution</p> <p>Addition of FM Tech Assistant to Risk Assessors</p> <p>Access equipment used for working at height</p> <p>Update of names of Health and Safety Trained Personnel</p>

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 and 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 and 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.
- 1.5 The word Headteacher used in this policy can be taken to refer to either the Executive Headteacher or the Head of School. Deputy Headteacher is equivalent to Deputy Head of School, Assistant Headteacher is equivalent to Assistant Head of School.

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 and 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/premises/organisation.
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Ensure all new staff are given appropriate health and safety induction
- 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 and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and 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 and safety responsibilities
- Update governing bodies/partners as appropriate
- Produce, monitor and review local safety policies and 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 and safety and that of others affected by their activities by:

- Supporting the school's health and safety arrangements
- Read the Health and Safety Policy, and make note of any changes as notified
- Ensure all training that is assigned to them is completed and carried out as required
- Read risk assessments within the school or that may be associated with their role
- Ensuring their own work area remains safe at all times, take remedial action or report any issues via the defect system defects@oakalndscatholicschool.org
- Not interfering with health and 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 School Business Manager or Estates 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.
- Will help keep the premises tidy and not obstruct fire exits or routes

2.3.2 Staff have a responsibility to ensure they act in a responsible way towards the health and safety of themselves, other members of the school, visitors, contractors and members of the public. They are required to co-operate with the School Business Manager and Estates 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 School Business Manager 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 School Business Manager 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. They 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 School Business Manager supported by the Estates 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 The Estates Manager

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

- 2.5.2 The Estates 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
- Ensure all staff Health and Safety 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
- Complete the day-to-day management of the Health and Safety bring up diaries, this includes policies, Mechanical and Engineering (M&E) servicing, COSHH assessments, risk assessments, statutory tasks and Health and Safety Committee information
- Act as Secretary and Chair for the Health and Safety Committee, this includes formulating the meeting minutes and documenting the meetings existence and collating the agreed action points
- Compile the Health and Safety management report on a 6 weekly basis to be submitted to SLT, Governors and the Health and Safety Committee.

2.6 Designated Safeguarding Lead

- 2.6.1 The Designated Safeguard Lead (DSL) is a person appointed to take lead responsibility for child protection issues in the school. They are supported by the Headteacher.

- 2.6.2 Arrangements regarding child protection are set out in the Child Protection policy and Safeguarding policy.

2.7 Teachers and Support Staff

- 2.7.1 The responsibility of applying safety procedures on a day-to-day basis rests with all staff.
- 2.7.2 Where any new process or operation is introduced in the area of their responsibility, they are to liaise with the Estates Manager (as appropriate) so the associated risks are assessed and any precautions deemed necessary are implemented.
- 2.7.3 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.
- 2.7.4 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.

2.8 Head of Department

- 2.8.1 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. They 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.
- 2.8.2 They 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.

2.9 Health and Safety Committee

- 2.9.1 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. Committee representatives will be nominated to represent individual or grouped departments. The Committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.
- 2.9.2 The Health and Safety Committee consists of:
- School Business Manager
 - Estates Manager – Health and Safety Co-ordinator. Site, IT and Tech Support Team Representative, Secretary and Chair
 - Business Support Manager – Admin and Finance Team representative
 - Teacher Representative – Science (Kolbe Block)
 - Teacher Representative – Design including Food Tech (Angelico Block)
 - Teacher Representative – PE (all Sports areas)
 - Teacher Representative – History and Geography (JP Block)
 - Teacher Representative - Maths, MFL, RE and Music (Thomas More Block, St Cecilia Block and White House)
 - Teacher Representative - English, Library, Careers (Newman Block & Romero Block)
 - Teacher Representative - Drama and Media (Drama Studios)
 - Teacher Representative – ICT (Newman block)
 - Teacher/Support Staff Representative - Sixth Form, Business Studies and Social Sciences (Sixth Form Block)
 - LSA Representative – Learning Support and SEN
 - Catering Manager or representative - Kitchen

2.10 Health and Safety Training Manager

- 2.10.1 The Estates Manager is the nominated person responsible for identifying and coordinating Health and Safety 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.
- 2.10.2 The Estates Manager will ensure a training plan is in place and all Health and Safety training is logged through the schools training platform.

2.11 Fire Safety

- 2.11.1 The Fire Safety Officer is the School Business Manager and is the competent person for fire safety on the premises and act on behalf of the Headteacher. The Fire Safety Officer will have attended the fire safety co-ordinator training course and will refresh this training every 3 years.

The Fire Safety Officer is responsible for overseeing the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual in liaison with the Estates Manager.

The Fire Safety Officer will also oversee staff and student safety during a fire evacuation, liaising with the Estates Manager to ensure all areas have been cleared before allowing access to the school buildings.

The Fire Safety Officer is 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.

2.11.2 The Fire Marshall Co-ordinator is the Estates Manager and is responsible for keeping all aspects of the Fire Safety manual up-to-date, ensuring all maintenance of the fire alarm, fire extinguishers and call points are up to date. They will also ensure that Fire Marshal points are maintained along with an up-to-date record of trained Fire Marshals listed in Appendix A and co-ordinating the Fire Marshal's sweep of buildings during fire and other emergency evacuation.

The HR Manager is a trained fire marshal and will deputise in this role if the Estates Manager is not on site, they will ensure all the fire marshals complete the fire evacuation sweeps and report on all aspects of the evacuation after the event.

2.12 Personal Emergency Evacuation Plan (PEEP) Manager

2.12.1 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.

2.12.2 Together with the Special Needs Co-ordinator (SENCO), they are responsible for:

- Assessing if any students need a PEEP
- Completing PEEPs, with the SENCO, with support from teachers, parents and other relevant agencies
- Reviewing the effectiveness of the PEEP during and after evacuations, and make any changes that are applicable.
- Reviewing PEEPs on an annual basis, or earlier if the needs of the evacuee change.

