



Health and Safety Policy

Policy reviewed by: Daniel Orwin : September 2019
Next review date : September 2020

'School' refers to Oaks International School; 'parents' refers to parents, guardians and carers. This is a whole school policy, which also applies to the Early Years Foundation Stage.

Policy Approved:

Andy Duffield

09/11/19

Group Health and Safety Director

Statement of Intent

The ISP Health and Safety Director is Mr Andy Duffield (07525 812790). aduffield@ispschools.com
The OIS Health and Safety Manager is Daniel Orwin (01223 416938). DMOrwin@OISchool.co.uk

OIS recognises and accepts the responsibility of delivering teams in accordance with the best practice in health and safety and, the ISP Chief Executive Officer has the responsibility of ensuring, as far as reasonably practicable, the health, safety and welfare at work of all employees. OIS aims to promote, actively, health and safety in the school. It is also recognised that incidents, accidents and occupational ill health result from a variety of circumstances and are not necessarily the fault of an individual.

This commitment is extended to all people who may be affected by the education team's activities, including students, team users, contractors and members of the public. The achievement of high standards of health and safety will be at the forefront of the team's policy, strategy, planning and activity.

The Operations team both at ISP and OIS will put in place the appropriate organisational arrangements to ensure the delivery of our obligations in meeting all legislative requirements as a minimum standard. Resources, either financial or otherwise, will be made available to achieve this requirement. We have paid due regard to the DfE guidance 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Principal teachers, Staff and Governing Bodies 2013. An annual report of our performance in health and safety will be published.

All senior managers, the Principal, school admin staff, team leaders and supervisors at OIS are accountable for the management of health and safety within their area of responsibility. In particular risk assessments must be completed, signed by the Principal/Head of Seniors and kept on file for reference purposes.

ISP values the contribution of health and safety representatives within the schools and the joint health and safety committee in the development of procedures and practices. They also have a key role in monitoring regimes through the inspections and investigations they undertake. All managers should assist them in fulfilling their roles.

It is recognised that high standards of health and safety can only be achieved with the active participation of all employees. Everyone is encouraged to co-operate in developing and delivering safe systems of work.

This Policy will be reviewed in the light of organisational changes, changes in working practices, but at least annually. Failure to comply with this health and safety policy and any guidance notes may result in disciplinary action being taken.

Organisation for health and safety

This part of the policy outlines the responsibilities of all staff in relation to health and safety. There are also details of specific roles that are undertaken in order to manage health and safety within ISP Team.

ISP Regional Managing Director

The ISP Regional Managing Director is the person ultimately responsible for health and safety management within the education team. In order to ensure that the team's health and safety policy is implemented, the Regional Managing Director will:

- Incorporate health and safety considerations into the department's team plans, including targets for improving health and safety performance.
- Set a positive example to staff by actions.
- Promote good health and safety practice in schools and to ensure that The Principal of Schools meet their responsibilities.
- Hold individuals at all levels within the team accountable for their health and safety performance.
- Ensure that adequate arrangements are made to consult with employees.
- Ensure that all staff receives adequate training, instruction and supervision to enable them to effectively carry out their responsibilities.
- Ensure that suitable resources are provided to implement health and safety measures within their department.
- Seek guidance from relevant competent staff or external consultants to ensure compliance with health and safety standards.
- Ensure that any contractors are adequately vetted, selected and monitored as regards their health and safety performance.
- Ensure all The Principal and Managers are suitably trained.
- Advise and encourage The Principal of all schools to meet the objectives of this policy statement - responsibility for health and safety has been delegated to them.
- Provide health and safety guidance to The Principal of all schools emphasising the need for staff to be adequately trained in their health and safety responsibilities.
- Ensure that The Principal and other managers are informed of the relevant changes in the legislation. ☒
Audit annually the effectiveness of health and safety arrangements in all schools.

A Principal/Head of Health and Safety/Bursar are to produce for the school a written statement of local arrangements to ensure the implementation of this Health and Safety Policy. The Principal/Head of Health and Safety must ensure that all employees are aware of the contents of the local policy and review and revise it as necessary.

