



Health and Safety Policy Statement

NAME OF SCHOOL: Oak Field School & Sports College

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that pupils and other non employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- 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 and safe plant and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees 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 this policy annually and to revise it as necessary

SIGNED: **DATE:**
(local employer - Head Teacher or Governing Body)

REVIEWED: **SIGNED:**

The next review is on: **July 2018**

Policies should be reviewed on an annual basis

REVIEW DATES: **July 2019**
July 2020
July 2021

This policy has been brought to the attention of all employees and is kept readily available for employees in the *Head Teacher's office / main office*.

Responsibilities

DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- Taking the lead in the promotion of an effective health and safety culture
- 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 LEA guidelines 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 is 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.

School's Health and Safety Representative: **Tina Richardson**

~~Alison Kane~~ **Alison Kane** is named staff for the induction of students such as work experience and volunteers.

DUTIES OF THE GOVERNING BODY

The Governing Body, in consultation with the Head Teacher will:

- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements

Reference: A guide to the Law for School Governors (DfES)
Health and Safety: Responsibilities and Powers (DfES)

DUTIES OF LINE MANAGERS

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and Children's Services Guidelines
- Ensuring employees are 'competent' to carry out their activities
- 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 and report any concerns via the Carillion FM Helpdesk.
- 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

DUTIES OF THE SITE MANAGER

The Site Manager's duties have transferred to Carillion FM Services as part of the PFI project agreement. The site manager is expected to deliver the service specifications defined in the Contractors Proposals and Authority Requirements which form part of the PFI project agreement.

- 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.
- 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
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties as requested via the SERAM database in accordance with legionella management techniques

These are duties of Carrillion:

DUTIES OF THE OFF-SITES VISIT CO-ORDINATOR (OVC)

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.
- [This policy is available on the Council's Evolve website:](#)

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=nottinghamcityvisits.org.uk

DUTIES OF ALL EMPLOYEES

All employees are instructed to:

- 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

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Arrangements

The GI reference stated next to the subject is the Nottingham City Council's Guidance and Information Sheet.

Accident Reporting and Investigation (GI48)

Accidents to employees are dealt with in accordance with Guidance and Information Sheet No. 48.

Accidents to pupils and other non employees are recorded as laid down in the Children's Services Health and Safety guidance.

All accidents are investigated by phase leaders and reported to head teacher if necessary.

Accident report forms are held in **School's main office in purple folders inside the sliding cupboard. The School's Health & Safety Representative is responsible for reviewing and collating**

information on a regularly basis and fulfilling any reporting & recording requirements. on-line recording now required.

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 1995.

Administration of Medicines

Please see reference to the schools Medical policy. The schools nurses have a policy on medicines a copy of which is on the schools data under health and safety.

Asbestos Management (GI2)

NCC Policy:

Nottingham City Council is committed to providing a safe and healthy workplace.

The school site was built 2009 and is completely asbestos free.

Communication

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

Construction work (G125)

All construction work is co-ordinated by Carillion FM Services as part of the PFI project agreement and carefully monitored in accordance with NCC guidance.

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, Carillion FM Helpdesk or to a nominated person.

Control of Contractors (G12)

Carillion FM Services are responsible for day to day control of Contractors on site as per the PFI project agreement, although this should be conducted in liaison with it is recognised that overall responsibility lies with the Head Teacher.

~~Health and safety rep to over look this regularly.~~

Display Screen Equipment (G137)

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff in some schools. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the form provided on the schools' website.

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.

The use of laptops is regarded as use of display screen equipment and NCC guidance will be followed. ~~All staff are to sign a school disclaimer this is which is to be reviewed by Katy Tigg.~~

Electrical Safety (G135)

All portable electrical appliances in the school are checked by Carillion FM Services a 'competent' person at recommended intervalson a regular basis, by trained staff, to conform to Authority Requirements that form part of the PFI project agreement. Records of PAT testing are held on site ~~around April of each yeaby Carillion. r. Report Given to Carillion and School Health and safety officer, by an independent company. annually.~~

All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, to report defects to the Site Manager or Carillion FM Helpdesk so that action can be taken to prevent accidents and injury. ~~This is done by Carillion.~~

All employees and pupils are made aware of the hazard of electricity, particularly where water is present. A residual circuit device (RCD) is used where required e.g. for any electrical equipment used outdoors.