2.13 Business Support Manager/Student Services Team

2.13.1 The Business Support Manager oversees the Student Services Team who 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.

2.13.2 The Business Support Manager ensures that all staff have First Aid at work Training and that this training is up to date, oversees the first aid rota to ensure adequate cover is in place to manage any incidents and accidents on site. They also monitor and control the management of all medicines on site, First Aid kits, wheelchairs and student details who require medical support.

2.14 Legionella Competent Person

2.14.1 The School Business Manager is the nominated competent person for Legionella on the premises and will manage Legionella in accordance with the school's Legionella Policy, they will act on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They are to attend training at intervals not exceeding three years and all training records are to be retained by the Estates manager and HR.

- 2.14.2 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. They will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premise's users. They are 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.
- 2.14.3 An external competent risk assessor will complete the initial review and thereafter every other year, this includes water testing samples to be taken. The Site Supervisor is responsible for completing the required Legionella temperature checks and flushing and will report any issues to the Estates Manager. The Estates Manager will monitor the monthly temperatures and ensure a review is completed where there is a possible change in the water systems or Legionella safety is at risk or refurbishment is completed which may affect Legionella management or risk.
- 2.14.4 All staff will have access to the Legionella Written Scheme and Risk assessments via the Teams, All Oaklands Staff folder.

2.15 Asbestos Competent Person

- 2.15.1 The School Business Manager, Estates 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 Estates Manager and HR.
- 2.15.2 The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are 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.
- 2.15.3 They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premise's users. They are 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.
- 2.15.4 The school manages asbestos in accordance with the Asbestos Management Plan, and displays Smart QR codes in each block which refer to plans showing the locations of all known asbestos and the details and condition.

2.16 Accident Investigator

- 2.16.1 The on-site trained accident investigators are the Director of Sixth Form and the Estates Manager. They will attend appropriate training, and refresher training every three years.
- 2.16.2 The trained accident investigator will lead an accident investigation in accordance with corporate procedures. They are to work within their level of competence and seek appropriate guidance and direction from the Headteacher, School Business Manager and the Health and Safety Consultant, RW Safety Solutions.

2.17 Link Governor for Health and Safety

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

2.18 Health and Safety Assistance and 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 and 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.

2.19 The School Cleaning Contractor

2.19.1 The cleaning contractor is 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 School Business Manager or Estates Manager as soon as possible.

2.19.2 The cleaning contractor will provide and manage their own COSHH register, and will adhere to the same management control processes for hazardous products as those of the school.

2.19.3 The cleaning contractors must adhere to the schools safeguarding and Health and Safety policies and procedures. They must hold valid enhanced DBS and their performance will be monitored throughout their contract with the school.

2.20 SENCO

2.20.1 The Special Needs Co-ordinator (SENCO) is responsible for any specific health and safety issues relating to students with special needs and will make the Health and Safety Coordinator aware of additional adjustments or equipment needed to ensure their safety whilst in school.

2.20.2 Individual evacuation plans are drawn up by the Special Needs Co-ordinator and held on SIMS and a copy is given to the School Business Manager to file in the Fire Safety Manual.

2.20.3 The SENCO will notify any changes in circumstances to the Estates Manager.

2.21 Catering Team

2.21.1 The school's Catering Department is managed in-house and all staff are employed by the school. The Catering Manager and the catering team are responsible for ensuring they comply with all necessary regulations which are set by the regulatory bodies, this includes food hygiene and COSHH regulations. They are also to fulfil the requirements and expectations of those classed 'all staff' within this policy.

2.21.2 The Catering Department are required to report any issues surrounding health and safety to the Estates Manager and/or the School Business Manager.

2.21.3 The Catering Manager is responsible for ensuring that all Risk Assessments and COSHH forms are reviewed and updated annually or more often if there are any changes to products used.

2.21.4 The Catering Manager is responsible for ensuring all equipment is in safe working order and will report any issues to the Estates Manager or contact a service provider to complete relevant checks if necessary. The servicing of all Catering equipment will be arranged via the Estates Manager and the term Contractor. The vent system will be cleaned annually, and the Catering Manager will ensure that this work is completed correctly. The main kitchen will be deep cleaned regularly and this will be managed by the Catering Manager. The Catering Manager will also be responsible for ensuring all allergens are listed on the food products in line with Natasha's Law.

2.22 Premises Hirers / Lettings

- 2.22.1 Hirers of any part of the school premises 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.
- 2.22.2 All external hire is arranged through the Estates Manager, and managed on the day by the Site team. Any hire is to be pre-arranged and a booking confirmation, risk assessment and copy of the hirer's Public Liability Insurance are required before the event can proceed. If the participants of the event are under the age of 18, the hirer must ensure that an enhanced DBS is in place for their staff or volunteers. A letter will be required stating they have completed all the relevant safeguarding checks, which will be forwarded to the school's designated safeguarding lead.

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 statutory checks across the school site on a regular basis which are detailed within this policy.
- 2.23.2 The Site Team manage the defect reporting system to ensure any issues raised by staff are resolved quickly and safely.
- 2.23.3 If the Site Team and Site Supervisor encounter any health and safety issues they must report these to the Estates Manager and or School Business Manager.

2.24 Network Manager

The Network Manager is responsible for managing the online platforms which are utilised within the Health and Safety process and procedures.

2.25 Mechanical and Engineering (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:

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

2.26 Educational Visits Coordinator

- 2.26.1 The Assistant Headteacher acts as the Educational Visits Co-ordinator and is responsible for overseeing and managing all events which involve the school's curriculum. They 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 School Business Manager to seek a solution.