The appointment of an ISP Office Contact for Health and Safety does not change the responsibilities, both individually and collectively, of the Regional Managing Director or other members of ISP Education Management Team. The responsibilities of the ISP Office Contact for Health & Safety is to:

- Be first contact for ISP Schools who wish to report to the ISP Office a Health & Safety issue requiring immediate attention;
- Communicate health safety and welfare information, as directed by the Managing Director to ISP Schools;
- Receive monthly and annual Health & Safety, accident and violent incident reports from schools.

The Headteacher and SLT

The Headteacher and SLT are responsible for the implementation of the health and safety policy and action plans into operational practice in their own areas of responsibility. They consult appropriately with all employees on Health and Safety matters. They will:

- Ensure that there are adequate arrangements in place to implement the ISP policy.
- Ensure that all members of staff are held accountable for their health and safety performance.
- Ensure their management team takes full account of health safety and welfare issues when planning developing or introducing new working methods, systems, equipment or premises.
- Set a positive example to their staff by their actions.
- Ensure that risk assessments are undertaken within their area, records are kept and an action plan produced in order to monitor and review the progress of the measures necessary to eliminate or control the risk.
- Ensure that all staff receive adequate information, instruction and training to enable them to undertake their responsibilities. (See the First Aid and Fire Safety Policies)
- Ensure that health and safety issues are adequately addressed in specifications prepared or contracts let and that operational aspects of contracts are adequately monitored.
- Ensure that there is an effective system for communication within their area of responsibility for health and safety issues.
- Seek advice from competent advisers on health and safety matters, if necessary, and act appropriately on the advice received.

The Headteacher is responsible for the overall management of the school, including health and safety responsibilities towards staff, students and visitors and control of the school premises. The Headteacher and ISP must work together to establish their health and safety objectives using legal requirements as a minimum standard. The school has a legal obligation to provide:

- A safe environment for students, staff, and visitors;
- Safe plant, equipment and systems;
- Safe arrangements for the transport, storage and use of articles and substances;
- Safe and healthy conditions that take account of:
 - Local statutory requirements
 - Approved Codes of Practice
 - ISP Guidance
- Adequate information, instruction, training and supervision;
- All necessary safety and protective equipment.

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Principal. The Principal/Head of Health and Safety/Bursar, need to ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure their effectiveness and that they remain appropriate. In particular, they should:

- Ensure that the school has a current health and safety policy.

- Ensure that the school complies with the ISP health and safety policies, both in school and on all school activities.
- Have in place procedures to identify hazards and evaluate risk control measures.
- Ensure a monthly inspection is carried to identify hazards and that hazards identified are removed or controlled.
- Create management arrangements for health and safety and periodically monitor their effectiveness.
- Ensure that an annual health and safety audit is carried out by a qualified person.
- Have health and safety on the agenda at SLT meetings.
- Ensure the School Health and Safety officer carries out the appropriate responsibilities.

Senior Leaders

Senior Leaders are responsible for ensuring the successful operation of the health and safety management system on a day to day basis. They are responsible for:

- Ensuring that they are aware of the health and safety legislation relevant to the work activities for which they have responsibility.
- Setting a positive example to their staff by their actions.
- Ensuring that the contents of the ISP's health and safety policy and safety plans as well as guidance notes are communicated to their staff and that these are followed.
- Carrying out inspections of the workplace on a regular basis
- Taking action on health and safety issues reported to them.
- Ensuring that risk assessments are carried out and that any actions arising to improve and implement control measures are taken.
- Providing support and assistance to risk assessors as required and ensuring that records of relevant risk assessments are kept and easily accessible by all staff.
- Ensuring that the staff they are responsible for are held accountable for their health and safety performance via routine performance management.
- Ensuring their staff receive sufficient information, instruction, training and supervision to undertake their work safely.
- Ensuring that induction training for all staff, including temporary staff, is carried out on their first day to ensure that they are aware of the emergency procedures and risks within the workplace.
- Ensuring that all incidents, including verbal abuse and accidents are reported and investigated.
- Ensuring that all equipment supplied for use at work is suitable for its intended use and is maintained in good working order.
- Seeking advice from the education health and safety team if necessary.

Management absence

The Principal and managers with responsibilities outlined in the school health and safety policy must ensure that effective arrangements are made to ensure that these functions are provided for in their absence.

