

Section 1

HEALTH & SAFETY POLICY

AIM

- The aim of this policy is to establish and maintain a safe and healthy working environment for the pupils and staff of Larkmead School, and for visitors to the school's premises.

OBJECTIVES

- To raise awareness of health and safety issues amongst employees, pupils and other site users and to encourage good health and safety practice.
- To take all precautions deemed reasonably practicable to protect individuals by removing or 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 site or involving school staff or pupils undertaking school business off site.

RESPONSIBILITIES

GOVERNING BODY

- Formulate and ratify the school's health and safety policy.
- Monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Ensure that all purchase and maintenance of equipment is to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Ensure regular inspections are carried out as outlined in the Governors' Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC), on matters of health and safety.
- Nominate, and publicise, a Governor with responsibility for health and safety.
- Reporting to the LA any hazards which the school is unable to rectify from within its own budget.
- Comply with current health and safety legislation as it affects Larkmead School.

HEADTEACHER

- Take overall responsibility for the implementation and monitoring of the school's health and safety policy by;
 - Line managing the Leadership Team;
 - Allocating sufficient resources to meet identified health and safety priorities;
 - Ensuring attendance by staff on appropriate health and safety training courses;
 - Ensuring health and safety training and assessment are provided where necessary in respect of new activities.
 - Liaising with the employer (OCC) over health and safety issues;
 - Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings;
 - Organising and implementing inspections in consultation with Trade Union Safety Representatives, Governors and OCC;
 - Overseeing the completion of arrangements and risk assessments for all on site activities and for school activities being undertaken off site;
 - Ensuring that health & safety is a criterion for the school's performance management/appraisal scheme; and
 - Formulating and implementing a policy for the management of critical incidents in respect of the school.

KEY STAGE COORDINATORS

- 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.
- Ensure adequate trained first aid cover is available for off-site activities.

CONTINUAL PROFESSIONAL DEVELOPMENT (CPD) COORDINATOR

- Include health and safety in the induction process for new teaching staff.
- In liaison with the school Health & Safety Coordinator, undertake an annual health and safety training needs analysis of teaching staff.

BUSINESS MANAGER (HEALTH & SAFETY COORDINATOR)

- Include health and safety in the induction process for new support staff.

- In liaison with the CPD Coordinator, undertake an annual health and safety training needs analysis of support staff.
- Monitor departmental health & safety policies, risk assessments, practices and procedures, and to maintain copies of relevant documentation centrally.
- Ensure whole school and departmental risk assessments are reviewed at annually or earlier on change of circumstances.
- Ensure that the school follows the County Council procedures when undertaking a Self Financed Improvement Project.
- Ensure that checks of the location and contents of first aid containers are carried out, and that identified deficiencies are made up.
- Ensure periodic checks are made of the first aid arrangements, and that adequate trained first aid cover is available for site activities.
- Ensure effective inspection and maintenance procedures are drawn up and regularly reviewed for all school equipment.
- Follow up on any reported accidents or 'near misses'.
- Respond as necessary to health and safety matters raised by staff.
- Sponsor the master copy of 'Larkmead School Health & Safety Guidance' document, issuing amendments as appropriate.
- Regularly check the OCC Health & Safety website and ensure new and updated health and safety information is disseminated to staff and visitors as appropriate.

OFFICE MANAGER

- Prepare and review all risk assessments related to office activities or staff (general administration and finance) are completed and reviewed;
- Ensure visitors to the school are booked in and out, are given a visitor's badge and are briefed on the emergency procedures;
- Ensure Accident and Physical and Verbal Abuse documentation which is raised by staff is correctly completed and submitted to the OCC Health & Safety Team;

FINANCE MANAGER

- Ensure that the school follows the County Council health and safety and quality procedures when selecting a contractor.
- Purchase and maintain all equipment and resources to County Council health and safety, insurance and quality standards.
- Ensure that all appropriate risk assessments guidance and hiring documentation is completed for community use of the site (lettings).
- Ensure that all community users (lettings) are registered and made aware of emergency procedures.

- Ensure that all reported absence due to sickness is recorded and that the monthly return is sent to OCC.
- Ensure that Form AR1 is completed and processed in respect of all reported employee absence due to sickness as soon as is practicable.

FACULTY HEADS AND DIRECTORS OF LEARNING (DoLs)

- Produce health and safety risk assessment guidance and documentation for staff as appropriate especially in Art, Design & Technology, ICT, Science, PE and for off-site activities.
- Ensure all hazardous equipment and materials in use within their department is appropriately marked, assessed, maintained and used by a competent person.
- Advise colleagues on the completion of risk assessments and ensure they are carried out, reviewed periodically and recorded.
- Annually undertake a training needs analysis for their teams.
- Ensure that health and safety is a standing item on all meeting agendas.
- Check that pupils are aware of health and safety issues and ensure that these are continually reinforced.

SITE MANAGER

- Ensure that the school follows the County Council health and safety and quality procedures:
 - when selecting a contractor;
 - when liaising with contractors over health and safety matters;
 - when monitoring health and safety issues on-site regarding either county council or school-appointed contractors;
- Organise the planned preventative maintenance (PPM) of plant and equipment to meet legislative requirements in liaison with approved contractors, and ensure all defects are rectified before equipment is returned into service.
- Maintain accurate records of all equipment and resources.
- Arrange for the annual portable appliance testing (PAT) programme.
- Carry out daily checks of the site and take appropriate remedial action where faults or hazards are reported and/or identified.
- Prioritise and process maintenance requests.
- Ensure all site-based maintenance staff and contractors are fully briefed on site health and safety issues.
- Complete all risk assessments relevant to the Site Manager role.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely.

- Organise the programme for fire drills, weekly fire tests, inspections of fire fighting equipment and maintain the Fire Safety Folder.
- Programme and carry out monthly water temperatures tests and maintain the site Water Hygiene Records.
- Alert the Health & Safety Coordinator to issues associated with security and lone working.