The electrical and mechanical installation is inspected by Carillion FM Services as part of the planned preventative maintenance programme as per the PFI project agreement at 5 yearly intervals by a competent person i.e. electrical engineer. Not due yet.

Emergency Procedures

See LEA Guidance for schools on dealing with emergencies and school closures.

Carillion FM Services are responsible for maintaining and developing contingency plans to be reviewed on an annual basis as per section 1.3.1 of the Authority Requirements that forms part of the PFI project agreement.

Reference: City Council Letter and Parcel Bombs poster.

Fire Safety (G128)

Refer to fire management folder including risk assessment and log book. Paper copy and copy on the school's database.

Carillion FM Services are expected to undertake all fire safety obligations as per the Authority Requirements section of the PFI project agreement.

First Aid (GI49/55)

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

First aid kits are readily available and kept up to date and stocked by Carillion FM Services a nominated person as per the Authority Requirements section 1.4.5 of the PFI project agreement. There are several kits strategically placed around the school in individual areas. For example, each key stage and communal area will be allocated a first aid box. ~~M Payne is currently the nominated person.~~

Arrangements are in place for the dealing with bodily fluids. Each Pod has the correct storage.

All first aid treatments are recorded. To the first aider then the correct forms are filled in.

'Head bumps' are reported to the injured child's parent / carer by the school nurses or the class staff, by a phone call to parents and if possible recorded in the school home dairies.

The First Aiders are ~~the nurse trained staff~~ –on site for the pupils, **Maxine Payne** and **Wendy Bowes** for the staff and all staff for everyday first aid.

Carillion FM Services must provide a number of appropriately first aid trained & qualified staff to attend emergency responses as per the Authority Requirements section 1.4.5 of the PFI project agreement.

The Paediatric trained First Aiders are **Sally**, **Gina Jenny**, and **Mandy** in early years.

Most of the staff within the school have training and updates every 2 years, and collectively preform the Appointed Persons (trained in emergency first aid) role.

Gas equipment and appliances

All gas boilers / appliances are inspected by Carillion FM Services annually by a 'competent' person, i.e. CAPITA registered gas engineer as per the Authority Requirements that form part of the PFI project agreement.

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

Hazardous Substances (GI50)

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

A 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 (i.e. toxic, corrosive, harmful, irritant). Generic risk assessments are available for common hazardous substances used in schools. Information / COSHH assessments relating to hazardous substances in school are kept in the Carillon office and reviewed on a regular basis by the School's Health and Safety Representative.

Carillion FM Services have an obligation under the PFI project agreement to ensure all hazardous substances are used & stored in accordance to the manufacturer's instructions and current safety & COSHH regulations.

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

Health and Safety Advice

Competent advice is provided by the Council's Safety Advisers Unit:

David Thompson T: 0115 8764608 E: DavidM.Thompson@nottinghamcity.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.

Specialist advice 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).

The Health and Safety Executive (HSE) poster "Health and Safety Law – what you should know" is displayed in the school staffroom.

Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually by Carillion, the school health & safety representative and Governors.

[It is an obligation for Carillion through the PFI project agreement to ensure a programme of health & safety inspections of the facilities and service delivery take place on a regularly or at least annual basis.](#)

Employees have been instructed to report any damage / defects to the main office, who will inform Carillion through then FM Helpdesk.

Arrangements are in place for the annual inspection of PE equipment by a specialist company.

Lettings / Use Premises Out of Hours

A contract with conditions of hire has been completed, signed and approved by Legal Section.

Advice is sought from the College Street (Sara-Allen Smith) regarding licenses required for entertainment / stage plays etc.

