Health and Safety Policy
Thomas Harding Junior School

ODBST Level 1 Policy:	**ALL** Schools require this policy with **no changes** allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, **except** where a school contact is required as identified in the content of the policy. LGBs will **note** adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	All health and safety related policies
Committee responsible:	FRAPP
Approved by:	FRAPP, Trust Board & Executive Committee
Date Approved:	1 September 2024
Review Date:	31 August 2026

Approved September 2024

AIM:

- To establish and maintain a safe and healthy working environment to comply with the Health and Safety at Work Act 1974 and subsequent regulations under the Management of Health and Safety at Work Regulations 1999.
- All employees and contractors have a legal obligation to work and act with due regard to the Health and Safety of themselves and others, to cooperate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

Part 1: Statement of Intent

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

- Ensure that we comply with relevant legislation and management standards and that we effectively manage all significant risks associated with our activities, workplaces, equipment and facilities.
- Recognise that the management of health and safety is a core management function which is central to our business performance.
- Promote a positive health and safety culture, with managers visibly demonstrating their commitment to achieving high standards of health, safety and risk management.
- Ensure roles and responsibilities for delivering our health, safety and risk management arrangements are clearly defined and communicated, with delivery monitored via our performance management and appraisal procedures.
- Provide adequate resources, proportionate to the level of risk, to ensure that we effectively deliver this policy and our associated management arrangements.
- Ensure that all our employees are competent to carry out their work without risk to themselves or others by providing adequate information, instruction, training and supervision.
- Promote effective employee involvement and support the role of safety representatives in the delivery of our health, safety and risk management arrangements.
- Ensure our partners, suppliers and contractors are competent and that they conduct their activities so as not to expose themselves, our staff, service users and members of the public to unnecessary risks to health and safety.
- Ensure the organisation learns from any accidents, incidents, hazardous events or work-related ill health and regularly monitors, reviews and reports on health and safety performance, developing improvement plans to help deliver continual improvement in our performance.
- Provide our employees with effective occupational health support services. Implementing this health and safety policy is a prime responsibility of senior managers. Every employee also has a part to play in the safe and successful delivery of our services. Including appointing the Chief Operating Officer with special responsibility for Health and Safety and who is responsible for the overall coordination of health safety and welfare issues within the Trust and for monitoring the implementation and upkeep of Health and Safety policies.

Chief Operations Officer (COO)

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

The Chief Operating Officer must:

- ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in ODBST schools.
- consider the impact of health and safety in all strategic and operational decision making.
- implement ways in reducing the likelihood of people being harmed by ODBST activities.
- monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of

Injuries, Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.

- implement and monitor an informed, proportionate and prioritised risk management system for the Trust
- ensure there is an effective accident reporting and investigation procedure across the Trust.
- ensure that the Trust and its schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- agree with FRAPP Committee a programme of health and safety inspections.
- ensure the development and implementation of the Trust's overall health and safety strategy.
- ensure all staff receive adequate health and safety training for their role
- be the point of contact with the Trust's appointed Health & Safety consultant (Handsam), ensure that the arrangement is fit for purpose and represents good value for money.

School's Health and Safety Policy Statement

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To comply with Oxford Diocesan Bucks Schools Trust (ODBST) policies and procedures
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees or contractors are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

Definition of Competent

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

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

Handsam are the ODBST's Competent Person

School specific H&S duties may be undertaken by key personnel other than as detailed below depending on the school structure – **amend as necessary.**

Responsibilities

The Governing Body

- Leading an effective health and safety culture including nominating a Governor with responsibility for health and safety.
- Monitor the allocation of devolved budgets based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Co-operate with the employer, Oxford Diocesan Bucks Schools Trust, on matters of health and safety and all related policies.
- Ensuring that the school have access to competent health and safety advice.
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually as outlined in the Governors' Handbook.
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress.
- Ensuring that adequate health and safety resources are available to meet health and safety requirements.
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards.
- Ensuring health and safety appears regularly on the agenda of appropriate meetings.
- Considering immediate reviews in the light of major shortcomings or events.