Employee responsibilities

Health and safety is the responsibility of all employees, the support and involvement of all staff is needed if high standards of health and safety are to be achieved. Every employee should:

- Report hazards or potential hazards to line management.
- Act responsibly so as not to put themselves or others at risk.
- Work in accordance with any safety training provided and follow established safe working practices.
- Co-operate with management to enable them to carry out any health and safety responsibilities.
- Assist in any risk assessment or safety inspection process.
- Not interfere with or misuse anything provided in the interests of health and safety.

- Disclose details of any medical condition or medication that makes them unfit for or specifically at risk from any particular work activity.
- Immediately report any situation which represents a serious and imminent danger to health and safety to the manager in control of the process / area.

For staff who have responsibility for the control of a building, in addition to their other health and safety responsibilities, they must:

- Ensure risk assessments are carried out and subsequent actions are taken in respect of those areas of the building they are responsible for.
- Co-ordinate inspections of those areas of the building they are responsible for to ensure that the building and equipment are safe and properly maintained and that access and egress is safe with no obstructions.
- Ensure that any statutory checks of equipment / plant in those areas of the building they are responsible for are undertaken as necessary.
- Maintain an up to date statutory documents file containing records of statutory tests and inspections.
- Ensure that those areas of the building they are responsible for are suitable for access by all as required by people with disability.
- Ensure suitable security measures are in place and operating.
- Ensure there are emergency procedures in place and that they are practised as necessary.
- Ensure a fire risk assessment is carried out.
- Ensure that fire extinguishers and fire warning system, if fitted, are properly maintained and tested.
- Co-ordinate the first aid arrangements within the building.

School Safety Committees

Each ISP school shall have a School Health & Safety Committee. The Committee shall be attended by management, staff and meet regularly throughout the year to discuss health and safety issues, approve school risk assessments and recommend courses of action. The committee will be chaired by the school Health & Safety Officer or Bursar. Local health and safety issues should be resolved within the relevant school, where possible in consultation with the ISP Health & Safety Director. Matters with service implications and those that cannot be resolved locally should be referred to the ISP Health & Safety Committee. Any matters that relate to ISP's responsibilities and cannot be resolved through the Committee or that have strategic implications will be referred to the ISP's Senior Management for consideration.

Monitoring of Performance Standards

Standards and procedures are reviewed and monitored by the OIS Health & Safety Committee. Where required, advice is published in the form of guidance notes and information for employees, by the OIS Office.

Arrangements for managing health and safety in the education team

This part of the Policy describes the arrangements that are in place to manage health and safety within the ISP education team. It sets out the minimum standards to be achieved on any specific issue. In some cases, these standards are supported by checklists and forms, which are available from the ISP Principal Office, and have been approved by the ISP health and safety committee.

Reporting health and safety issues

The responsibility for resolving operational health and safety issues lies with the normal line management chain, with its established lines of communication and accountability.

Any employee who believes that a health and safety hazard exists with their particular work or workplace, should inform their immediate manager / supervisor who is responsible for resolving the issue, where possible. In the event that the matter cannot be resolved at this level, it should be referred to senior management. Issues still remaining unresolved should be referred to the OIS health and safety committee. The advice from ISP is available at any stage in this procedure.

Incident / Accident reporting and investigation

All incidents and accidents at work must be reported using the OIS incident / accident forms. An incident includes verbal abuse, threatening behaviour, physical violence and fire incidents as well as accidents. An investigation must be carried out into any incident.

First Aid

The Bursar will undertake an assessment to determine an adequate and appropriate level of first aid provision.

Based on the assessment the following must be established:

- There are an adequate number of trained first aiders and that there are clear arrangements in place to contact them in the event of first aid being needed.
- Adequate equipment and facilities (e.g. first aid boxes) are available and readily available at all times.
- Clear arrangements are in place to contact the emergency medical teams.
- All staff are informed of the arrangements.

Safety Inspections

Formal health and safety inspections will be carried out monthly. The Principal and school safety officers should be involved. Records of such inspections should be kept on site and sent with the Principal's monthly report to the ISP Office. To assist there are inspection checklists for monthly and annual inspections. Common areas of buildings must be inspected by the Principal / Bursar.

Health and Safety Audits

Every school will have an audit carried out every year, which will be carried out by the ISP Health and Safety Director. This audit will form the basis of the school's annual health and safety report.

All managers must:

- Assist in the audit process
- Implement the findings of the audit

Training

All OIS staff will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner.