2.27 First Aid and Medical Lead

- 2.27.1 Under the direction of the Headteacher, the School Business Manager and on site First Aid Lead will manage and coordinate the medical and first aid needs of the school, this includes:
- Complete the first aid and medical needs assessment and review annually, or sooner if required
 - Ensure staff are adequately trained to minimum requirement as outlined in the first aid and medical needs assessment
 - Complete the first aid equipment checks on an annual basis, and ensure they are restocked as required
 - Responsibility for meeting requirements as outlined in the First Aid Policy and for the administration of medicines
 - Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date
- 2.27.2 Individual Health Care Plans are managed by the SENCO with support from the First Aid lead.

2.28 Senior Mental Health and Wellbeing Lead

- 2.28.1 This is the designated person to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and pupils. It is their responsibility to oversee, plan, evaluate and implement the school mental health and wellbeing strategy.
- 2.28.2 The Senior Mental Health and Wellbeing Lead will promote the schools Mental Health and Wellbeing policy and work with school leaders and the Trust to regularly update the policy where appropriate.
- 2.28.3 A Staff Health and Wellbeing Group, comprising of staff across teaching and support departments, meet every half term.
- 2.28.4 All staff have access to the Staff Wellbeing handbook.

2.29 Grounds Maintenance Contractor

- 2.29.1 The Grounds Maintenance Contractor is outsourced and contractors must adhere to the schools safeguarding and Health and Safety policies and procedures.
- 2.29.2 The contractor's staff must hold valid DBS certificate and their performance will be monitored throughout their contract with the school. They must also meet the required minimum insurance requirements.
- 2.29.3 The Grounds Maintenance Contractor is responsible for supplying and maintaining their own equipment, and provide proof of work completed. They must produce risk assessments and associated control measures which are supplied to the school.
- 2.29.4 They will also undertake any tree maintenance and complete a tree survey as required and directed by the Estates Manager, and in line with the tree management plan.

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 and 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 and 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
 - Implementing arrangements to ensure the safe use, handling, storage and transportation of materials, substances and other articles
 - Providing suitable personal protective equipment (PPE) and 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 and Investigation**
- 3.6.1 Any accident or injury involving staff, visitors or contractors is to be immediately reported and recorded online via the Teams/All Oaklands Staff/Health & Safety/Accident form - staff. The information will automatically import into the Accident spreadsheet which is maintained by the Estates Manager. The School Business Manager and Head of School will monitor and update any action taken following the accident to reduce the risk of similar accidents occurring.
- 3.6.2 Minor accidents to pupils are to be recorded online via Teams/All Oaklands Staff/Health & Safety/Accident form – students. The information will automatically import into the Accident spreadsheet which is maintained by the Estates Manager. The School Business Manager and Head of School will monitor and update any action taken following the accident to reduce the risk of similar accidents occurring.
- 3.6.3 Near misses or dangerous occurrences i.e. an accident waiting to happen, must be reported using the proforma available on Teams under All Oaklands Staff. 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 Accident and Near Miss report forms are promoted in the Staff Bulletin throughout the year to remind staff how to locate them. The Health and Safety Committee are also reminded during the six-weekly meetings to advise staff where they can be found, and all new staff are briefed during their induction sessions.

- 3.6.5 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.
- 3.6.6 All significant accidents or incidents and near-misses are to be reported to the Headteacher or their 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 School Business Manager is to ensure that the governing body is informed of all accidents of a serious nature and 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.
- 3.6.7 Premises hirers, community and third-party users must report all incidents related to unsafe premises or equipment to the Site Supervisor, Estates Manager or the School Business Manager 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 Animals

- 3.7.1 Animals should not be brought onto the school grounds at any time unless they are an assistance animal, eg guide dog or approved and trained therapy dog or there is prior approval in place from the Headteacher, eg visiting speaker.
- 3.7.2 A risk assessment will be in place for the trained therapy dog. The dog will be based in the Sixth Form and will only engage with students during pre-agreed sessions when a handler is present. Arrangements will be put in place for the dog to toilet safely and out of sight of the main school. The dog will be monitored by its handler at all times to ensure it is coping with the sessions and its environment, if at any time the animal needs to be removed from a situation the handler will manage this safely and securely for everyone present.

3.8 Asbestos Management

- 3.8.1 The Asbestos Management Plan is available for all on site control and guidance of Asbestos this is overseen by the asbestos competent persons. The asbestos register is located at Main 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 and in the front of the sign in register within the Asbestos folder.
- 3.8.2 Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register and added to the QR code information.
- 3.8.3 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 Estates Manager).
- 3.8.4 Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Estates 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 Estates Manager and/or the Site Supervisor.

- 3.8.5 The management of Asbestos on the school site is supported via the implementation of UKNAR software which has made the Asbestos register available digitally via the use of a QR code, the asbestos register QR codes are provided to contractors who are working on site. Anyone using the QR will be required to log in which forms part of the asbestos register information. Once logged in contractors and staff are able to search each individual block for any hazardous areas and ensure they are able to work safely in the required areas. The asbestos re-inspection is undertaken annually and any QR codes are updated accordingly with any relevant information.

3.9 Child Protection

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

3.10 Community Users/Lettings

The Estates 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

3.11 Construction (Design and Management) Regulations (CDM) – Client Responsibilities

3.11.1 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.

3.11.2 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

3.11.3 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.

3.12 Contractors on Site

3.12.1 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.

- 3.12.2 All contractors must report to the White House reception where they will be asked to sign in via the electronic system, and will be required to complete an accompanying form requesting any DBS information they may hold. They will be also required to read and sign the 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 be provided with all emergency procedures which includes the fire evacuation and lockdown procedure. All contractors must comply with school policies and procedures.
- 3.12.3 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.

3.13 Curriculum Activities

- 3.13.1 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 and Technology, Science, Music, Physical Education and 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.
- 3.13.2 All risk assessments undertaken for curriculum activities are to be sent to the Estates Manager so they can be added to the school's risk assessment central database and be subjected to spot checks by the Estates Manager and the School Business Manager.
- 3.13.3 All off-site trips/activities will be recorded on Evolve, which is overseen by the Educational Visits Co-ordinator. The trip leader will update the relevant information on the Evolve system to ensure all the risks are managed appropriately, this includes number of students, number of staff, the location and length of the trip, activities undertaken and transport required.