The Headteacher

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

- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed inline with statutory requirements and best practice

School Health and Safety Manager (HSM) (Business Manager, Finance Manager or Office Administrator):

The person undertaking this role will vary between schools and should be appointed based on the headteacher's judgement.

- All office risk assessments are completed and reviewed
- (Model risk assessment can be found on the A-Z, Risk Assessment on Handsam website).
- Visitors are registered on InVentry, wear a badge and are briefed on the emergency procedures.
- Hazard reporting and maintenance documentation is actioned (and all staff know how to report hazards)
- Timely Accident and Physical and Verbal Abuse report is completed on the online reporting system (Safesmart Smartlog)
- All appropriate risk assessments, guidance and hiring documentation is completed for community use of the site
- All community users are registered and made aware of emergency procedures.
- All staff receive statutory Fire Awareness training annually and all other H&S training is regularly reviewed/refreshed as required and in line with Health and Safety advice/expectations.
- Adequately trained first aid cover is available for on /off site activities
- Periodic/termly checks are made of the first aid arrangements and containers
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- Maintain accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to a good work standard.
- Assist the Head Teacher and Governors with the annual health and safety inspection

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

- Ensuring effective means of communication with employees and pupils
- **Reporting any health and safety concerns to the Head Teacher**
- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required for the area
- Ensuring safe working conditions and safe working practices in accordance with legislation and school policies in the area
- Ensuring employees are 'competent' to carry out their activities in the area
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures

- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

Site Manager / Caretaker

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Carry out recorded termly fire drills, recorded weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety Folder
- (Please visit A-Z for Fire Safety Folder).
- Carry out monthly water temperature and maintain the water hygiene documentation. Ensure the WHRA is current and identified actions are addressed to comply with L8 regulations.
- Alert the Headteacher immediately of any issues relating to any identified hazards on site; site security, lone working, manual handling, working at height, slips, trips and falls etc., and anything related to COSHH management, Asbestos, Fire Safety, electrical issues
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g., by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements

Structure

- The **Governing Body** has overall responsibility for the policies and procedures in **Thomas Harding Junior School**;
- The school/academy's **Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the school/academy and will report to the **(HEADTEACHER)**;
- The **(HEADTEACHER)** has overall responsibility for the internal management of the school policies and procedures and reports to the Governing Body;
- **The HSM** has the responsibility for the day-to-day management, co-ordination and implementation of the policy and for liaising with contractors and reporting to the **HEADTEACHER**;
- **Heads of areas/departments** have responsibility for health and safety within their areas and for reporting to the HSM;
- Regular (at least termly) **department and team meetings** will be held with reports going to the HSM;
- **Union safety representatives** have the right to participate in the school/academy's Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the **(HEADTEACHER)**;
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and **(HEADTEACHER)**; and if agreed by the Governing Body, the **student council** may have an advisory role, reporting to the Health and Safety Committee and HSM

Off-site visits

- Follows the OCC Educational Off-Site Visits Policy where their full responsibilities are outlined.
- Teachers are responsible for the creation and completion of risk assessments for class based high risk activities and for educational visits (unless there is a trained/appointed EVC).

All employees

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager
  contributing to achievement, adherence to and improvement of Health & Safety standards
  complete and refresh as necessary (and applicable to job role) all elements of H&S training; manual handling, working at height, slips, trips and falls, lone working, DSE, COSHH etc., as determined by the Headteacher

- Adhere to ALL the schools associated Health & Safety policies
- Use, but not misuse, items provided for your health, safety, and welfare do not undertake unsafe acts
- Be familiar with the emergency action plans for fire, first aid, CIEMP and off-site issues
- Raise, without delay, health, safety, and environmental issues with pupils.