ALL SCHOOL EMPLOYEES

- Cooperate with health and safety requirements.
- Report all building and equipment defects using established site procedures.
- Wear a staff identity badge at all times when on site.
- Challenge or report visitors to site who are not wearing authorised identity badges.
- Complete and action risk assessments for all potentially hazardous on site activities or off site activities involving school staff or pupils.
- Use, but not misuse equipment provided for their health, safety and welfare.
- Do not perform unsafe acts.
- Report all accidents and 'near misses'.
- Ensure staff absence due to sickness is reported.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site visits.
- Raise health, safety and environmental issues with pupils.
- Be aware of the contents of the 'Larkmead School Health & Safety Guidance' document.

VISITORS AND CONTRACTORS

- Sign in and out at the School Office on arrival and departure.
- Do not perform unsafe acts.
- Read the site health and safety information (including information relating to known hazards) on arrival at the School.
- Wear an authorised identity badge whilst on site at all times.
- Follow site evacuation procedures in the event of an emergency.

PUPILS

- Behave in a way that does not put their health and safety, or that of others, at risk.
- Do not perform unsafe acts.
- Observe standards of dress consistent with good health, safety and hygiene practices.

- Follow all school safety rules, including the instructions of staff given in an emergency.
- Use, but not misuse, equipment provided for their health, safety and welfare.

Date adopted by the Governors: 9th February 2015

Date for next review: 8th February 2017

Signed: Headteacher

ORIGINAL SIGNED BY HEADTEACHER – HELD BY H&S COORDINATOR

Signed: Chair of Governing Body

ORIGINAL SIGNED BY CHAIR OF GB – HELD BY H&S COORDINATOR

HEALTH & SAFETY GUIDANCE

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Appendices:

1. Risk Assessments to be carried out in Larkmead School. *(To follow)*
2. [Health and Safety Legislation relevant to schools.](#)
3. [OCC Introduction to Risk Assessment.](#)
4. Health & Safety Training Needs for Larkmead School. *(To follow)*
5. [OCC Workplace Inspection Report Form \(WIR 1\).](#)
6. [OCC CYPF Schools Self Financed Building Improvement Process.](#)
7. [OCC Guidance on Asbestos Based Materials in County Council Buildings.](#)
8. [Larkmead School Lettings Policy.](#)
9. [OCC Pest Control guide.](#)
10. [OCC Guide to the Prevention of Risk from Legionellosis.](#)
11. [OCC Guide to the Selection and Monitoring of Contractors.](#)
12. [Larkmead School First Aid Policy.](#)
13. [OCC Guide to First Aid at Work.](#)
14. [OCC Guide to Accident Reporting.](#)
15. [Larkmead School Accident and Near Miss Reporting and Investigation Policy.](#)
16. [Larkmead School Emergency Evacuation Procedures.](#)
17. [Larkmead School Emergency Evacuation Notice for Teaching Rooms.](#)
18. [OCC Guide to Purchasing and Maintenance to Acceptable Standards.](#)
19. [OCC Guide to Work Equipment Safety.](#)
20. [OCC Guide to Gas Safety.](#)
21. [OCC Guide to Chemical Safety.](#)
22. [OCC Guide to Lifting Safely.](#)
23. [OCC Guide to Pressure Systems Safety.](#)
24. [OCC Guide to the Inspection of Trees.](#)
25. [OCC Guide to Ionising Radiation.](#)
26. [OCC Guidance Document "Telecommunications Base Stations – Update" dated Oct 00.](#)
27. [OCC Guide to Non-Ionising Radiation.](#)
28. [Guidance in the Management of the Larkmead School Minibus.](#)
29. [OCC Guidance on Tower Safety.](#)
30. [OCC Guidance on Ladder Safety.](#)
31. [OCC Risk Assessment Record \(Form RA1\).](#)
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33. [Work Experience Oxfordshire Scheme.](#)
34. [OCC Guidance on Lone Working.](#)
35. [OCC Guidance for Managing Physical and Verbal Abuse to Staff.](#)
36. [OCC & Larkmead School Dignity at Work Policy.](#)
37. [OCC Guidance on Manual Handling.](#)
38. [OCC Guidance Display Screen Equipment \(DSE\).](#)
39. [OCC Guidance on Personal Protective Equipment \(PPE\).](#)
40. [OCC Occupational Health – A Guide to Services.](#)
41. [OCC & Larkmead School Stress at Work Policy.](#)
42. [OCC Guidance on the Management of Waste and Litter.](#)
43. [OCC Guidance on the Working Time Directive \(WTD\).](#)

44. [OCC Guidance on the Management of Bodily Fluids.](#)
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51. [Larkmead School Policy for the Administering of Medicines to Students.](#)
52. [OCC Guidance to the Risk Assessment of Pupil/Student Behaviour.](#)
53. [HSE Guidance on Working in Confined Spaces.](#)
54. [Larkmead School Policy for the Management of Absence due to Sickness.](#)
55. [Form OEBP 7 – Model Risk Assessment for Students on Work Experience.](#)
56. [OCC Guidance Document - Employee Safety.](#)
57. [OCC Guidance Document – Work Equipment Safety.](#)
58. Larkmead School Child Protection and Safeguarding Policy.

Section 3 – Amendments List

Amendment No	Date of Amendment	Section Amended	On (Date)
1	Oct 08	Full Update	15 Oct 08
2	Dec 09	Full review	16 Dec 09
3	Feb 11	Full review and update	10 Feb 11
4	Feb 15	Full review and update	15 Feb 15
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Section 5 - Objectives

5.1 Purpose of this Document

This document is designed to:

- 5.1.1 Identify the management roles in respect of health & safety at Larkmead School.
- 5.1.2 Identify safety procedures for the school so that they can be carried out without difficulty.
- 5.1.3 Assist in the development of suitable and sufficient risk assessments to ensure that risks are adequately controlled. The range of risk assessments which are to be carried out in Larkmead School are listed at Appendix 1¹.
- 5.1.4 Identify the health & safety training needs of employees.
- 5.1.5 Identify competent persons to assist with health & safety in the school.
- 5.1.6 Develop effective communication systems throughout the school.
- 5.1.7 Set small, measurable, realistic and achievable health & safety targets.
- 5.1.8 Ensure that employees are aware of all relevant health & safety documents which have been received from OCC Children, Young People & Families (CYPF) and other agencies.
- 5.1.9 Identify and to consult with the recognised trade union health & safety representative(s) on matters of health & safety.
- 5.1.10 Enable the identification and allocation of resources necessary to improve the health & safety performance within the workplace by setting standards based upon risk assessments and best practices.
- 5.1.11 Develop effective inspection and monitoring procedures to ensure compliance with OCC's health & safety requirements.
- 5.1.12 Provide a framework from which departmental health & safety policies can be produced.
- 5.1.13 Provide a cross reference between legislative requirements and their practical implementation in Larkmead School. A list of health & safety legislation relevant to schools is at [Appendix 2](#).