Specific job-related health and safety training will be identified by The Principal / managers during performance management interviews. Where practicable employees should be provided with training before being required to carry out new or unfamiliar task or operations and / or when required to use new equipment, plant or machinery.

The Bursar will ensure that details of health and safety training are kept on personnel files.

The Principal/ Bursar must ensure that all new members of staff are provided with essential health and safety induction information on their first day at work.

POLICY APPLICATION NOTE

Health & Safety Risk Assessments and Operations

PURPOSE

This policy sets out the ISP health & safety guidance and information on risk assessments for all its operating entities and how these must be followed to meet the requirements of the Group. The Group is committed to building a culture where everyone is involved in creating a safe, secure and accident free teaching, learning and working environment for all its staff, students and visitors.

SCOPE

This policy applies to all entities under the control of the Group that hire and have ISP employees, including all schools and Operating Entities in various jurisdictions. The basis of UK legislation will act as a standard for the provision and maintenance of a healthy and safe teaching, working and learning environment.

The adoption date of this policy was 01 May 2018. This policy should be applied retrospectively to existing entities within 90 days of the Original Version date i.e. 30 August 2018.

PROCESS

Risk assessments will be completed to ensure that all hazards to be found in the workplace, school and operations are either eliminated or remedial actions implemented to reduce the level of potential harm to a minimum.

Following the risk assessment, where required, safe working procedures should be written and provided to all appropriate personnel. In assessing the risks, the Assessor will:

- identify the hazards;
- decide who might be harmed and how;
- identify the likelihood of the hazard causing harm
- determine the likely seriousness of any injury
- decide whether the existing precautions are adequate or whether more should be done;
- record the findings;
- review the assessment and if necessary, revise it.

1. Who Might be Harmed?

Employees (anyone working in an ISP school or office), pupils, people sharing the workplace, cleaners and members of the public.

2. Particular attention should be paid to:

Those with disabilities, visitors, inexperienced employees, lone workers, expectant mothers

3. Identifying Hazards

Hazards will be identified by the following:

- consultation and conducting inspections of the school/workplace;
- analysing jobs;
- adopting a “what if” approach;
- all local regulations as they apply to the school/workplace.
- reviewing manufacturers’ instructions, accident records, ill health records, etc., can help to identify hazards.

4. Evaluating the Risks

For the hazards listed, do existing precautions:

- Meet the standards set by legislation?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

The following should be provided:

- Adequate information, instruction or training
- Adequate systems or procedures

If so, risks are adequately controlled but the precautions that are in place need to be indicated. If the risk is not adequately controlled, an ‘action list’ should be written.

5. Recording the Findings

The Assessor must be able to show that:

- A proper check was made

- Persons affected are identified
- Obvious significant hazards are dealt with
- The precautions are reasonable and the remaining risk is low

Records should be kept for future reference.

6. Review and Revision

If there is a significant change in practices, e.g. purchase of new machinery or substances, employment of new employees, etc., this could present new hazards. Amendments will not be made for trivial changes, only for significant ones.

Risk assessments need to be reviewed to determine their suitability following any related accident.

It is good practice to review assessments from time to time (and especially following any accident) to ensure precautions are still working effectively.

7. Management of the Risk Assessment Process

Before risk assessments can be completed, the following steps must be taken:

- Identify the person responsible for the management of the risk assessment process for your school/department.
- Train a number of personnel in the risk assessment process.
- List all risk assessments to be completed.
- Introduce a system for the completion of all remedial actions.

PROCEDURE

- A risk assessment should be conducted using either the specific assessment form available or the Risk Assessment Form Template
- The Risk Assessment Form(s) should be returned to the identified responsible person upon completion for review.
- The Assessor should inspect and implement proposed courses of action reducing risk to as low a level as possible.
- Complete a safe working procedure if required.
- Record all findings and review all risk assessments either annually or if something significant changes in the work process/area.

AIDE-MEMOIRE FOR RISK ASSESSMENTS

The following headings will give you a number of most likely disciplines you should consider when undertaking a risk assessment. Decide if any of the main headings apply to the task and then add them onto the risk assessment form as a hazard.

Please Note: This is not intended to be an exhaustive list. Your particular tasks/area may have other considerations to be taken into account.