Visitors, Contractors and Parents

- All visitors to the school will sign in at Reception/school office and will be provided by a visitor badge to be worn for the duration of the visit and handed back to reception/school office on departure (badges may be colour coded as to whether or not said visitor has DBS clearance).
- Visitors will be collected from reception/school office by the member of staff concerned or escorted to the appropriate area of the school
- All visitors to be made aware of site-specific health and safety/emergency procedures on arrival at the school.
- Contractors will be informed of hazards peculiar to this site, e.g., asbestos.
- Follow evacuation procedures in the event of an emergency.

Pupils

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

Health and Safety Representatives

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

well as for training necessary to enable the health and safety representative to carry out their functions effectively.

There are currently no members of staff who are health and safety representatives for recognized trade unions.

Health and Safety Committee

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

Arrangements

Accident and Incident Reporting

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

All accidents are investigated by: Headteacher Mrs Ruddell & SBM OPS Mr Lenny

Reported accidents are monitored termly to identify any trends, e.g., same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medication -

For full details please refer to the ODBST Supporting Children with Medical Needs policy

Medication will only be administered with written parental consent.

The following members of staff have volunteered to administer medicine:
Name: C. Watson, K. Jossevel, K. Scott, S. Godman, S. Lenny
Type/s of medicine: Non-prescribed & Prescribed

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

Training on the administration of specific medicines is provided by:
Subject: Administering Medication for Primary Schools and Academies
Trainer: The National College

Asbestos Management - refer to the Trust Asbestos Policy

It is the law that asbestos-containing materials shall not be introduced into the school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, the school shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the school shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Site Manager and recorded in the Asbestos logbook.

The Trust will arrange for a competent person to reinspect the schools' asbestos containing materials, annually, in line with the Asbestos policy. In between these inspections the school must ensure the asbestos is monitored and any concerns reported to the Asbestos Appointed Person – COO.

No destructive or potentially destructive work (however minor such as pinning or drilling) will be undertaken in the school without first reference to the asbestos register and information held on The Schools Asbestos Management Plan (AMP) stored in Safesmart Smartlog. The COO should be notified of any major works planned and any work involving access to roof voids, demolition or drilling into the ceilings/floors/walls, and must be approved in advance to ensure asbestos is not likely to be disturbed.

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

The Asbestos information is held by the Head Teacher / Site Manager / School Office and Trust Operations Team and is made available to any contractors carrying out work within the school.
Any changes to the ACM must be reported and all document shared with the trust at all times.

The latest Asbestos Management Survey report is dated: 07.08.2024
The latest Asbestos Reinspection by Competent Person is dated: 24.04.2024

or
The school was built post 2000 and therefore no asbestos was used in its construction. Written confirmation of this is available for any contractor.

Control of Contractors

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

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

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

CDM Regulations – undertaking construction work

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

Premises Management Folder

All schools have access to the Handsam website

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

Boiler & Plant Rooms	Legionella
Cleaning	LEV

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

Communication

Effective communication between the Head Teacher and employees is undertaken either face to face or through regular staff meetings and the staff notice board.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Headteacher or to a nominated person.

School leaders will consult with employees or safety representatives (where appointed) in good time with regards to:

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

<u>Consulting with Students and Parents</u>

Students also play a part in overall health and safety and welfare of Thomas Harding Junior School and will be encouraged to discuss health and safety issues at year and school student council meetings and raise any concerns, which will be reported to the HSM.

The school/academy Governing Body or Headteacher Mrs Ruddell may decide to involve students further in the management of health, safety, welfare and security.

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

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user' following Safesmart Smartlog training and guidance.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at predetermined intervals. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

Emergency Procedures

Detailed in the school's Emergency Plan.

Finger Guards

The risk of pupil finger trapping in door hinges is managed by control measures detailed in the school's risk assessment. This includes the provision of finger guard devices, **where deemed necessary**.

Fire Safety

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

Fire drills are undertaken termly (X1 per big term). Fire training (annual legal requirement) is provided at the start of the school year and at inductions with new starters.

The Caretaker, Mr Montlouis undertakes all on-site testing (e.g., fire alarm, emergency lighting, extinguisher checks) and records in the fire safety folder or Smartlog.

