

## Context

Staff must be able to work and learn and children must be able to learn in safe and healthy working environment.

As a Church Aided School, governors are the employers, however we choose to adopt County Council Health and Safety Policies and Procedures.

This policy is based on the following foundational principles:

- We ensure employees, pupils and other site users are aware of health and safety issues and encourage best practice
- We take all reasonable precautions to protect people by reducing risks both on and off site
- We take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and / or emergency occurring on or off site

## Policy

### Governors will:

- Monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters of health and safety and **ALL** related H&S Policy documentation.
- Nominate a governor with responsibility for health and safety.

### The headteacher will take overall responsibility for the implementation and monitoring of the establishments health and safety policy by:

- Line managing the Leadership Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses
- Liaising with the employer (OCC) over health and safety issues
- Regularly checking the Health and Safety website:
- Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings;
- Organising and implementing termly inspections in consultation with a Trade Union Safety Representatives and Governors
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- Ensuring that health & safety is a criteria for performance management/ appraisal scheme and
- Formulate and implement a policy for the management of critical incidents (Please visit the Health and Safety A-Z for Emergency Plans - Critical Incident Management)

### The deputy headteacher will:

- Ensure health and safety is included in all new employees' induction.

### The School Business Manager will:

- Undertake an annual health and safety training needs analysis of all employees (visit the Learning Zone and/or contact the schools H&S team). Training matrix document available on request.
- Monitor departmental documentation, risk assessments, practices and procedures.

- Encourage and support employees in completing risk assessments for pupils giving cause for concern
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- Support employees with personal safety issues including stress
- Ensure off site visits are approved and appropriately staffed
- Complete and review office risk assessments
- Ensure all visitors are registered and wear a badge
- Report hazards and action maintenance documentation
- Use the online reporting system for Accidents and Physical/Verbal Abuse reports
- Ensure all appropriate risk assessment guidance and hiring documentation is completed for community use of the site
- Ensure the office team register all community users and make them aware of emergency procedures
- Ensure trained first aid cover is available for on / off site activities
- Oversee periodic checks of first aid arrangements and containers with the First Aid Lead
- Organise the planned programmed maintenance of plant and equipment.
- Arrange for the annual electrical testing programme
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards.
- Review Health and Safety with the Headteacher termly (3 x PA).

## **The Site Manager will:**

- Ensure that the school follows the County Council procedures:
  - When selecting a contractor - (Please visit A-Z for Contractors Selection and Monitoring policy);
  - When completing a Self-Financed Improvement Project (SFN Form) (See guidance under 'S' on the schools Insite page)
  - When liaising with contractors over health and safety matters;
  - When monitoring health and safety issues on-site regarding either County Council or school appointed contactors.
- Carry out daily checks of the site and take appropriate remedial action.
- Prioritise and process the maintenance forms.
- Review progress with the School Business Manager weekly.
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Complete all relevant risk assessments.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely
- Carry out termly fire drills, weekly fire alarm tests, monthly checks of fire extinguishers/emergency lighting and maintain the Fire Safety folder.
- Carry out monthly water temperature tests and maintain the Water Hygiene folder.
- Alert the headteacher to issues of security and lone working.

## Subject Leaders will:

- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained, stored and used by a competent person.
- Advise colleagues on the completion of risk assessments for specific subjects (Art, D&T, ICT, off-site activities) and ensure they are carried out, reviewed periodically and recorded.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

## Staff will:

- Cooperate with health and safety requirements.
- Report **ALL** defects **immediately** via the method as explained at Induction.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Model safe behaviour at all times
- Inform the headteacher of any "Near-Misses".
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off-site issues.
- Raise health, and safety and environmental issues with pupils.

## Visitors/contractors will:

- Sign in at the School Office on arrival.
- Read the resume of the health and safety procedures on arrival at the school.
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.
- Sign out before leaving the site.

## Children will:

- Behave safely towards themselves and others.  
Wear clothes and shoes that enable them to play and learn safely.
- Wash their hands after playing and using the toilet.
- Follow safety rules including those given in an emergency.
- Use, but not misuse, things provided for their health, safety and welfare.