1. Accident Procedures - Do you have the correct procedures in place?
 - Is there an accident book (compliant with relevant data protection legislation) readily available? The Company uses EHS Manager 360 to record all accidents and illnesses.
 - Has everyone received training in the accident procedure?
 - Has someone been made responsible for the reporting of injuries, diseases and dangerous occurrences in line with the current legal requirements for your school/office?
2. COSHH - What should you consider if any hazardous products are being used?
 - Can you discontinue use of the product? (First priority)

- Can you substitute the product with a less hazardous one?
 - Has the person been trained to understand the hazards of the products?
 - Are Material Safety Data Sheets (MSDS/COSHH sheets) available and nearby?
 - Have your first aiders received a copy of the Material Safety Data Sheets for products used in their areas?
3. Electrical Equipment
- Are the personnel working on the equipment qualified to do so?
 - What safety measures must be taken in order to work on this equipment?
 - Are the first aiders aware that electrical work is taking place?
 - Is there an on-going procedure in place to ensure that portable appliances are maintained to prevent danger, one way to do this is through portable appliance testing (PAT) by a competent person
 - Is the testing still in date?
 - Is there a procedure in place to ensure that any employee bringing personal electrical equipment into the building (radios, phone chargers, etc.) has it visually inspected before use?
4. Emergency Measures
- Are the fire exits clearly marked with a pictorial sign?
 - Are there adequate and correct fire extinguishers in the area whilst the task is being undertaken?
 - Are there written evacuation procedures close by?
 - Are the fire exits blocked?
5. Driving for the School/Company
- Do you check the current driving licenses of all personnel who drive on behalf of the School/Company on a regular basis?
 - Do all School/Company vehicles have first aid kits in them?
 - Does the bus driver or the helper in the bus have current first aid training?
 - Have the bus driver and the helper had police checks completed for them?
 - Have you completed a risk assessment for all tasks completed by School/Company drivers for any task that is considered hazardous?
 - Are all School/Company vehicles regularly maintained?
6. First Aid
- Is there a fully equipped first aid box available at all times?
 - Are there adequate numbers of first aiders available at all times when the building is in use?
 - Are all staff within high risk subjects first aid trained e.g. Sport/PE, Art, Design Technology (resistant materials) and science
 - Does at least one adult on a School Trip/Educational Visit have a current first aid qualification
 - Is an eyewash station required?
 - Is a shower required? (IB Diploma, Chemistry)
7. Manual Handling - Does the task involve an element of lifting, pulling or pushing? If so, consider the following:
- Have personnel received training in manual handling?
 - Is a written manual handling assessment required? It could be if it involves any excessive pushing, pulling, repetitive movements or twisting/bending, etc.
 - Individual capability.
8. Machinery/Tools - Consideration must be given to safety when using a piece of machinery or tool.
- Is there an adequate maintenance procedure in place?
 - Does the machine need to be isolated electrically?
 - Are there guards in place to ensure that contact with moving parts is not possible?
 - Is it excessively hot or cold?

- Are there very sharp edges to be avoided?
- Is there a nip point?
- Is it a power press?
- Can body parts be trapped by equipment?
- Is the area to be worked in very cramped with poor housekeeping?
- Is the area around the machine marked as a 'Safe Area'?

9. Maintenance

- Is all machinery/equipment regularly maintained?
- Are all personnel undertaking the maintenance trained to do so?

10. Noise

- Are the levels of noise in the specialist classrooms such that a noise survey should be considered?
- Are all personnel given hearing protection if required?
- Are warning notices posted in areas where the noise levels exceed the legislative requirements?
- Are all personnel trained in the use of their hearing protection?

11. Permits to Work - They could be required if any of the following activities are involved.

- Are they working at a height where a fall could injure them?
- Are they going to work on a roof?
- Are they going to work in a confined space?
- Is there a likelihood of an explosion (high levels of dust perhaps)?
- Is flammable work needed?
- Is pressurised gas involved?
- Is electrical work involved?

12. Personal Protective Equipment - What is needed?

- Masks?
- Air fed helmet?
- Safety Goggles?
- Harness?
- Lone Worker alarm?
- Gloves specific to task?
- Ear protection?
- Specialised overalls?
- Have all personnel been trained in the use of their protective equipment?

13. Personnel

- Training – Is the person qualified to undertake this work?
- Are they physically capable of carrying out this work?
- Do they have any disabilities that need to be considered?