3.14 Display Screen Equipment (DSE)

- 3.14.1 All users those using a display screen for continuous periods of an hour or more per day must complete a workstation DSE assessment, via an online form which can be found on Teams under the All Oaklands Staff - Health and Safety team folder. Once the assessment is undertaken the necessary actions are automatically sent to the School Business Manager, Estates Manager, the employee's line manager and the Network Manager.
- 3.14.2 The DSE assessment should be undertaken at least every two years, however, users are asked to undertake a new assessment if there is any change in environment or personal circumstances. Reminders are issued to via the all-staff bulletin at regular intervals.

3.15 Electrical Equipment

- 3.15.1 The Estates 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 and immediately taken out of use until repaired
- Equipment inspection/testing can only be carried out by a competent person - 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 Estates Manager or Site Supervisor so it can be PAT tested and added to future testing schedules
- PAT test equipment will be calibrated by a qualified contractor.
- All Electrical equipment will be tested as follows by a competent contractor:
 - Fixed Appliances and Fixed wiring electrical testing, every five years
 - IT and Double Insulated Equipment, every two years
 - All Earthed Equipment and other portable items, annually
 - Microwave tests, annually
- The use of plug adaptors and extension leads to be kept to a minimum.
- All coiled extension leads must only be used temporarily and must be fully extended when in use.
- Standard extension leads can be used but they must be plugged directly into a main plug socket and not be piggy backed into another extension lead or adaptor or overloaded. These are to be PAT tested annually.
- Any trailing cables must be covered safely to reduce the possibility of tripping accidents.

3.15.2 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 Site Supervisor, Estates Manager or School Business Manager aware as soon as possible.

3.15.3 All PAT testing equipment will be sent for calibration annually this is managed by the Estates Manager.

3.16 **Emergency Procedures**

3.16.1 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.

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

3.16.3 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)

3.16.4 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 on return to school and a review determined to determine access to and movement around the site. Decisions 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 be based in the St Bosco Room and will have work set to them (co-ordinated by the Head of Year).
- 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, eg if a 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 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 quiet areas of the school 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.
- Students must not allow other students to use their crutches.

3.16.5 Any staff who have a medical condition or require the use of crutches should undertake a Risk Assessment with HR. Recommendations and adjustments will then be made according to their place and duties of their role.

3.17 **Fire Safety**

3.17.1 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.

3.17.2 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
- A plan of the whole school showing locations of Fire exits, Fire call points and Fire extinguishers is in the Fire Safety Manual based in Reception

3.17.3 The fire risk assessment is reviewed as follows:

- Internally carried out annually by the School Business Manager who acts as the Fire Safety Officer/competent person and Health and Safety Governor who will ensure that evidence of reviews are retained for inspection purposes.
- Externally carried out by a competent fire risk assessor every two 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

3.17.4 An annual fire safety management review will be undertaken by the Health and Safety Governor and evidence of the reviews maintained.

3.17.5 Fire shutters have been installed in the Student Services and Attendance office in the White House and the Main Kitchen in Romero, these will be added to the M&E servicing plan and be included in the regular fire equipment inspections undertaken by the site team.

3.18 First Aid

3.18.1 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.

3.18.2 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. Wheelchair use is also included in the first aid training.

3.18.3 An immediate call over the radio or other means of communication to Student Services 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.

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

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

3.18.6 The school provides first aid kits, emergency grab bags, Wheelchairs and defibrillators; these are managed by the Business Support Manager, who completes an annual check of the first aid kits to ensure they are fully stocked, the site team complete a visual check of the Wheelchairs quarterly. Details of locations of these First Aid items and the contents of the kits are documented in the First Aid policy.

3.18.7 Evac chairs are located in all blocks with more than one floor, these are serviced annually under the management of the Estates Manager, and are used to aid evacuation of sick and injured people who are still able to move without further injury.

3.19 Footwear

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

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

3.20 General Equipment

3.20.1 The school has a term contractor who completes all statutory inspections annually on the majority of equipment across site, including boilers, lifts, auto-doors and shutters, fire and intruder alarm systems, air conditioning, D&T equipment, lightning protection, catering equipment, TMVs, fire hydrant, local exhaust ventilation, emergency lighting, water tanks and septic tanks.

- 3.20.2 All other general equipment requiring statutory inspection and/or testing on site (eg. PAT testing, fixed wiring tests, PE equipment, climbing apparatus, pottery kiln and equipment, Legionella water testing, fire fighting equipment) will be inspected by appropriate competent contractors as provided which is managed by the Estates Manager on a rolling program which is listed in the Facilities bring up diary found in the Teams / All Oaklands Staff / Health & Safety file.
- 3.20.3 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 Health and Safety concerns via email. Defects will be prioritised and remedial work undertaken as appropriate.

3.21 **Good Housekeeping**

3.21.1 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

3.21.2 The school will employ a **Cleaning Contractor** who will:

- Ensure that all staff adhere to the school safeguarding policy and health and safety policies and procedures.
- Ensure all cleaning staff hold a current DBS certificate and have their performance monitored throughout the year.
- Hold valid Insurance, provide risk assessments and manage the COSHH of all cleaning products.
- Ensure all cleaning products and equipment are stored in the correct storage areas for the cleaning team.
- Ensure that the Cleaning Supervisor checks the work undertaken throughout the contract
- Hold monthly meetings with the Estates Manager to discuss issues, actions to be taken and management/staff reviews in these meetings.

3.22 **Grounds Maintenance**

3.22.1 The grounds maintenance is mostly undertaken by a term contractor, who must provide their own risk assessments, insurance, and DBS's for their staff.