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

Lockdown Procedures

Each school must have their own individual lockdown procedure document that is shared and discussed with all staff. This document must include:

- Termly lockdown drills that include variation and are undertaken without advanced notice to staff, pupils or families. A clear outline of every staff members' responsibility in the event of a lockdown
- The alarm signals to alert to a lockdown, and the signal to alert to an 'all clear'.
- Security lockdown point. Including assembly points, secure entrance and exit points and pupil tracking

- Internal communication channels to be used during the event
- External communication methods to liaise with families during the event
- Arrangements for students and staff with additional needs
- Evacuation plan, if needed.
- A clear checklist to follow in the event of a drill or incident.

First Aid

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

First Aid Kits are available in the following locations: Medical Room, each classroom and 2 portable kits that are taken outside at break and lunch times by staff

The kits are kept regularly topped-up by; Medical Room – Mrs Lenny, Classrooms & Mobile Kits – LSA's

All first aid treatments are recorded in the accident book located in the medical room. As of January 2025, they will be recorded on the accident reporting system (Safesmart Smartlog.)

The following arrangements are in place for the dealing with bodily fluids; Caretaker has PPE & Designated mop and cleaning products.

The following Personal Protective equipment is provided to deal with first aid; Gloves, Aprons, Masks

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

Course	**Name of member of staff undertaken training and qualification dates**
First Aiders (FAW)	Shannon Bath Dec 2022, Kirsty Scott Dec 2022, Stef Godman May 2021, Myra Connell Apr 2024, Sian Lenny Nov 2023, Marie Bennett Nov 2023
Schools First Aid	Al on 05/09/2022; Ali Arnott, Parveen Chahal, Sophia Fallan, Jaime Johal, Aloysius Montlouis, Sam Ruddell, Laura Robinson, Satvinder Roopra, Sarah Smith, Steph Thornhill

Defibrillator, if applicable, is located N/A
Battery charge and pads checked by

Gas Equipment and Boilers

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register: CME Heating Ltd

Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol.

Information / COSHH assessments relating to hazardous substances in school are kept in the school office

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

Health and Safety Advice

Handsam are our Competent Person for the trust and all its schools. Please use them for all health and safety advice.

To contact email:
Info@handsam.co.uk

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the *school staffroom / reception / office*. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

Inspections

The following inspection/servicing contracts are in place:

Type	**Frequency**	**Contractor**
Catering equipment	Annual	JLA Ltd
Electrical installation	Five Yearly	Darke & Taylor
Gas boilers	Annual	CME Heating Ltd
Emergency Lighting	6-Monthly	Churches Fire & Security
Fire Alarm	Quarterly / 6-Monthly	Churches Fire & Security
Fire Extinguishers	Annual	Churches Fire & Security
PE and external fixed play equipment	Annual	Sports & Playground Services / Sportsafe
Portable Electrical Appliances	Annual	Scientia Ltd
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual	Hutcheon Ltd

Tree Inspections	As recommended by Oxfordshire County Council arboriculturist (typically 2 years)	Gavin Jones – Nurture Group

Lettings / Use Premises Out of Hours

The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire has been completed, signed and approved as necessary.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of plant and equipment

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

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Leaflets on safe manual handling of inanimate objects is available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided in the Operations Handbook/Manual.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

Measuring Performance

Thomas Harding Junior School will use an appropriate system (Safesmart Smartlog) to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

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

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

Status Review

Thomas Harding Junior School will, at the end of each academic year (or appropriate period), draw up a status report on each safety management area covered by the school/academy's review.

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

- A statement of the number of uncompleted tasks on 31st August (or any other date chosen by **the Governing Body.**
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- Changes in the health and safety organisation, policy or structure;
- New processes and new technology introduced for health, safety and security;
- A reference to external influences: legislation, guidance, British Standards, auditors and reports; and
- Any proposals for improvements.

The **HEADTEACHER** will ensure that copies of the status review will go to the Health and Safety Committee, Heads of Department, and union representatives and Chief Operating Officer at ODBST.

New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Headteacher is made aware by the employee and reviewed as necessary.