14. Task

- Is specialist equipment needed?
- Is specific personal protective equipment required?
- Are barriers and warning signs needed?
- Have the personnel completing the task been trained to do so?

15. Stress

- Is there a procedure available for the stress related concerns of all personnel?

16. Waste

- Will waste be generated during the work in progress, e.g. chemical waste products from an experiment, etc?
- Do personnel know how to dispose waste correctly?
- If the waste is hazardous has the correct procedure been implemented for its disposal?

17. Working Area

- Are all emergency exit routes clear at all times?
- Is there a housekeeping procedure in place?
- Is the work area congested?
- Are there any trip hazards around, e.g. cabling, personal belongings?
- Is the floor slippery?
- Is the carpet in good condition?
- Are there potholes?
- Are there barriers available for cleaners to use?

Forms:

Risk Assessments should be stored centrally in the school office (in the Primary school, this is Main School Reception. The Headteacher, Health and Safety Co-ordinator & Bursar will:

- Assist appointed assessors in undertaking assessments on activities within their control or carry out assessments.
- Implement action plans developed as a consequence of the assessment.
- Inform staff of any significant findings that may affect them.
- Ensure that staff are trained in any procedures or work practices introduced as a result of the risk assessment process.
- Review risk assessments annually or if there is a change in the process

Anyone likely to be affected by a risk assessment may consult the relevant risk assessment documentation at any time on application to the appropriate manager.

New or expectant mothers

- The Headteacher/Head of Health and Safety/Bursar should ensure that a risk assessment is carried out on any new or expectant mother, as soon as they are aware of the situation, in order to identify any work activity, which may adversely affect their health and safety or that of the baby. The manager and risk assessor should review this assessment every six weeks (because pregnancy is a progressive state), to ensure that unacceptable risks have not arisen.
- Where unacceptable risks to a new or expectant mother are identified, the Principal of School, in conjunction with Human Resources, find alternative duties for that individual. This action should be recorded in the relevant risk assessment. In cases where safe, alternative work cannot be found the pregnant member of staff should be given leave on full pay, in line with Human Resources Policy.

Manual Handling Operations

- The Principal/Head of Health and Safety/Bursar are responsible for work areas where manual handling occurs will avoid the need for manual handling wherever practicable by changes in work processes or by the introduction of mechanisation.
- The Principal/Head of Health and Safety/Bursar are responsible for ensuring risk assessments are carried out by a competent risk assessor and will implement any significant findings from the assessment. They will inform all relevant staff of the assessment and its findings, ensuring staff undertake any training identified.
- The risk assessment will be reviewed annually or when there is a change in the work process or equipment.

Slips and trips

These are dealt with under the Risk Assessment Policy.

Emergency procedures

For each location, each Principal must have suitable procedures in place to deal with any identifiable emergency, following the guidance in the guidance notes provided by ISP.

Specifically in relation to fire or other emergency where evacuation of the building is considered the best response, the Principal/ Bursar must:

- Carry out a fire risk assessment or ensure that one is carried out by competent assessor, implement any identified measures.
- Establish and practise at least monthly an evacuation plan.
- Ensure that any means of escape is clearly marked and kept free from obstruction
- Provide suitable training and written details of evacuation and emergency procedures to all members of staff. Ensure that appropriate fire alarm, firefighting, and fire detection equipment is installed in all workplaces and regularly inspected, tested and maintained by a competent person.
- Specifically in relation to an emergency where evacuation of the building is not considered the best response i.e. lockdown, severe weather warning ☒ Establish and practice at three monthly the plan.
- Provide suitable training and written details of the emergency procedures to all members of staff.

Electricity at work

- The Bursar will ensure that all electrical installations, systems and appliances are safe for use and free from mechanical and electrical defect when in use.
- The Bursar will ensure that the statutory checks of the electrical system is carried out, in accordance with local requirements by a competent person, and that a record of this test is kept.
- Users of electrical equipment should carry out a visual inspection of the equipment before being used. The Principal will ensure that risk assessments consider the location, fitness for purpose, and maintenance of electrical equipment.
- Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager.
- Portable appliance testing: The Principal are responsible for maintaining an inventory of portable electrical equipment used in their area of control and for keeping this inventory up to date when new equipment is procured.