¹ The OCC CYPF guidance document "Introduction to Risk Assessment" is to be followed when assessing risks in Larkmead School unless otherwise indicated. A copy of this document is at [Appendix 3](#).

Section 6 - Organisation

6.1 Responsibilities

6.1.1 Detailed health & safety responsibilities are laid out in the Larkmead School Health & Safety Policy (Section 1 to this document). This policy will be reviewed every 2 years by the Governing Body.

6.2 Duties

6.2.1 All school employees have a duty under the *Health & Safety at Work etc Act 1974* to cooperate with the County Council's Advisers/Officers and to assist them in so far as is necessary in meeting their delegated responsibilities. In order to achieve this objective all employees are expected to:

- a. keep themselves informed of the CYPF health & safety policy and relevant safety procedures, safety action bulletins, newsletters and other health & safety information appropriate to their employment as can be found on the CYPF intranet site;
- b. take reasonable care for the health & safety of themselves and other persons who may be affected by their acts and omissions at work, and, where it is in their control, take any appropriate remedial action as necessary; and
- c. report to their immediate supervisor any accident, near-miss, work related ill-health, dangerous occurrence, unsafe system of work or damage to equipment, plant or premises as soon as possible after it comes to their notice.

Section 7 – Arrangements

7.1 Resources

7.1.1 The Headteacher, through the Governing Body, is required to allocate sufficient resources to overcome, so far as is reasonably practicable, deficiencies within their sphere of control after undertaking a suitable and sufficient risk assessment. It should be noted that the cost of a repair/replacement is not a reason to leave an identified risk in an unsafe condition.

7.1.2 The school will make and implement such arrangements as are appropriate for its activities, including:

- a. effective planning;
- b. effective organisation;
- c. effective control; and
- d. effective monitoring and review of its preventative and protective measures.

7.1.3 Governors with delegated budgets have the responsibility in consultation with the Headteacher to decide how funds are allocated, and are to prioritise health & safety matters accordingly. Major health & safety decisions taken will form part of the School's Improvement Plan.

7.2 Training Needs

7.2.1 The Headteacher will ensure, where appropriate and after consultation with the appropriate employee, that adequate health & safety training is given to enable every employee to carry out his/her duties: this applies to all employees, both teaching and non-teaching. This is a statutory requirement of The Management of Health & Safety at Work Regulations 1999, which require health & safety training:

- a. upon induction; and
- b. when being exposed to new or increased risks because of:
 - (1) increased responsibility;
 - (2) new or changed work equipment;
 - (3) new work systems; or
 - (4) new technology.

7.2.2 This training needs to:

- a. be repeated periodically; and
- b. take place during working hours.

7.2.3 A programme of scheduled health & safety training which is available through OCC CYPF will be communicated to staff as it becomes available.

7.2.4 A matrix of perceived minimum health & safety training needs for Larkmead School, which has been prepared in consultation with the health & safety department of OCC CYPF, is at Appendix 4.

Section 8 - Communications

8.1 Staff Meetings

8.1.1 Health & safety is to be a formally recorded standing item on the agenda of all staff meetings.

8.2 Recognised Trade Union Health & Safety Representative(s)

8.2.1 The Governing Body recognises the rights of the Safety Representative(s) under the Safety Representatives and Safety Committees Regulations as amended by the Management of Health & Safety at Work Regulations 1999.

8.2.2 The Safety Representative is the trade union members' representative, with whom any issues in the area of health & safety may be raised. A safety representative can only be appointed by a recognised Trade Union. A Safety Representative is permitted, under the regulations, to make at least one inspection per term. The whole school need not be inspected. It is often more convenient to spread the inspection over a few days. The findings of such inspections will be recorded on the report at [Appendix 5](#) and distributed as described on the form.

8.2.3 A Safety Representative has the right to:

- a. be consulted on all health & safety matters;
- b. investigate accidents and incidents and work related health issues;
- c. receive health & safety documents; and
- d. have time off, with pay, to carry out inspections and to attend health & safety training courses.

8.2.4 The School will provide such facilities and assistance as may reasonably be necessary for the Safety Representative(s) to carry out their functions.

8.3 Health & Safety Documents

8.3.1 OCC CYPF periodically sends the school a variety of documents on health & safety issues. It is the Headteacher's responsibility to ensure that all teaching and non-teaching employees and Governors acquaint themselves with each of these documents. It is also the responsibility of the Headteacher to ensure that all appropriate and necessary action is taken to meet any requirements prescribed by the health & safety documents.

8.3.2 The Health & Safety Coordinator will arrange for the download of relevant health and safety revisions and/or updates from the OCC CYPF intranet site on a regular basis. These will be made available to all staff.

Section 9 - Premises Safety

9.1 Repairs and Hazard Reporting System

9.1.1 The electronic repairs and hazard reporting system is used to record any identified fault or hazard which may be identified in the school. Persons making an entry in the system may wish to inform the Safety Representative as well. It is the responsibility of the Site Manager to respond to the hazard as soon as possible, even if the decision is to do nothing. Either the date of completion of the work or the reason no action is taken are to be advised to the initiator. There is to be a regular review by the Site Manager of outstanding building maintenance works. Delegated repairs and maintenance items are to be assessed, priorities set, and work undertaken to County Council prescribed standards by competent contractors.

9.2 Workplace Safety

9.2.1 The Governing Body recognises the requirements of Workplace (Health, Safety & Welfare) Regulations 1992 and will take appropriate steps to implement their requirements.