[Carillion FM Services have an obligation under the PFI project agreement to ensure the facilities are secure before, during and after lettings / use of the premises out of hours.](#)

Lone Working (GI28)

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 of the risks and school procedures. These are on the school database under health & safety, and in files with the staff that are lone working.

Staff are advised to check the violence incident database. A link is given to the staff that require this due to their lone working duties.

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

Maintenance of plant and equipment (G14)

Carillion FM Services are responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment as per the PFI project agreement. They carry out a planned preventative maintenance programme and reactive repairs that are submitted to the Carillion FM helpdesk.

~~Carillion are responsible for carrying out repairs or arranging for repairs to be carried out.~~

Manual Handling (G10)

Under the PFI project agreement it is Carillion FM Services responsibility for ensuring compliance with manual handling regulations and that any lifting equipment is tested and fit for its intended purpose.

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.

Training on safe manual handling of inanimate objects is available from the Council's Safety Advisers.

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 on the schools' website.

Reference: Safer Manual Handling leaflet prepared by the Council's Safety Advisers.

Monitoring and Review

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

The health & safety and welfare policy is reviewed annually.

Carillion FM Services are expected to fulfil the Authority Requirements in section 1.4.5 Health and Safety Management Service, that form part of the PFI project agreement.

New and expectant mothers (G16)

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.

Risk assessments are carried out by the Deputy Head.

A risk assessment is carried out by the Deputy Head soon as the Head Teacher is made aware by the employee. A generic risk assessment form is issued by the Council's Human Resources.

Off-Site Educational visits

The Off-Site Visits Co-ordinator (OVC) is **Carol Lawson, PE Specialist**

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed. These can be reviewed in the health and safety staff file.

Advice and guidance is provided by the Council's Sport, Outdoor Learning and Sustainability Education Partnership, who are based at College Street – ☎ 0115 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – ☎ 0115 9476202.

Reference: The Educational Off-Site Visits Policy

Personal Protective Equipment (PPE) (GI11)

It is the responsibility of Carillion FM Services to ensure all contractor related parties are provided with suitable and appropriate 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.~~ PPE is also provided for students, e.g. in science, design and technology and PE. PPE is replaced as required.

Playground Safety

~~Carillion FM Services are responsible for ensuring playground safety set out in section 4.4.3 of the Authority Requirements which form part of the PFI project agreement is adhered to. 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, Head Teacher or the main office to be submitted to the Carillion FM Helpdesk.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager, Site Manager or the main office to be submitted to the Carillion FM Helpdesk immediately so that prompt action can be taken to avoid accidents and injury.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the main office inside the cupboard in orange files. All online files are stored in the health and safety folder.

Generic risk assessments have been designed by the Council's Safety Advisers and are available via the schools' website. Risk assessments can be found on the school database under health and safety.

Training courses on carrying out risk assessments are provided by the Council's Safety Advisers.

Carillion FM Services are responsible for reviewing all risk assessments relevant to the operation of the facilities and service delivery on at least an annual basis, as per the PFI project agreement.

Safety Education

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

Safety Representatives (GI4)

Under legislation, 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 duties other than those of an employee.

School Council

The establishment of a school council helps to raise awareness, and to promote ownership of health and safety issues. A few students from each key stage are chosen to represent meetings each term.

School Health and Safety Committee

The School Health and safety Committee consists of Head Teacher, Health & Safety Representative, the Governor responsible for health & safety and Carillion FM Services.

Security Arrangements (see Security policy)

Carillion [FM Services](#) are responsible for [delivering the Authority Requirements in section 4.4.4 Security Management Service which forms part of the PFI project agreement.](#) ~~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, where applicable, e.g. in the Nursery.

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

Key holders are: **David Stewart**
Patricia Lewis
Carillion FM Services

Slips, trips and falls (G13)

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to The Head teacher, Carillion FM helpdesk or the School's Health & Safety Representative, who will ensure that appropriate action is taken. If an incident has accrued then the appropriate forms must be filled in and the first aider to be notified.