The Bursar/Head of Health and Safety will ensure that:

- An inventory of electrical equipment used in the areas they are responsible for is prepared and maintained.
- Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years. ☒ Records of maintenance and repair are kept.
- Such maintenance is carried out in accordance with the manufacturer's or supplier's instructions.

Provision & Use of work equipment

- The Bursar will ensure that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order, with records of maintenance being kept.
- Principal / managers of operational areas will provide staff with adequate information, instruction, training and supervision when permitting them to work with equipment. The Principal / managers will document safe operating procedures and bring these to the attention of staff.

Staff are responsible for:

- Working in accordance with safety procedures.
- Not tampering with any safety equipment provided.

- Staff and students are not permitted to bring or use any personal portable electrical equipment on School site, unless permission is granted from Bursar and PAT testing of the equipment was carried out by an authorised person
- Reporting any faulty equipment to their manager and clearly identifying the equipment as being out of service.

Personal Protective Equipment

All employees are required to wear footwear and clothing that is appropriate to the nature of their work. Where the need for Personal Protective Equipment (PPE) has been identified as required by risk assessment, the Principal/Bursar/manager responsible for the work area will ensure that:

The PPE selected is appropriate to protect the wearer from the hazards.

- The PPE is compatible with other items of PPE and is comfortable to use
- The PPE is used
- The PPE is maintained and cleaned to ensure effective use
- Appropriate storage is provided for equipment when not in use
- Sufficient stock of PPE is provided to protect staff and any visitors to the area
- Staff are trained in the use of PPE
- The cost of providing PPE will be borne by the department.
- All employees should ensure that where provided, all such protective clothing and equipment is worn, used and stored correctly and that damage or loss is reported.

Workplaces

The Principal and the Bursar are responsible for ensuring that:

- Workplaces are kept tidy and free from hazards.
- Access and egress routes, particularly fire escape routes, are kept clear and free from any obstructions.
- Staff have sufficient space for the purposes of health and safety.

The Principal and Bursar, in conjunction with local management, are responsible for ensuring that workplaces are maintained in an efficient state, in good working order and in good repair. To achieve this they will:

- Provide sufficient ventilation to all workplaces.
- Ensure that all workplaces have a reasonable temperature during working hours.
- Provide suitable lighting.
- Ensure the workplace is clean.
- Maintain floors and traffic routes.
- Ensure that, where necessary for reasons of safety, glazing is protected against breakage and has, where necessary, visible signs to prevent accidents.
- Provide suitable and sufficient toilet facilities, washing facilities and drinking water.
- Provide suitable rest facilities and facilities for changing clothing if required for work.

Violence at work

Violence at work is described as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff or contractor while they are at work. Such incidents should be reported through the services incident reporting procedure. Each incident must be investigated by the Principal or manager to prevent a re-occurrence of a similar incident.

The Principal and Bursar should assess every activity that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security, training for staff. Staff and their representatives must be consulted on any measures introduced.

Lone working

Oaks International School follows the ISP Lone Working Policy. The term "lone working" applies to staff where working practices mean that they are solitary and/or when there is no close or direct supervision.

The Bursar will:

- ensure that risk assessments are carried out to identify any special risk to lone workers and implement any actions arising out of the assessment.
 - ensure that there are suitable systems in place to supervise lone workers.
 - ensure that lone workers have adequate access to first aid provision.

External/off-site visits

Any organised visit involving young people or students that occurs away from a school or other establishment is termed an external visit. These visits must be authorised by the Headteacher, who must ensure that:

- A risk assessment is carried out for the visit, identifying all measures necessary to control the risks identified and this is documented and filed.
- ISP guidance is followed in arranging the visit.
- Details of any possible emergency are detailed and the actions necessary in the emergency outlined.
- Sufficient supervision by competent people is available

See also section in First Aid Policy for a more detailed description.

Site traffic / vehicles

- The Bursar will ensure that, where appropriate, arrangements are made at each site to segregate vehicles and people.
- The Bursar will ensure that there are safe working practices for loading and unloading vehicles.
- All staff bringing vehicles onto ISP school premises must comply with site speed restrictions and signage. Vehicles must only be parked in designated parking spaces.
- Pedestrians should only use pathways or designated pedestrian routes and keep clear of traffic routes.
- The school may provide all staff and where appropriate regular visitors a suitable decal to be displayed in the car so that the vehicle may be identified.