9.2.2 These Regulations cover a wide range of issues such as the general conditions of the premises, floors, passages, stairs, lighting, temperatures, accommodation, workstations, sanitary conveniences and welfare facilities.

9.3 Workplace Improvements

9.3.1 Certain hazards will require an improvement in the workplace, as opposed to either a repair or a reinstatement. At present such minor works activity is the responsibility of the Senior Education Officer (Resources). The Headteacher will draw the attention of the Education Department's Premises Development Group and the Education Officer to the identified deficiencies in the workplace so that the appropriate action, based on a suitable and sufficient risk assessment, can be taken.

9.4 Self-Financed Improvement Projects

9.4.1 Larkmead School has adopted Oxfordshire County Council's procedure for formally notifying and submitting full details of proposed work. This process is described on the OCC intranet site at [Appendix 6](#).

9.4.2 All improvement works which affect any of the services, configuration of rooms, access, circulation and capacity, including new extensions or external improvements, as well as operational procedures for catering, cleaning and grounds maintenance contractors, will be submitted for approval at least two months before the commencement of work.

9.5 Health & Safety Signs and Signals

9.5.1 Larkmead School will ensure that prescribed pictogram safety and fire signs are displayed as described in Health & Safety Signs and Signals Regulations.

9.6 Hazards Particular to this Site

9.6.1 Larkmead School will identify any known hazards particular to the site e.g. overhead power lines. Notification of such hazards will be prominently displayed in the Site Manager's Office.

9.7 Asbestos

9.7.1 Asbestos and asbestos products have been used in this establishment in the past. Where contractors are used this information will be drawn to their attention. The site asbestos

register (as required by Control of Asbestos at Work Regulations 2002) is kept in the Site Manager's office.

9.7.2 OCC CYPF procedural document "Asbestos Based Materials in County Council Buildings" is at [Appendix 7](#).

9.8 Hiring out of School Premises

9.8.1 As Governors are deemed under the Schools Standards and Frameworks Act 1998 (Control of School Premises) and under Section 4 Health & Safety at Work etc Act 1974, to be controllers of the premises outside school hours, they require all hirers (whether charged or not) to complete and adhere to the school's conditions of hire form, which is included at [Appendix 8](#).

9.9 Pest Control

9.9.1 Employees and visitors to Larkmead School are expected to follow basic control measures to assist in the avoidance of pests on site. These are:

- a. Close/lock gates, doors and windows and implement other physical measures;
- b. Exercise sensible waste management processes by using bins and waste sacks, especially for waste foodstuffs which may attract vermin.

9.9.2 Problems relating to pests on site are to be reported to the Site Manager at the earliest opportunity.

9.9.3 Further guidance is available in the OCC CYPF "Pest Control" document, which is at [Appendix 9](#).

9.10 Water Hygiene

9.10.1 Larkmead School will follow the guidelines provided in the "OCC Environmental Services Scheme for the Prevention of Risk from Legionellosis or Scalding within OCC Properties" at [Appendix 10](#).

9.10.2 The Site Manager is to ensure that requisite checks of water temperatures and cleanliness of water taps, shower heads etc are programmed and undertaken when due, and that appropriate remedial action is taken to address anomalies.

9.11 Tree Safety

9.11.1 Larkmead School has adopted the OCC guidance in respect of the care of trees and the associated health and safety implications. These are at [Appendix 24](#).

Section 10 - Contractors

10.1 Contractors and Sub-Contractors on School Premises

10.1.1 All contractors, whether private companies or employees of OCC, are required to liaise with the Headteacher (through the Site Manager) on operational matters of health & safety that will affect the site.

10.1.2 The school should receive suitable and sufficient prior notice of any programmed building and/or electrical or other maintenance works from contractors appointed by OCC to ensure that time is available to make appropriate arrangements on site. Failure to give sufficient notice to the school would normally result in refusal to allow such contractors on site.

10.1.3 For larger building works, pre-site planning meetings are essential.

10.1.4 Contractors and sub-contractors must report to the Site Manager as soon as they arrive on site. If their work involves any risk to employees or other persons, then suitable arrangements must be made to protect those at risk. A method statement would normally be expected prior to work commencing.

10.1.5 Workers on site are required to sign in, state their business and to wear a school visitor's badge for ease of identification whilst on site. As with all visitors, workers are to familiarise themselves with the site emergency evacuation procedures and with any site specific hazards they may encounter.

10.1.6 Mouchel is the property care consultant for the OCC Resources Directorate. Observations or comments (either good or bad) regarding the performance of Mouchel or their sub-contractors on site are to be directed through the Site Manager.

10.2 Awarding School Based Contracts

10.2.1 Where the Governing Body has responsibility for awarding its own contracts (for example cleaning, grounds maintenance and delegated building works) health & safety standards are to be included in specifications and contract conditions as prescribed by OCC. This is to include, where appropriate, the appointment of professional consultants as competent persons.

10.2.2 Contractor selection will be based on:

- a. competence for the task;
- b. performance/quality standards;
- c. safety policy procedures and method statements;
- d. legal indemnity; a minimum of £5 million public liability insurance; and
- e. cost.

10.3 Contractors' Vehicles on Site

10.3.1 Before commencing work, any contractors and sub-contractors must discuss with the Headteacher (through the Site Manager) the movement and times when vehicles will be allowed on school sites. This includes buses and deliveries to schools.

10.4 Monitoring the Performance of Contractors

10.4.1 To ensure that the performance quality of County Council approved contractors is properly monitored, Larkmead School subscribes to the established OCC Contractor Performance Monitoring process. Where particular comment (complimentary or critical) is

considered appropriate Form CPM1 will be completed and distributed as described at [Appendix 11](#).

Section 11 – First Aid

11.1 First Aid Policy

11.1.1 First aid is primarily the prevention of deterioration in an individual's wellbeing until expert professional help is available. First aid also includes the treatment of minor injuries which do not require a medical practitioner.