3.22.2 Workers must report to Reception on arrival and sign in to the school system, and log out when leaving.

3.22.3 All their equipment will be safely used and stored away from student access.

3.22.4 Vehicles on site must abide by the school rules of traffic management/parking/speed.

3.22.5 The ground maintenance contractor will submit an annual plan of works to be completed by month, the team on site will supply a work sheet once they complete the task assigned.

3.22.6 Any additional tasks, such as the pond, seasonal leaf collection and basic ground maintenance will be undertaken by the site team as directed by the Site Supervisor.

3.23 Hazardous Substances

- 3.23.1 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 Estates Manager, Science Technician and the Design Technician.
- 3.23.2 Before the procurement of any potential hazardous substances, the Estates Manager 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 Estates Manager on sight of the completed COSHH assessment.
- 3.23.3 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.
- 3.23.4 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.

3.24 Health and Safety Diary Management

- 3.24.1 All activities pertinent to Health and Safety are recorded on the Health and Safety 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.
- 3.24.2 The Estates Manager will be responsible for maintaining the Health and Safety Bring Up Diary which is located in the Teams All Oaklands Staff/Health and Safety channel. All activities which are time bound will be stored within the relevant bring up diary. 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 Estates Manager 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 Estates Manager 30 days before any Health and Safety and Facilities Management related policies and documentation are due for review.
 - Training – The bring up diary will notify the Estates Manager when staff training is due for renewal. This also acts as a central record for all staff training relating to health and safety.
 - Statutory and 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 Estates Manager.
 - 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 as detailed in the DSE section above.

3.25 Hot Drinks

- 3.25.1 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.
- 3.25.2 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.
- 3.25.3 It is essential all users of the site abide by the following 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, in corridors, into classrooms or playground areas, they must be in a sealed container with a minimum of a screw top lid or tight-fitting plastic lid on a paper or plastic cup. These types of lids can be purchased online or from kitchen shops.
 - 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 Estates 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
 - Visitors to the school must also be reminded that any hot drinks should be in suitable containers, any found on site without the appropriate lid will be disposed of or decanted into an appropriate lidded cup.
- 3.25.4 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.
- 3.24.5 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.

3.26 Inspections and Monitoring

- 3.26.1 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 Estates Manager if the issue cannot be resolved with internal school resources.
- 3.26.2 Monitoring and inspections of the classrooms and equipment in the subject areas for every department will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department. Any issues found with the building structure or larger items of equipment such as desks, chairs, cupboards, blinds, windows, doors and carpets will be reported via the defect@oaklandscatholicschool.org email. Specific departments such as PE and D&T will have specific equipment which should be visually checked by the member of staff before use, this will be detailed in the department risk assessments.
- 3.26.3 Management checks of school logs are undertaken on a weekly basis on a rolling programme. Logbooks are scrutinised and checked by the Estates Manager, and then School Business Manager. Any issues are noted, signed and actioned accordingly. Any issues requiring further discussion are raised within the six weekly Health and Safety Report, monitored by the Estates Manager and discussed with the School Business Manager and shared with SLT and Governors via the H&S Management report.

- 3.26.4 Routine documented inspections of the premises will be carried out by the Estates Manager every six weeks in accordance with the premises inspection schedule. Inspection findings are to be recorded on a Premises Safety Inspection Checklist and reported via the H&S Management reports to the School Business Manager, H&S Committee and Governors. By completing the six week inspections of individual buildings within a nine month period, the whole site, internally and externally will have undergone a full inspection by the Estates Manager.
- 3.26.5 The Estates 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.
- 3.26.6 A detailed inspection of the premises' safety management system will be carried out every year by the Estates Manager and the 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.
- 3.26.7 The Estates Manager and the School Business Manager will produce a health and safety report every six weeks. 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.
 - Any health and safety training that 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 and 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

The report is distributed to the school Trustees, Governors, SLT and the Health and Safety Committee on a six-weekly basis. It is then further discussed and questioned when presented at the Governors' Business and Collaboration Committee Meeting.

3.27 Kitchen and Other Food Preparation Areas

- 3.27.1 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.
- 3.27.2 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, Level 2 for all staff and Level 3 for Catering Manager and Deputy Manager.

- 3.27.3 All training records are regularly reviewed to ensure valid certifications are in place for all staff including COSHH handling and Food Hygiene these will be retained by the Catering Manager. All details of training must also be sent to the Estates Manager to log within the health and safety training bring up diary.
- 3.27.4 All Health and Safety documentation is the responsibility of the Catering Manager, who will ensure that all COSHH and Risk Assessments are regularly reviewed and updated on an annual basis, any new equipment or changes to procedure will require the forms to be updated.
- 3.27.5 The Catering Manager will ensure that the kitchen is regularly cleaned and a deep clean of all equipment, with the exception of the vent system, will be completed each term. The cleaning of the vent system an annual outsourced task, when a fully certified cleaning company will be employed and will provide the correct certification.
- 3.27.6 Food preparation classrooms are based in Newman Block and are specifically designed for lessons teaching students the correct hygienic and safe methods to prepare food. These lessons are run by teaching staff who hold Food Hygiene certificates and ensure standards are maintained to a high level. The department hold specific risk assessments for these lessons and the equipment used.
- 3.27.7 Staff kitchenette areas are in several locations across the site, two in the White House, one in Newman Staffroom and one in Romero. These are specifically designed for making hot drinks and warming up food, there are no cookers in these areas only microwaves, hot water boilers and fridges to store food to the correct temperature. Equipment is Pat tested annually in line with the school procedures, the cleaning contractor maintains the cleanliness of these areas and staff are also required to check items of food to ensure they are in date and dispose of anything at each half term.
- 3.27.8 Sixth Form drinks station is based in the Sixth Form common room. This area has a kettle for students to make hot drinks and is monitored by the reception team based in this block. The kettles are subject to the statutory PAT testing and the area is cleaned by the cleaning contractor on a regular basis.