Lifts

All passenger and goods lifts will be installed, maintained, inspected and used in a safe manner.

The Principal / the Bursar are responsible for ensuring the inspection and, where necessary, repair of passenger and goods lifts. They will establish local arrangements for the release of trapped passengers. The release of passengers will only be attempted by trained, competent persons.

Asbestos

- The Principal/Head of Health and Safety/Bursar will carry out a risk assessment of each location to identify appropriate actions to control the risk. All known asbestos-containing materials shall be clearly marked and details of location, type (if known) and condition recorded in a site asbestos register, which shall be kept onsite and made available to anybody who needs to know where asbestos is located.
- The Principal/Head of Health and Safety/Bursar will develop a management plan to control and manage asbestos-containing materials on site. The plan must include an emergency procedure to be followed in the event of a suspected release of asbestos containing materials or where asbestos containing materials are damaged.
- Any work on or with Asbestos-containing materials shall be carried out in accordance with the appropriate legislation and with good working practice. Any material suspected of being asbestos must be treated as asbestos until proven otherwise.

Water Hygiene

The Bursar will:

- Ensure that water quality checks are carried out at regular intervals to ensure that the water is safe and free from dangerous bacteria or chemicals.
- The School shall have a site wide Legionella Risk Assessment carried out, recommendations of which will be used to formulate an action plan and an on-going monitoring schedule.
- Control measures shall include: monthly monitoring of hot and cold outlets, dipslide testing and calorifier temperatures, quarterly cleaning of shower The Principal and dipslide testing of calorifiers, six monthly dipslide testing of cold water storage tanks and tank inspections, annual temperature testing to at least 10% of outlets and Legionella testing to random locations.
- The Legionella monitoring regime and implementation of Risk Assessment recommendations are the responsibility of the Estates' department.
- Arrange for any actions arising out of the quality checks to be taken to ensure the safety of staff and visitors.

Safety of pressure systems

- The School recognises that the regulations will apply to all pressure systems on site containing steam at any pressure, or gas, or liquid, or a mixture of both at a pressure greater than .5bar (7psi).
- The School will use information available from their competent person who carries out current thorough examination and test of pressure systems, to establish the safe operating limits of its pressure systems.

PAT Testing

- PAT testing is carried out bi-annually by an external company.
- All electrical equipment has a PAT tested dated and labelled certificate.

Stress

The Principal/Head of Health and Safety/Bursar should:

- Be aware of the symptoms of stress.
- Identify working practices likely to cause stress in their risk assessments.
- Implement measures to reduce stress.

Contractors

Only contractors who have been assessed for competency may undertake work. The Bursar is responsible for ensuring that:

- Contractors selected and employed to carry out work for the department are competent to undertake the work safely.
- The contractor's health and safety system is assessed.
- The contractor's insurance is in place and up to date
- The contractors conduct their operations in accordance with the ISP's health and safety policy and also any relevant local procedures.
- The contractor is not put at risk by the school's own activities
- The contractor is informed of any known risks and the precautions to be taken
- Where applicable the contractor is informed of relevant emergency procedures
- Effective methods of managing contractors and monitoring on-site performance are put in place.

Contractors will be expected to:

- Carry out their work in a manner which does not put their staff, education department or members of the public at risk.
- Display warning signs and notices as appropriate.
- Carry out risk assessments for the work to be undertaken and provide the department with method statements, training records etc., as appropriate.

Visitors

All visitors are asked to initially report to the main school reception area. The visitor should sign in and wear a security pass at all times on Oaks International School premises. Photo identity will be required.

The member of staff who greets, or escorts the visitor:

- Is responsible for informing them of any hazards that are likely to affect them.
- Must ensure that the visitor is informed of the action to take in the event of fire or other emergency.

Site Security

- The School places great importance on the safety and security of our students, staff and visitors. Whilst an open site is challenging to secure, we have strict procedures and protocols in place which are intended to prevent unauthorised access (keypad code systems), yet allow free and uninterrupted use to those authorised as members and part of our School Community
- Our own in-house support and teaching staff are responsible for security duties as part of their duties
- Our procedures are to be kept under constant review and amended as necessary and appropriate

Smoking

- The whole School is a non-smoking site

Policy Approval

Group Health and Safety Director

Andy Duffield 09 November 2019