11.1.2 Although staff conditions of employment do not include giving first aid, any member of staff may volunteer to do so if they believe they have the skills required to deal with the injury. Whatever the case, any injury which has necessitated first aid is to be reported to the school office as described in Section 11.5 to these notes.

11.1.3 Whilst staff would not normally be expected to carry out first aid, all staff are expected to use their best endeavours (particularly in an emergency) to secure pupil welfare, just as a reasonable parent would.

11.1.4 Larkmead School's detailed first aid policy is at [Appendix 12](#).

11.1.5 Further guidance is available at [Appendix 13](#).

11.2 First Aid Qualifications

11.2.1 Trained First Aider. In keeping with the *First Aid Regulations 1981* there is to be a minimum of one trained First Aider per 50 employees in Larkmead School. To become a trained First Aider an individual must attend a four-day training course, and successfully complete an examination, provided by an HSE approved training agency. The qualification is valid for three years. Re-qualification is by means of a two-day course within the three years.

11.2.2 In the first instance, a trained First Aider should be consulted in the case of injury or accident on site.

11.2.3 Appointed Persons (APs). Trained APs are intended to provide minimum cover on site and for activities away from school. To become an AP an individual must attend an approved six-hour first aid course provided by an HSE approved agency. The qualification is valid for three years. Re-qualification is by re-attending the course.

11.2.4 An AP will render first aid assistance if a trained First Aider is not available

11.2.5 A list of trained first aiders and APs for Larkmead School is published in the school office and will be publicised and updated on notices throughout the school.

11.3 Minimum First Aid Cover

11.3.1 As a minimum there **must** be at least a current AP in attendance at all times whether on an off-site visit or during normal activities within the school.

11.4 First Aid Equipment

11.4.1 On-site. A number of first aid kits are distributed around the school (locations described in First Aid Policy at [Appendix 12](#)). The nearest location of first aid equipment will be displayed on appropriate signs in all school areas. Whilst it is the responsibility of the Health & Safety Coordinator to ensure that the school has all the first aid equipment it needs and to programme regular checks against detailed inventories, it is the responsibility of all who use the first aid container to report any shortages or inadequacies to the Health & Safety Coordinator.

11.4.2 Off-site Activities. First Aiders or APs responsible for providing first aid for off-site activities involving school employees or pupils are to ensure that suitable and sufficient first aid equipment is provided at all times during the activity.

11.5 Accident and Near Miss Reporting

11.5.1 Accidents in Larkmead School will be reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*. The procedure for reporting and investigating accidents and near misses in Larkmead School is laid out in the policy at [Appendix 15](#).

Section 12 - Fire Safety

12.1 Provision of Fire Safety Equipment

12.1.1 The Governing Body of Larkmead School recognises the requirements of *Fire Precautions (Workplace) Regulations 1997* and undertakes to provide, where necessary, appropriate fire-fighting equipment, fire detectors and alarms, to the extent that it is appropriate in order to safeguard the safety of employees in the event of fire.

12.2 Fire Safety Equipment – Inspection and Maintenance

12.2.1 It is the responsibility of the Site Manager to ensure that all fire-fighting equipment, alarms and emergency lighting in Larkmead School are inspected when due, and faults rectified at the earliest possible opportunity.

12.3 Fire Safety Folder

12.3.1 In Larkmead School, guidance in respect of fire precaution measures, fire safety risk assessments and system and equipment monitoring and servicing is recorded in the site Fire Safety Folder, which is retained by the Site Manager.

12.4 Fire Risk Assessment

12.4.1 It is the responsibility of the Health & Safety Coordinator to ensure that a review of the fire risk assessment is carried out at least annually, and more frequently if required by change. Significant findings in respect of such risk assessments are to be brought to the attention of the Governing Body (via the Premises sub-Committee).

12.5 Emergency Evacuation

12.5.1 The main priority in the event of a fire or other risk requiring evacuation (bomb, flood etc) being identified is to clear the area around the hazard of people as quickly as possible. The action to be taken to raise the alarm and in the event of an evacuation alarm sounding is described at [Appendix 16](#). This process will be clearly publicised around the site and will be communicated to visitors and to new staff during induction. A notice for display in all teaching rooms (to be printed on red paper) is at [Appendix 17](#).

12.5.2 Fire exits and recommended routes to be used in the event are clearly signed, using pictogram symbols. Specific measures for people with special needs have been considered. It is the responsibility of all employees, pupils and visitors to ensure that emergency exit routes are kept clear and available for use at all times.

12.5.3 To ensure an orderly evacuation in the event of the alarm being sounded during school hours the emergency evacuation process to be adopted during these times is attached at [Appendix 16](#). It is emphasised that [Appendix 16](#) describes the overall process – **the priority is always to clear people away from the area of the hazard.**

12.6 Emergency Evacuation Practice

12.6.1 A practice of the fire and emergency evacuation process will be carried out during the first week of every school term.

Section 13 - Equipment Safety

13.1 Standards of Equipment Purchasing and Maintenance

13.1.1 Larkmead School policy is that, whenever practicable, equipment will be purchased and maintained to recognised British or European standards.

13.1.2 The Health & Safety Coordinator is responsible for ensuring effective maintenance procedures are drawn up for all equipment held on site.

13.1.3 OCC guidance documents are at [Appendix 18](#) and [Appendix 19](#).

13.2 Equipment Inventories

13.2.1 Department heads are to maintain registers of all equipment held in their department. New purchases are to be entered into the register, and items disposed of are to be 'lined through' – this latter entry is to be countersigned by the Health & Safety Coordinator to authorise its disposal.

13.3 School Equipment Inspections

13.3.1 Larkmead School has adopted the guidance provided by OCC in its document Work Equipment Safety, which can be found at [Appendix 57](#). The Health & Safety Coordinator will ensure that inspections of all work equipment (including that used in the curriculum) are carried out as described in the *Provision and Use of Work Equipment Regulations (PUWER) 1998* and that suitable records are kept. When necessary, this equipment will be repaired and maintained to prescribed standards. Records are to be kept in the relevant department, and a copy kept by the Health & Safety Coordinator.