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 or Carillion FM helpdesk, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage.

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 controlling work-related stress issues and for carrying out a general risk assessment.

Sun Protection (G16)

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary, 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 Gazebo's brought by the school.

Pupils are supervised during all activities throughout the school day.

For off-site visits DFES guidelines are followed regarding supervision levels.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health & safety or emergency procedures. School provides training for moving & handling, team teach, first aid, and medical needs.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and emergency evacuation, using the checklist provided by the Council's Safety Advisers which can be found in the Health and Safety Guidance. New employees are adequately supervised, as required, along with families visiting the school.

This is undertaken by the ~~Deputy Head, Charlotte Travers and Rachel Eastap~~ Tina Richardson and Head Teacher.

Vehicles, Use of

Carillion FM Services are responsible for on-site vehicle management as per the PFI project agreement to maintain access to and around the school.

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 can be found in the online H&S manual.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services 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.

Nottingham City Council has adopted the Health and Safety Executive's (HSE) definition of violence:

'Any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Head Teacher. These forms are now on the system on line paper copies which are kept in the main office cupboard are checked regularly by the school's health and safety representative.

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 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 Legal Section as required.

Waste / Litter Management (GI29)

Carillion FM Services are responsible for the management of waste and litter as per section 3.2.5 Cleaning, Waste Management and Pest Control Service of the PFI project agreement.

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.

A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found. It is Carillion FM Services responsible to manage this service.

Carillion FM Services are responsible Arrangements have been made for the safe storage and collection of clinical waste.

Water Management / Control of Legionella (GI5)

Carillion FM Services are responsible for management / control of legionella as per the PFI project agreement, ensuring all statutory checks are undertaken when necessary.

~~The School have adopted Nottingham City Council's Water Management System for the control of legionella.~~

~~Include who performs the legionella checks Carillion? Contractor? Contractors Tina Richardson HandS to check every 3 months.~~

Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities. It is Carillion FM Services responsibility to ensure the provisions of consumables are adequately supplied.

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

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by Carillion FM Services as part of the PFI project agreement detailed in section 3.2.9 Energy and Utility Management Services.

All glazing is either safety glazing or safety film has been applied. Broken windows are reported to the Carillion FM helpdesk and replaced as per section 3.2.10 of the Contractor' Proposals which form part of the PFI Agreement 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.

Carillion FM Services will ensure a risk assessment and method statement 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. as per the PFI project agreement.

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

Carillion FM Services are responsible 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. as per the PFI project agreement.~~

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. The management of vehicles on site is Carillion FM Services responsibility.

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.

The Council's Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Work Related Learning / Work Experience

Work Experience is co-ordinated through Nottingham Education Business Association (NEBA).

Work Related Learning is co-ordinated through The Learning and Skills Council (LSC). This is managed by Matthew Riley. All lone working risk assessments are in place.

Working at Height (GI9/54)

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 [Carillion FM Services to undertake tasks as part of the Caretaking and Porting Management Service which forms part of the PFI project agreement.](#) ~~contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.~~

Risk assessments are carried out by the school & Carillion FM where working at height can not be avoided, e.g. for use of step ladders, ladders, access to roof areas. Employees are instructed not to work at height whilst lone working.

Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders. Appropriate training has been provided in the use of this equipment.

Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc.

~~Carillion FM Services are responsible Arrangements are in place for the safe use and inspection of access equipment as per the PFI project agreement to be inspected on a termly basis by the Site Manager.~~ Employees are instructed to report damage / defects immediately to the [Carillion FM helpdesk](#), Site Manager ~~or~~ Head Teacher.

Appendix 1 Cross-referenced Policies

- Asbestos
- Bullying
- Child Protection
- Drugs
- Fire
- Internet Policy
- Off-Site Visits
- Security
- Positive Handling Training - School Policy is that all classroom staff attend a ~~3 yearly Team Teach course~~ [annual Approach training by NCC Approach Team.](#)
- Moving and Handling Training – Provided annually with all staff required to work alongside the students.