3.28 Legionella Management

- 3.28.1 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.
- 3.28.2 Records of all related training, flushing, temperature monitoring, cleaning and defects are to be completed on authorised templates and retained for auditing purposes.
- 3.28.3 Legionella test equipment will be calibrated annually by a qualified contractor.
- 3.28.4 An annual review of the risk assessment is undertaken by the Estates Manager and a signature record sheet will be used to evidence such reviews.
- 3.28.5 The Legionella risk assessment is carried out and reviewed as follows:
- Annually, internally by the school Legionella competent person and Health and Safety Governor who will ensure that evidence of reviews is retained for inspection purposes.
 - Externally by a competent Legionella risk assessor initially and every three years thereafter
 - Internally 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.

- 3.28.6 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.
- 3.28.7 Temperatures, signs of scale and flushing are extensively checked throughout the school on a monthly basis, details can be found in the Legionella logbook located in the Estates Manager office, covering the following areas:
- Hot Sentinal Taps
 - Cold Sentinal Taps
 - Representative Taps
 - TMVs
 - Calorifiers
 - Water Heaters
 - Point of Use heaters
 - Cold water Storage tanks
 - Shower heads and Hoses
 - Pre-holiday flushing

3.29 Lone Working

- 3.29.1 All lone working is to be reported to the Estates Manager in advance and is to be carried out in accordance with the school's lone working risk assessment and the written procedures.
- 3.29.2 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.
- 3.29.3 An annual review of the risk assessment is undertaken by the Estates Manager. A signature record sheet will be used to evidence such reviews.
- 3.29.4 For staff, with the exception of the Site Team, 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
- 3.29.5 For Site Team there is an expectation that some duties listed in 3.27.4 do not apply as the very nature of their job involves working with power tools and at height, however these will be carried out within reason. Small power tools such as drills, push mowers, leaf blowers are used as part of their normal duties.

3.30 Minibuses

- 3.30.1 Arrangements regarding the school minibuses are set out in the school Minibus Policy and managed by the Estates Manager.
- 3.30.2 As the minibuses are leased from Jurni Ltd the safety inspections, a servicing and MOT agreement is in place with Fleet Complete services. The Estates Manager and Business Support Manager will book any required servicing as required in line with the service agreement, this includes an annual service and MOT and 13 week safety inspections.
- 3.30.3 Users of the minibus to notify the Estates Manager if there are any issues with the minibus or any accidents or breakdowns happen.
- 3.30.4 The Site team undertake regular checks of the minibus to ensure it is in good working order, fuelled and ready for users to safely drive in, these checks are documented in the logbook held in reception.

- 3.30.5 All staff who regularly drive the school minibus must hold a valid driving licence and MIDAS certificate which can be arranged through the Estates Manager. Any changes to their licence must be reported to HR and if any driving ban occurs, they will not be allowed to drive the minibus whilst this is in place.

3.31 Moving and Handling

- 3.31.1 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 Health and Safety consultant as part of the all staff Health and Safety 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 Health and Safety consultant as required. 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.
- 3.31.2 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.

3.32 Off-site Activities

- 3.32.1 Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance and monitored and coordinated 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.
- 3.32.2 Evolve also details the storage, handling and control of prescribed medication for students whilst taking part in off-site activities.

3.33 Personal Emergency Evacuation Plans

- 3.33.1 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.
- 3.33.2 The Business Support Manager as the PEEP Manager will ensure that the Student Services Officer completes a plan for each student liaising with the SENCO as required, 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).
- 3.33.3 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.
- 3.33.4 Extant PEEP's are filed on Classcharts and SIMS so that they are easily accessible for all staff to refer to.

3.34 Physical Intervention

- 3.34.1 Arrangements regarding physical intervention are set out in the Restrictive Physical Intervention Policy. Any use of restrictive physical intervention must be recorded using the online form detailed in the policy. This should be completed as soon as possible after the incident and certainly within 24 hours.
- 3.34.2 Where an incident causes injury to a member of staff, it should be recorded as per the corporate accident/incident reporting procedure using the online report form and internal Aggressive Behaviour and Violent Incidents Report Form (Appendix B). The Headteacher or in their 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.

3.35 Provision of Information

- 3.35.1 The School Business Manager with the support of the Estates Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises.
- 3.35.2 These systems are:
- Staff Briefings (routinely twice weekly)
 - Email
 - Staff Bulletins (weekly)
 - 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
- 3.35.3 Local health and safety advice is available from the School Business Manager and Estates Manager who will consult with the School's Health and Safety Consultant as required.
- 3.35.4 Health and Safety Law posters are also displayed in strategic locations around the school site.

3.36 Risk Assessments

- 3.36.1 Risk Assessment management will be overseen by the Estates Manager. Copies are kept centrally in the Teams All Oaklands Staff/Health & Safety/Risk Assessment folder. Risk assessments must be undertaken for anything which may cause harm to an individual and reviewed annually unless there are significant changes appropriate to the risk assessment which also require documenting. The Estates Manager will remind the person responsible when the annual reviews are due for each department; this is shown on the central record found in Teams under All Oaklands Staff/Health & Safety, bring up diary
- 3.36.2 The Risk Assessments must be carried out by Heads of Department, Support Managers, Estates Manager or their representatives, using appropriate knowledge and understanding in each area of work undertaken on a daily basis to ensure all potential hazards are identified and appropriate control measures are in place and documented in the risk assessment and department. These documents are to be accessible for all staff to view in the Teams All Oaklands Staff/Health & Safety/Risk Assessment folder.

- 3.36.3 The people writing the risk assessment will have received the appropriate training and ensure that this is updated every three years, the Estates Manager will hold a record of all Workplace Risk assessment or IOSH training completed and remind staff when this training is due.
- 3.36.4 Risk assessments are used to identify hazards and the control measures in place, therefore each department head must ensure that they have considered all aspects of the tasks undertaken in their department, this includes moving and handling, working at height, storage of supplies, moving around site. Special attention should be taken in higher risk areas such as Science, D&T, PE, food preparation areas teaching and main kitchen, and the Site Team, the department lead is responsible for ensuring these are robust and fit for purpose, that the control measures are in force at all times.
- 3.36.5 All risk assessments and associated control measures are to be forwarded for filling and approval from the Estates 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.