13.4 Portable Appliance Testing (PAT)

13.4.1 It is the responsibility of the Site Manager to ensure that competent persons make an annual inspection of portable electrical equipment as described in *Electricity at Work Regulations 1989* and that adequate records are kept.

13.4.2 All portable electrical equipment (whether brought into school from home or provided by the employer) should have a current portable appliance testing (PAT) sticker. However, even an up to date test cannot guarantee that a piece of equipment is permanently safe to use, because damage may occur in the meantime. All users of equipment are therefore to carry out a brief check of all portable electrical equipment before plugging it in. This includes making sure that the plug is not damaged, the appliance casing appears sound and that the mains lead is intact and secure at both ends. If any problem is suspected, the appliance should not be used until a further inspection is made by a competent person. All faulty equipment is to be reported to the faculty/department Head.

13.5 Gas Safety

13.5.1 All gas systems will be inspected annually, and any repairs will be carried out, by a competent person (CORGI registered).

13.5.2 The OCC guidance document "GAS SAFETY" is available at [Appendix 20](#).

13.6 Substances Hazardous to Health

13.6.1 In line with the *Control of Substances Hazardous to Health (COSHH) Regulations 1995* all substances or materials used in the school will have had a suitable and sufficient risk

assessment made before being allowed on site. It is our objective to eliminate hazardous substances and to substitute them with safer alternatives. Once carried out, COSHH risk assessments are to be kept by Department Heads, with a central register (relating to the whole school) being held by the Health & Safety Coordinator.

13.6.2 Larkmead School has adopted the OCC CYPF guidance at [Appendix 21](#).

13.7 Lifting Equipment

13.7.1 A central register of all equipment (to include its location/distribution) which is subject to *Lifting Operations and Lifting Equipment Regulations (LOLER)* is to be held by the Site Manager.

13.7.2 As directed by OCC a competent person (Insurance Engineer) will examine such equipment at a frequency and standard described in the regulations, and report his/her findings. The Site Manager is to ensure that any and all identified defects which affect safety are rectified before the equipment is used again.

13.7.3 The school will inform the County Council's Monitoring Officers of the Health & Safety Section of any variation (receipt and disposal) in lifting equipment held on site.

13.7.4 The OCC guidance document "Lifting Safety" is at [Appendix 22](#).

13.8 Pressure Equipment

13.8.1 A central register of all equipment (to include location/distribution) which is subject to *Pressure Systems and Transportable Gas Containers Regulations 1989* is to be held by the Site Manager.

13.8.2 As directed by OCC a competent person (Insurance Engineer) will examine such equipment at a frequency and standard described in the regulations, and report his/her findings. The Site Manager is to ensure that any and all identified defects which affect safety are rectified before the equipment is used again.

13.8.3 The school will inform the County Council's Monitoring Officers of the Health & Safety Section of any variation (receipt and disposal) in pressure equipment held on site.

13.8.4 The OCC guidance document "Pressure Systems Safety" is at [Appendix 23](#).

13.9 Ionising Radiation

13.9.1 *Ionising Radiations Regulations 1985* require that the school has an appointed Radiation Protection Supervisor (RPS).

13.9.2 The OCC guidance document "Ionising Radiation" is at [Appendix 25](#).

13.10 Non-Ionising Radiation

13.10.1 Equipment such as mobile phones, microwave ovens, infra-red lamps, welders, photocopiers, laser printers, CD players and multi-media computers in schools can emit non-ionising radiation in the form of radio waves, micro waves, infra-red heat, visible light and ultra-violet. Prolonged exposure to these can be harmful. All such equipment belonging to the school will be recorded on the inventory and is to be properly maintained by a competent person.

13.10.2 Larkmead School has a (O²) mobile phone mast on its site. The school has adopted the OCC policy in respect of mobile phone masts. The OCC document "Telecommunications Base Stations – Update", which outlines this policy, is at Appendix 26.

13.10.3 The OCC guidance document “Non-Ionising Radiation” is at [Appendix 27](#).

13.11 School Minibus

13.11.1 Larkmead School complies with the current OCC Regulations and it is the responsibility of all users of the school minibus to ensure that they adhere to these regulations. Larkmead School guidance in the management of the school minibus is at [Appendix 28](#).

13.12 Tower Scaffold Safety

13.12.1 Tower scaffold is only to be erected by individuals who are trained to do so. A list of trained persons in Larkmead School is held by the Health & Safety Coordinator. The tower scaffold may be used only by individuals who have received formal familiarisation and safety training and received a copy of the risk assessment and safety rules associated with its use.

13.12.2 A formal inspection is to be carried out by a competent person on an annual basis, and the findings recorded in the inspection register held by the Site Manager.

13.12.3 The OCC guidance document “Tower Scaffold Safety” is at [Appendix 29](#).

13.13 Ladder Safety

13.13.1 Ladders are only to be used by individuals who are competent to do so.

13.13.2 All ladders are to be individually numbered and a register maintained centrally by the Site Manager.

13.13.3 A visual check is to be carried out on all ladders prior to each use. A formal inspection is to be carried out by a competent person on an annual basis, and the findings recorded in the inspection register held by the Site Manager.

13.13.4 The OCC guidance document “Ladder Safety” is at [Appendix 30](#).

13.14 Local Exhaust Ventilation (LEV) Equipment

13.14.1 The *Control of Substances Hazardous to Health (COSHH) Regulations 1995* requires that all equipment which incorporates LEV (bandsaws, fume cupboards etc) is to be formally inspected at periods of no greater than 14 months.

13.14.2 A central register, including inspection reports, of all LEV equipment (to include its location/distribution) is to be maintained by the Site Manager.

Section 14 - Personal Health & Safety

14.1 School Policy

14.1.1 Larkmead School has adopted the guidance provided by OCC in their document entitled Employee Safety, which can be found at [Appendix 56](#). In line with the *Management of Health & Safety at Work Regulations 1999* the Governing Body and Headteacher of Larkmead School undertake to:

- a. make a suitable and sufficient risk assessment at [Appendix 31](#) for all its activities and where a significant risk is identified that the significant findings are reported to the Health & Safety Coordinator for action and/or guidance.
- b. take the necessary preventative and protective measures to adequately control risk; will comply with the other requirements made under this and other Health & Safety Regulations.
- c. review all risk assessments at least annually or when the work activity changes.