## How will we know it's working?

- Health and safety incident tracking
- Annual Health and Safety Audit

## For more information

[Health and safety toolkit | Schools \(oxfordshire.gov.uk\)](#)

[Health and Safety Advice for Schools](#)

[Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](#)

## **Arrangements**

### **Accident and Incident Reporting**

Accidents to employees are recorded and investigated in accordance with OCC policy using the online incident reporting system / recorded locally.

All accidents are investigated by: A member of the Leadership Team

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**

Include the specific policy regarding medicines. e.g., any medicines allowed, life threatening only, prevent non-attendance, prescription only. Also make reference to any standalone medication or supporting pupils with medical conditions policy.

All medication will only be administered with written parental consent.

The following members of staff have volunteered to administer medicine:

Name: Tina Farr, Clare Whyles, Jo Williams, Amanda Robson

Type/s of medicine: Calpol and similar, prescribed medicines as agreed with parents

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: Nursing Team

Subject: Epipens

Trainer: OCC School Nurses

### **Asbestos Management**

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

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

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

The condition of asbestos in the building is monitored by the Site Manager and recorded in the Asbestos logbook. OCC will arrange for a reinspection to be carried out by a competent person.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos register and information held on the OCC Asbestos Database shine: [Prism Homepage \(shinegateway.co.uk\)](http://Prism Homepage (shinegateway.co.uk))

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

The Asbestos information is held by the Head Teacher / Site Manager / **School Office** and is made available to any contractors carrying out work within the school.

The latest Asbestos Management Survey report is dated: See Smartlog

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

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.

## **Construction Work and Premises Management**

[Budgets for building management are delegated to schools by the Council, the duty to manage compliance to be shared between the schools and the Council. The Council's written scheme for the financing of maintained schools will set the categories of work that will either be financed from the delegated school budget share \(revenue repairs and maintenance\) or remain the responsibility of the Council \(capital expenditure\).](#)

The Council delegates the day-to-day management of health and safety of the buildings and premises to the Governing Body and Headteacher who are responsible for ensuring:

- the school meets statutory compliance across all estate areas (including general repairs and maintenance).
- competent persons are engaged to assist with the various compliance areas

[Refer to:](#)

[Schools property compliance, repairs and maintenance | Schools \(oxfordshire.gov.uk\)](#)

[Good estate management for schools - Health and safety - Guidance - GOV.UK \(www.gov.uk\)](#)

### Self-financed building and improvement work and alterations

Application for the approval of self-financed building improvement and alterations (SFA form) should be completed using [this form and guidance notes](#):

### Control of Contractors

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

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

### 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 been issued with a Premises Management Folder which contains further guidance on property compliance and can be used to store key information.

Further guidance can be found in the [Health and safety toolkit](#)

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

Asbestos	Legionella
Boiler & Plant Rooms	LEV
Cleaning	Oil
Contractors	Pest Control
Electrical	Pressure Systems
Fire	Scalding
Gas	Security
Glazing	Vehicle Management

## **Communication**

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

## **Consultation with Employees**

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

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

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

- 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.

## **Curriculum**

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

Specialist guidance is provided by:

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

## **Display Screen Equipment** [DSESelfAssessmentChecklist.docx \(live.com\)](#)

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

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment 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 Site Manager undertakes all on-site testing (e.g., fire alarm, emergency lighting, extinguisher checks) and records in the fire safety folder or H&S platform, if used.

Also refer to fire safety folder including risk assessment.

## 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: All classrooms, medical room

The kits are kept topped-up by Amanda Robson

Serious (requiring GP or hospital visit) first aid treatments are recorded on the accident reporting system.

The following arrangements are in place for the dealing with bodily fluids – see Intimate Care Policy

The following Personal Protective equipment is provided to deal with first aid – gloves, apron, face mask

'Head bumps' are reported to the injured child's parent /carer. Children are given a wristband indicating that they have bumped their heads.