3.37 Security

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

3.38 NO 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.

3.39 Staff Health & Wellbeing

- 3.39.1 Stress management through staff wellbeing questionnaires and appropriate consultation with staff will be periodically reviewed and acted upon. There is a Staff Health and Wellbeing Committee who monitor, and review any concerns raised by staff, they meet regularly to recommend any changes or incentives to help reduce stress and promote wellbeing this is managed by the Senior Mental Health and Wellbeing Lead.
- 3.39.2 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.
- 3.39.3 Furthermore, our site arrangements to monitor, consult and reduce stress situations are as follows:
- Regular wellbeing surveys offered to all staff – results are reviewed by the Senior Mental Health and Wellbeing Lead to establish any areas of concern and discussed with the SLT team and Governors if any changes are needed.
 - Health and Wellbeing action plan reviewed and monitored by Governors - any changes identified will be implemented as appropriate.
 - Ongoing improvements made to site environment, specifically staff areas to enhance the working day and reduce stress and encourage a better working environment.
 - New staff induction programme to help new staff familiarise themselves with the school rules, site and procedures, helping to identify key staff they should refer to if they need help or assistance

- INSET sessions specifically tailored to Staff Health and Wellbeing to ensure staff are relaxed and have fun in the working environment, these are to help staff strength work friendships, learn new skills and unwind.
- Improved performance management scheme for all staff which is easier to use and reduces the stress and pressure off the annual review and quarterly updates.
- Annual session to provide a flu jab to all staff at a small cost, helping to promote a healthy workforce and build staff immunity to illness.
- Staff recognition in the Staff Bulletin every week.
- Open door policy for discussion at any time this ensures staff feel heard and can reduce the stress in the workplace if there are any issues.
- Emergency Support Line counselling (6 x free sessions) available to all staff for any stress and wellbeing reason
- Staff Wellbeing Week promotes staff awareness to wellbeing; no after school meetings are scheduled during this particular week.
- Trained Mental Health First Aiders

3.40 Supporting Students with Medical Conditions

- 3.40.1 Arrangements regarding the support of students with medical conditions are undertaken in accordance with the Medical Conditions and Administration of Medicines Policy.
- 3.40.2 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 Classcharts and SIMS so that they are easily accessible for all staff to refer to.
- 3.40.3 Prescribed medication, including Epi pens and inhalers kept on site will be secured in a locked cupboard monitored by Student Services and overseen by the Business Support Manager, these are only given to the student they are prescribed to following the medication guidelines, as detailed in the Medical Conditions and Administration of Medicines policy.

3.41 Traffic Management

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

3.42 Training

- 3.42.1 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.
- 3.42.2 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, including Moving and Handling, Working at Height and Fire awareness.
 - Appropriate local training regarding risk assessments and safe working practices
 - Updated training and information following any significant health and safety changes
 - Specific training commensurate to their own role and activities
 - Periodic refresher training that will not exceed three yearly intervals
 - 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 and Safety in Education: Staff Awareness
- Educare - A Practical Guide to the GDPR for Education
- Additional Health and Safety training can be undertaken through the Educare covering the following subjects: Fire Awareness, Working at Height and Moving and Handling, Understanding specific medical conditions, as directed by the head teacher and the School Business Manager

3.42.3 Line Managers are responsible for maintaining training records for all those personnel under their line management and all training must be recorded on the performance management record. Any specific Health and Safety or Fire safety related training requirements will be co-ordinated by the Estates Manager 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 Director of Sixth Form, responsible for CPD or training. Copies of Health and Safety training certificates are to be held by the HR Office either soft copy on Educare or hard copy in Personnel Files.

3.43 **Tree Maintenance**

3.43.1 Tree Maintenance should be managed in accordance with our Tree Management Plan. A full tree survey should be completed by a competent person (Arborculturalist) every two years, following this all trees considered High or medium risk will be monitored annually and low risk trees will be monitored every other year, unless damage is detected beforehand due to age or bad weather.

3.43.2 Any immediate risk will be reported to the Estates Manager or Site Supervisor, the area cordoned off and advice sought for appropriate action to be taken.

3.44 **Violent Incidents**

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

3.44.2 Arrangements regarding violent incidents should be reported on the Aggressive Behaviour and Violent Incidents Report Form at Appendix B.

3.45 **Virus Control**

3.45.1 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.

3.45.2 The guidance and advice of UK Health Security Agency (UKHSA), 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.

3.46 **Visitors**

3.46.1 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.

3.46.2 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 without a current DBS 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.

3.46.3 Arrangements regarding visitors are set out in the school's Visitors' Policy.

3.47 Wheelchair Use

- 3.47.1 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.
- 3.47.2 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.
- 3.47.3 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
- 3.47.4 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.
- 3.47.5 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.
- 3.47.6 The condition of the wheelchairs will be monitored by the Business Support Manager who will report any concerns to the site team via defects@oaklandscatholicschool.org. Basic maintenance will be undertaken by the site team, and quarterly checks of the wheels will be recorded on the Wheeled Equipment register held by the Estates Manager.
- 3.47.7 Training for the users is covered in First aid training, this is a low level section in the training session, any trained staff that have concerns or additional training will refer to the Business Support Manager.

3.48 Working at Height

- 3.48.1 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.
- 3.48.2 The Site Supervisor will ensure that the Site Team:
- Carry out quarterly inspections of all on-site ladders, stepladders and podium steps
 - Remove access equipment from use if defective or considered inappropriate for use
 - All staff to have read the Working at height risk assessment relevant to the task undertaken
- 3.48.3 At no time are Site team or other members of staff to access the roof unless there is a safety guard or safety railing present and another member of staff is made aware that they are undertaking a task on the roof, ideally a second member of the team will hold the ladder and keep the area below clear or erect safety barriers.