14.2 Persons with Special Needs

14.2.1 Assessment of a person's special needs will be undertaken for any individual as deemed necessary. As a result of this assessment appropriate action will be taken to ensure his/her health, safety and welfare when employed or based in Larkmead School.

14.2.2 The OCC guidance document "Emergency Evacuation of People with Individual Needs" is at [Appendix 32](#). School employees and students who may require a personal emergency evacuation plan (PEEP) will have a copies of the plan held in the Fire Safety Folder and within their electronic personal records.

14.3 Smoking

14.3.1 Smoking is not permitted anywhere on the Larkmead School site.

14.4 Work Experience

14.4.1 When offering to take a work experience student Larkmead School will adopt the practice and procedures of the Oxfordshire Education Business Partnership Work Experience Scheme, and undertake the necessary risk assessments ([Appendix 55](#)) required to ensure that all such placements are low risk.

14.4.2 A parent of a student under the minimum school leaving age (16) will need to receive comprehensible and relevant information concerning any risks the student may be exposed to and the control measures introduced by the school to minimise the risk. This is a requirement under the *Management of Health & Safety at Work Regulations 1999*.

14.4.3 All work experience placements of Larkmead School students to other organisations will be made in accordance with the requirements of the Oxfordshire Education Business Partnership Work Experience Scheme.

14.4.4 The OCC guidance document "Work Experience Oxfordshire Scheme" is at [Appendix 33](#).

14.5 Preparation or Serving of Food

14.5.1 Larkmead School operates under the *Food Safety Act* and other *Food Hygiene Regulations*. Persons involved in regular food preparation and/or the serving of food (including

contractors) will undertake appropriate training to comply with these requirements. A minimum training standard in school is the 'Basic Food Hygiene Certificate'.

14.6 Lone Workers

14.6.1 Larkmead School will identify individuals "at risk" when working alone and make a suitable and sufficient risk assessment ([Appendix 31](#)) to ensure that appropriate arrangements are in place to overcome the problems which may be faced by lone workers on site.

14.6.2 The OCC guidance document "Lone Working" is at [Appendix 34](#).

14.7 Security

14.7.1 Visitors. All visitors to school are required to report to the office and sign the visitor's book. If they are new to the school, visitors are to familiarise themselves with the various safety and/or emergency procedures that may affect them. All visitors must wear a school visitors' badge when they are on the school site.

14.7.2 Building Security. The Site Manager is responsible for ensuring the security of all school buildings. Out of normal school hours it is the responsibility of staff to inform the Site Manager when they have finished working in a specific area, to preclude that area being left insecure for an undue amount of time.

14.8 Violence to Staff

14.8.1 Larkmead School will not accept any form of violence to staff, be it physical, verbal, or mental. Incidents of this nature will be reported to OCC CYPF (via the School Office) on the Physical & Verbal Abuse to Staff Incident Report Forms (Form PVA1). Forms are available from the School Office.

14.8.2 The OCC guidance document "Physical & Verbal Abuse of Staff" is at [Appendix 35](#).

14.9 Bullying in the Workplace

14.9.1 Larkmead School does not approve of any form of bullying of employees with in or outside of this workplace.

14.9.2 The Governing Body of Larkmead School has fully signed up to the OCC Dignity at Work Policy at [Appendix 36](#).

14.10 Manual Handling

14.10.1 In keeping with *Manual Handling Operations Regulations 1992 (as amended)* Larkmead School will identify employees who need to move loads as part of their work, and will undertake suitable and sufficient risk assessments ([Appendix 31](#)) to determine any appropriate measures which can be taken to mitigate risk. This may include the provision of suitable lifting equipment. Manual handling training will be made available where required.

14.10.2 The OCC guidance document "Manual Handling" is at [Appendix 37](#).

14.11 Display Screen Equipment (DSE)

14.11.1 In keeping with *Health & Safety (Display Screen Equipment) Regulations 1992 (as amended)* a suitable and sufficient risk assessment is to be carried out for all employees who are required to use display screen equipment in their normal place of work. Larkmead School

has adopted the guidance provided by OCC CYPF at [Appendix 38](#). Assessment and workstation design information can be found [here](#).

14.11.2 Employees who are required to use VDUs as an essential component of their role for 80% or more of their working day are entitled to have the costs of an annual eye test reimbursed through public funds. Further advice can be obtained from the Health & Safety Coordinator.

14.12 Personal Protective Equipment (PPE)

14.12.1 In keeping with the *Personal Protective Equipment (PPE) at Work Regulations 1992* Larkmead School will provide and maintain all necessary and appropriate personal protective equipment (PPE) which is required to ensure that its employees can carry out their activities safely and without risk to health.

14.12.2 The OCC guidance document “Personal Protective Equipment” is at [Appendix 39](#).

14.13 Occupational Health

14.13.1 A confidential service is provided by the OCC Occupational Health Unit for all employees. This service covers employment health assessments, ill health retirements, referral health advice and counselling.

14.13.2 The OCC guidance document “Occupational Health – A Guide to Services” is at [Appendix 40](#).

14.14 Managing Stress

14.14.1 It is recognised nationally by the Health & Safety Commission (HSC) that stress related problems in education are costly.

14.14.2 The Governing Body of Larkmead School has fully signed up to the OCC Stress at Work Policy at [Appendix 41](#). The policy includes a methodology to risk assess, avoid, identify and manage stress.

14.15 Environment

14.15.1 Larkmead School will conform to all of the requirements of the Environment Protection Act. The school will dispose of its waste in accordance with both national and local guidelines and legislative requirements.

14.15.2 The OCC guidance document “Waste Management - Litter” is at [Appendix 42](#).

14.16 Working Time

14.16.1 Larkmead School will comply with the requirements identified in the *Working Time Regulations* and will not exceed an average maximum of 48 hours worked over a 17 week period. An employee is entitled to an uninterrupted break of 20 minutes when daily working time is more than six hours. It should be a break in working time and should not be taken either at the start, or at the end, of a working day.