Course	Name
First Aiders (FAW)	Amanda Robson, Catherine Horner, Jo Williams, Marion Bergier, Sue Whidborne, Claire Atkinson, Shami Ali, Jim Sherry, Jo Horn, Simon Godby, Hayley Webster, Magdalena Przybylo, Tina Farr
Emergency first aiders (EFAW)	
Paediatric trained First Aiders	Lorraine Crowther, Rosie Harlow

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

## Gas Equipment and Boilers

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

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

## Hazardous Substances

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

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

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

All chemicals are kept securely under lock and key to prevent unauthorised access in the hall cupboard.

## Health and Safety Advice

Competent advice is provided through the H&S Traded Service from the Schools Health and Safety Team, email: [healthandsafetyhelp@oxfordshire.gov.uk](mailto:healthandsafetyhelp@oxfordshire.gov.uk)



## **Housekeeping** (and see also under waste / litter)

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

All employees are informed of their responsibilities during their induction.

## **Information**

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

The Health and Safety Executive (HSE) poster “Health and Safety Law- what you need to know” is displayed in the *school staffroom / 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: *add further / delete as necessary*

<b>Type</b>	<b>Frequency</b>	<b>Contractor</b>
Catering equipment	As required by risk assessment, recommended by manufacturer	
D&T Machinery	As required by risk assessment, recommended by manufacturer	
Electrical installation	Five Yearly	
Fume Cupboard/Dust Extraction (LEV)	14 months	
Gas boilers	Annual	
Gas cookers	Annual	
Emergency Lighting	6-Monthly	
Fire Alarm	Quarterly / 6-Monthly	
Fire Extinguishers	Annual	
Fire Shutters	Annual	
Lightning conductors	11-Monthly	
Passenger Lifts (including disabled)	6-Monthly	
PE and external fixed play equipment	Annual	
Portable Electrical Appliances	Generally annually or via risk assessment	

Power Tools	As required by risk assessment, recommended by manufacturer	
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual	
Tree Inspections	As recommended by OCC arboriculturist (typically 2 years)	

## 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 from the Safety Manual.

## Monitoring and Review

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

## New and expectant mothers

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

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

## Off-Site Educational visits

The Off-Site Educational Visits Co-ordinator (EVC) is Jo Horn.

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 Nick Rose, email: [nick.rose@oxfordshire.gov.uk](mailto:nick.rose@oxfordshire.gov.uk)

## Personal Protective 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

Refer to Behaviour Policy.

The following staff are trained in positive handling by Team Teach, delivered by The Mulberry Bush School:

Tina Farr, Clare Whyles, Sue Whidborne, Anna Bristow, Claire Atkinson, Amanda Robson, Lucy Hedges

Additional staff will be trained should the need arise, e.g. the arrival of a child whose behaviour is potentially unsafe towards themselves or others.

Staff who have declared health problems in the annual Staff Suitability Questionnaire, have an Over 70s risk assessment or who are pregnant will not be involved in positive handling situations.

## Playground Safety

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

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

Play equipment is inspected annually by Sportsafe

## Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, 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.

## Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the school office and on the Reference Guide.

## Safety Education

Arrangements are in place for safety education to be included in the curriculum via the Lifewise Scheme of Work.

## 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 Site Manager 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.

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

Key holders are: Senior Leaders, Office Staff and Teachers

## **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**

Slips, trips 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.

Details can be found on the Reference Guide in our Staff Wellbeing 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 temporary gazebos when required.

## **Supervision**

Pupils are supervised during all activities throughout the school day.

Playtime staff spread out across the area and wear hi-vis jackets to ensure they can be spotted.

## **Training**

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using a checklist. New employees are adequately supervised, as required.

Site Management staff attend general health and safety training shortly after commencement and on a five yearly refresher basis after this.

## **Vehicles, Use of**

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

The use 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 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 the OCC accident/incident online database and investigated as required by the Head Teacher.

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

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

## **Waste / Litter Management**

The 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 OCC Water Hygiene Policy.

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

Legionella checks are performed by the Site Manager and recorded on Smartlog.



## **Welfare facilities**

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

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

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

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

## **Work Equipment**

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

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

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc. Records of the training are kept

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.