3.48.4 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.
- Appropriate footwear must be worn at all times when using ladders.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

3.48.5 Low risk work at height training is provided by the school's Health and Safety consultant as part of the Health and Safety 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 Health and Safety consultant on an as needs basis.

3.49 COSHH Management

3.49.1 The Control of Substances Hazardous to Health Policy is managed by the Estates Manager and each department which hold chemicals of any kind, ie Science, Design & Technology, Food Prep and the Main Kitchen.

3.49.2 Each department is responsible for managing the chemicals on site, producing a COSHH Form and holding this information in the Teams All Oaklands Staff/Health & Safety/COSHH management file along with the Safety Data Sheet (SDS) for each chemical compound.

3.49.3 The COSHH and SDS forms are to be reviewed annually and the Estates Manager will monitor via the bring up diary system to ensure each department completes this task.

3.49.4 In line with the COSHH policy all chemicals are stored safely in appropriate locked storage areas.

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 Teams folder.



Dr E Cluett
Chair of Governors



A Bonnington
Head of School

Appendix A

Health and Safety Management Roles

Named Staff Role	Named Person
Responsible Manager	Amy Bonnington, Head of School
Health and Safety Officer Fire Safety Officer	Kyle Ball, School Business Manager
Health and Safety Co-ordinator Health and Safety Training Manager Lettings Manager	Claire Aksoy, Estates Manager
Fire Safety Co-ordinator	Claire Aksoy, Estates Manager Karen Hastilow, HR Manager
Fire Marshals	Charlotte Craddock, Nicolle Pinchen, Jon Norris, Lynne Creamer, Steve Hardaker, Claire Pasterfield, Claire Colley, Christian Alexander, Kelly Chinorwadza, Scott Miller, Angela McQuiston, Karen Hastilow, John Lewis, Nick Walker Dave McCarthy Sachin Rajakaruna, Owen Pring
PEEP Manager First Aid Co-Ordinator and Medical Lead	Dawn Brettell, Business Support Manager
Legionella Competent Person	Kyle Ball, School Business Manager Dave McCarthy, Site Supervisor
Asbestos Competent Person	Kyle Ball, School Business Manager Claire Aksoy, Estates Manager Dave McCarthy, Site Supervisor
Accident Investigator	Dave Godwin, Director of Sixth Form Claire Aksoy, Estates Manager
Link Governor for Health and Safety	Emily Peters
Health and Safety Consultant	Ray West, RW Safety Solutions
Designated Safeguard Lead	Amy Bonnington, Head of School
SENCO	Tracey Rowsell
Food Safety Manager	Dawn Dodds, Catering Manager
Site Supervisor	Dave McCarthy
Site Team	Nick Walker, John Lewis, Richard Chase
Network Manager	Nicolle Pinchen
Mechanical and Engineering Contractor	Corrigenda, Max Newell (Mechanical) Corrigenda, Dale Rothwell (Electrical) T:01489 557667
Out of hours Security	Kestrel Guards T:02392 264455
Alarm Monitoring Company	Southern Monitoring T: 0844 8712223 or 0844 8712224
Educational Visits Co-ordinator	Mark Bamford, Assistant Headteacher

Named Staff Role	Named Person
CPD / Training Co-ordinator	Dave Godwin, Director of Sixth Form
Mental Health and Wellbeing Leads	Sadie Whyte and Sarah Bradley
Ground Maintenance and Tree Maintenance Contractor	Matthew Wiggs MGS Ground works 07771857432
Minibus Leasing and Maintenance companies	Jurni Minibus Leasing T: 03330918562 Fleet Complete – Maintenance T: 01625 865642
Cleaning Contractor	Green Fox - Carly Ewles T: 0333 0501139

Appendix B



OAKLANDS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE

With delegated responsibility from the
Edith Stein Catholic Academy Trust

Aggressive Behaviour and Violent Incidents Report Form

Key information

Full Name of person reporting the incident	
Job Title of person reporting the incident	
Date and time report was made	
Full Name of person(s) subject to violent/aggressive behaviour	
Role of person(s) subject to violent/aggressive behavior (Please circle)	Employee / Pupil / Parent or Carer / Contractor / Visitor / Other (please state)

Incident details

Date and time of incident	
Location of incident (including a sketch if necessary)	
Name(s) of person(s) causing violence/showing aggression	

Role of person(s) causing violence/showing aggression	Employee / Pupil / Parent or Carer / Contractor / Visitor / Other (please state)
Type of incident (Please circle all that apply)	Verbal Abuse / Physical Attack / Theft / Anti-Social Behaviour / Near Miss
Full description of the incident including: <ul style="list-style-type: none"> • Causes and lead up to the incident • All known persons involved • Use of offensive weapons (including a description) • Medical treatment/first aid provision required • Presence of emergency services 	
What injuries were sustained during the incident? (Please circle all that apply)	Cuts / Burn or Scald / Bruise / Strain Other
Who assisted the injured person?	
What action was taken? (Please circle all that apply)	First Aid / Ambulance called / Police called Other

Names, roles and address (if non-employee) of witnesses *Attach statements obtained from witnesses to this form	
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Response details

Staff or pupil absences caused by incident, and length of absence (if known)	
Initial actions taken by school	
Follow-up actions taken by school	
Has a risk assessment been carried out? If so, list conclusions and suggested actions	
Have outside services (e.g. police, family services, child protection services) been informed? If yes, provide details	
Has this incident resulted in any member of staff sustaining a RIDDOR-reportable injury, or being absent from work for more than 7 days? If yes, state who and for how long	
Does anyone involved require further support/guidance, including further training? If yes, include details	
For management/HR use only:	
RIDDOR Reportable? Yes/ No Followed up by Management/HR on (date):	