Off-Site Educational visits

The Off-Site Educational Visits Co-ordinator (EVC) is Mrs Naqvi and Miss Arnott

The EVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Local Authority's EVC Officer, Contact Mike Harwin email: mike.harwin@buckinghamshire.gov.uk Tel: 01296 383030
And Tracy Erasmus email: tracy.erasmus@buckimghamshire.gov.uk

Equipment (PPE)

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

Positive Handling / De-escalation

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

Playground Safety

The Caretaker is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager or Head Teacher.

Play equipment is inspected annually by Sports & Playground / Sportsafe

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury. A logbook is available in the school office to report these matters.

Riddor

All incidents requiring Riddor must be reported directly to the HSE and to the Chief Operating Officer in the Trust. For advice on Riddor please use the link below: Reportable incidents - RIDDOR - HSE

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the staff room, and with Mr Lenny electronically.

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

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

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

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

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

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

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

Safety Education

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

Safety Representatives

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

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

Safety Representatives have no legal responsibilities other than those of an employee.

Security Arrangements

The Caretaker is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding. All staff are requested to report any concerns immediately to the Headteacher.

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

Key holders are**:** Mrs Ruddell, Mrs Naqvi, Mr Montlouis, Mrs Chahal, Miss Arnott, Mr Lenny

The security arrangements will cover as relevant:

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

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and Governors.

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

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets, floor tiles, trailing cables, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

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

Storage Arrangements

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

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

Stress, Work Related

The Head Teacher is responsible for managing work-related stress within the school.
Refer to ODBST Stress at Work Policy

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground via a large Pagola.

Supervision

Pupils are supervised during all activities throughout the school day.

It has been determined that during break and lunch time, when all year groups are out on the playgrounds, that 4 adult supervisors are needed to cover the following areas:

1. *2 on upper playground*
2. *1 on lower playground with view from hall door to gazebo*
3. *1 on lower playground with view of the gates and quiet area*

Additional adults are deployed if there are additional 1 to 1 needs are identified, these will be outlined in paperwork specific to that child (e.g. PIP or EHCP documents).

Training

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

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

- Emergency arrangements;
- Fire drills;
- First aid arrangements;
- Accident reporting;
- Good housekeeping;
- Codes of safe practice and guidance;
- Health and safety handbook and school/academy arrangements;
- How to meet their roles and responsibilities identified within this Health and Safety Policy;
- How to assess risks specific for their job;
- Specific hazards/responsibilities associated with work activity; and
- Special needs of students including students with disabilities.

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

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

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

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

The HSM will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety

management system. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), heads of department are responsible for:

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

Responsibility for facilitating attendance and funding of training will be allocated according to the school's Continuing Professional Development (CPD) Policy by the Governing Body.

Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use of employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment has been completed.

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

Employees are instructed not to use hand held mobile phones whilst driving.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

All incidents of violence are reported on CPOM's and Safesmart Smartlog and investigated as required by Line Manager / Head Teacher.

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

Training will be provided in de-escalation and positive handling through Step On. . The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or OCC Legal Advisor as required.

Visitors

Visitors should not be allowed to enter pupil areas unaccompanied.

Waste / Litter Management

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

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

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

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

Water Management / Control of Legionella

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

The following Contractor has been employed to review the School's legionella risk assessment every two years or sooner if necessary

Infinity Norse Group / Caretaker undertakes on site monitoring

Welfare facilities

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

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

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

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc. Records of the training are kept **N/A – not used by school staff**

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager-providing there is a man-safe or fall arrest procedure/rescue plan in place. Employees are instructed **not** to work at height whilst lone working or if they have to not received the appropriate training and risk assessment has been carried out.

Kick stools and sets of small stepladders have been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

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Policy signed and agreed by:

Chair Of Governors

Name: David Hood

Date: 30/09/2024 (Agreed at governors 30.09.24- minutes if needed)

Signature: D Hood

Headteacher

Name: Samantha Ruddell

Date: 30/09/24

Signature: 