14.16.2 The OCC guidance document “Working Time” is at [Appendix 43](#).

14.17 Hygiene Control

14.17.1 A joint policy between the County Council and Oxfordshire Health Authority has been developed and will operate in Larkmead School.

14.17.2 The OCC guidance documents “Body Fluids” and “Principles of Good Hygiene Practices” are available at [Appendix 44](#) and [Appendix 45](#) respectively.

14.18 Educational Activities

14.18.1 Staff responsible for developing schemes of work will implement risk assessments ([Appendix 31](#)) and monitor their effectiveness for all hazardous activities undertaken on or off the site.

14.19 Educational Visits

14.19.1 Larkmead School has appointed an ‘Events Coordinator (EC)’ to work closely with teachers in charge (TICs) who in turn head up educational visits for students. The school will ensure that the selection, vetting and monitoring of procedures are adhered to in accordance with OCC guidelines.

14.19.2 At a minimum, a currently qualified First Aider or Appointed Person (AP) will accompany any group participating in an educational visit. Prior to proceeding on any educational visit the event organiser is to ensure that a suitable and sufficient risk assessment ([Appendix 31](#)) is carried out.

14.19.3 The OCC guidance document “Emergency Procedure” is at [Appendix 46](#).

14.19.4 Organisers of educational visits are to refer to the OCC CYPF guide “Out and About in Oxfordshire 3”, a copy of which is held by the Headteacher’s PA.

14.19.5 A separate school policy to cover the management of events which involve students being away from their normal teaching area will be written up in due course.

14.20 Critical Incident Management

14.20.1 The school will develop emergency arrangement plans in accordance with the model guidelines outlined in “Model Emergency Plan for educational Establishments – Autumn 1997” to ensure that effective communications and controls are established.

14.21 Pregnant Workers

14.21.1 At work, a healthy, pregnant woman can generally do many of the tasks she did before she became pregnant. However, pregnancy does place an extra strain on working women. The Headteacher must risk assess ([Appendix 31](#)) the working conditions, night working, hours worked, and exposure to physical, chemical and biological agents including infectious or contagious disease(s) associated with the person’s job. Once assessed, precautions must be implemented so as to minimise these risks to the expectant mother as identified in the *Management of Health & Safety at Work Regulations*. The Headteacher may suspend the employee from work for so long as is necessary if the working conditions etc cannot be altered so as to avoid risk(s) to her well-being.

14.21.2 The employee must notify her Line Manager in writing that she is:

- a. pregnant,
- b. has given birth within the previous six months,
- c. breast feeding.

14.21.3 The OCC guidance document “Pregnancy & Childbirth” is at [Appendix 47](#).

14.22 Safe Working at Height

14.22.1 Larkmead School undertakes to only allow working at height where no other means of undertaking the work are available. A suitable and sufficient risk assessment ([Appendix 31](#)) is to be carried out before any such work is undertaken.

14.22.2 The comprehensive and detailed OCC guidance document “Working Safely at Height” ([Appendix 48](#)) is to be followed at all times when considering working at height within Larkmead School.

14.23 Sun Safety

14.23.2 Larkmead School follows the OCC guidance document “Sun safety” which is at [Appendix 50](#).

14.24 Young Workers

14.24.1 Larkmead School adheres to the local authority [LA policy for the employment of young workers](#).

14.24.2 Of particular importance is that the student, parent/guardian and employer complete a work [application form](#). Once completed this form is to be passed to the school office for preparation of a work permit which will be sent to the employer to be passed onto the worker. The school office is to retain a complete ‘audit trail’ of the application and work permit allocation process for reference.

14.25 Risk Assessment of Student Behaviour

14.25.1 Students’ behaviour which gives cause for concern needs to be risk assessed. Violent and/or unpredictable behaviour may put the students, their peers, employees or other persons at risk. Risks can also arise amongst students with special educational needs and particularly those students with disabilities.

14.25.2 In the event of a risk assessment being required the procedure to be followed is at [Appendix 52](#).

14.26 Working in Confined Spaces

14.26.1 Within Larkmead School there should be little or no need for employees, students or visitors to work in confined spaces as defined in *Confined Spaces Regulations 1997*. Should it be deemed necessary then a suitable and sufficient risk assessment ([Appendix 31](#)) is to be carried out before any such work proceeds.

14.26.2 Contractors who are required to carry out work in confined spaces (sewers, drains, ducting etc) are to ensure that a full risk assessment and method statement for the work is provided to the Site Manager in advance of the work proceeding.

14.26.3 Guidance in respect of working in confined spaces is at [Appendix 53](#).

14.27 Management of Sickness Absence

14.27.1 The Larkmead School policy for the management of absence due to sickness is at [Appendix 54](#).

14.28 Administering Medicines to Students

14.28.1 The Larkmead School policy for the administering of medicines to students is at [Appendix 51](#).

14.29 Child Protection and Safeguarding

14.29.1 The Larkmead School policy for Child Protection and the Safeguarding of children is at Appendix 58.

Section 15 - Inspection and Monitoring of Health & Safety

15.1 Monitoring Arrangements

15.1.1 The Headteacher will develop an effective management policy and system for monitoring Health & Safety within Larkmead School. This will include:

- a. Inspections - using Inspection Report at [Appendix 5](#);
- b. Direct observations of staff compliance;
- c. Managerial reports monthly/termly/annually (as necessary);
- d. Surveys;
- e. Investigations of practices/incidents/documents;
- f. Record keeping;
- g. Investigating accidents;
- h. Investigating work-related causes of sickness absences.

15.2 Performance Management

15.2.1 The Governors and the Headteacher are responsible for acting on the findings of all measures within the management policy to prevent recurrence.

15.3 Review of the Effectiveness of the Safety Policy

15.3.1 The Headteacher will delegate to Finance & Premises sub-committee the duty to monitor and review this policy annually and, as part of the overall monitoring scheme, will appraise line managers on their health & safety performance.

15.3.2 On reviewing the effectiveness of the policy, any amendments will be drawn to the attention of employees and the Governing Body.