



LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Health & Safety Policy

BISHOP CHALLONER CATHOLIC SCHOOL

Status Public
2025

APPROVED BY THE LOCAL GOVERNING BODY ON:....April 2025.....

CHAIR OF GOVERNOR'S SIGNATURE:..... 

PART 1: STATEMENT OF INTENT

At Bishop Challoner Catholic School, we are committed to the health and safety of our students, staff and visitors. Ensuring the safety of our School community is of paramount importance to us and this policy reflects our dedication to creating a safe School.

We are committed to:

- Providing a productive and safe learning/working environment.
 - Preventing accidents and any work-related illness.
 - Compliance with all statutory requirements.
 - Minimising risks via assessment and policy.
 - Providing safe working equipment and ensuring safe working methods.
 - Including all staff and representatives on health and safety decisions.
 - Monitoring and reviewing the implementation of our policies to ensure effectiveness.
 - Setting high targets and objectives to develop on culture of continuous improvement.
 - Ensuring adequate welfare facilities are available throughout our School.
 - Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.
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PART 2: ORGANISATION

1. Duties of the Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the School, but will delegate day-to-day responsibility to the Headteacher.

- 1.1 The Governing Body, in consultation with the Headteacher should:
 - 1.1.1 Ensure familiarity with requirements of the appropriate legislation and codes of practice.
 - 1.1.2 Create and monitor a management structure responsible for Health and Safety in the School.
 - 1.1.3 Ensure there is a detailed and enforceable policy for Health and Safety and that the policy is implemented by all.
 - 1.1.4 Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
 - 1.1.5 Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- 1.2 The Governing Body endeavors to provide the following:
 - 1.2.1 A safe place for all users of the site including students, staff and visitors.
 - 1.2.2 Safe means of entry and exit for all site users.
 - 1.2.3 Equipment, grounds and systems of work which are safe.
 - 1.2.4 Safe arrangements for the handling, storage and transportation of any articles and substances.
 - 1.2.5 Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
 - 1.2.6 Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.

- 1.2.7 Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

2. Duties of the Headteacher

- 2.1 The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- 2.2 The Headteacher should take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the heads of the appropriate departments and other members of staff.
- 2.3 The Headteacher will designate the Health and Safety Manager to be responsible for the day to day implementation of the Health and Safety Policy. This person will also be the designated contact with the Local Authority and the HSE where necessary.
- 2.4 The designated Health & Safety Manager is the Premises Manager.

3. Duties of Faculty Heads (incl Premises Manager, Administration Manager, ICT Manager, High Risk Faculty Heads, Vice Principals)

- 3.1 Faculty Heads will be familiar with the requirements of health and safety legislation.
- 3.2 In addition to general duties, Faculty Heads will be responsible for the implementation and operation of the School's Health and Safety Policy in their department and areas of responsibility as delegated by the Headteacher.
- 3.3 Responsibility for aspects of Health and Safety are written into the job descriptions for some Faculty Heads where applicable.
- 3.4 Faculty Heads will take a keen interest in the School's Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements

4. Duties of all members of staff

- 4.1** All staff will familiarize themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- 4.2** Staff will avoid any conduct which puts themselves or others at risk.
- 4.3** They will be familiar with all requirements laid down by the Governing Body.
- 4.4** Staff members have a duty to ensure all staff, students and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- 4.5** Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- 4.6** Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 4.7** All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- 4.8** All staff will report any defects in equipment or facilities to the designated Premises Manager
- 4.9** All staff will also take an interest in health and safety matters and suggest any changes they feel are appropriate.
- 4.10** Staff will make suggestions as to how the School can reduce the risk of injuries, illness and accidents.
- 4.11** All staff will exercise good standards of housekeeping and cleanliness.

5. Obligations of Contractors

- 5.1 When the School is used for purposes not under the direction of the Headteacher then, subject to the agreement of the School, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- 5.2 Contractors working on the School premises are required to identify and control risks arising from their activities.
- 5.3 Contractors will inform the Headteacher via the Premises Manager of all potential risks to staff, students and visitors.

6. Students

- 6.1 Students will exercise personal responsibility for the health and safety of themselves and others.
- 6.2 Students will dress consistently with safety and hygiene standards.
- 6.3 Students will respond to the instruction of staff given in an emergency.
- 6.4 Students will observe the Health and Safety rules of the School.
- 6.5 Students will not misuse, neglect or interfere with items supplied for their, and others students', health and safety.

PART 3. ARRANGEMENTS

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APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be coordinated by the Premises Manager, following guidance from Corporate Health and Safety, and are approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the Premises Office

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant line manager

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Heads of Department using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use. All LA schools have a subscription to CLEAPSS and in science and DT their publications¹ can be used as sources of model risk assessment. In addition, the following publications may be used as sources of model risk assessments:

BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments– Code of Practice

11th Edition Safeguards in the School Laboratory ASE 2006 <http://www.ase.org.uk/>
Topics in safety, 3rd Edition ASE 2001 National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk
Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'
<http://www.afpe.org.uk/>

APPENDIX 2

OFFSITE VISITS

The School's Educational Visits Coordinator (EVC) and the Headteacher must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips (which require approval by the Governing Body). This will be done via the use the Schools documentation related to educational visits and other trips.

The Evolve platform is used for the planning and approval of all offsite visits. Relevant risk assessments, participant names etc. will be attached electronically as required.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted **termly** and be undertaken / coordinated by the Premises Manager

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Records of such monitoring will be kept by the Premises Manager

The person(s) undertaking such inspections will complete a report in writing and submit this to the Premises Manager and the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager.

A named governor, [Fr David Evans] will be involved / undertake an inspection on an **annual** basis and report back to both the relevant sub-committee and full Governing Body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented.

The fire risk assessment is located in the Fire Risk Assessment folder, held in the Premises office and reviewed on an annual basis or after any building change and incident of fire, or concerns with fire safety.

Fire Instructions

These documents are made available to all staff via the staff handbook at the start of the new academic year and included in the new staff induction process. An outline of evacuation procedures are made available to all contractors via the Contractor H&S Induction Booklet. Short-term Visitors are informed via their signing in badge. Long-term visitors via the safeguarding booklet.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook with the evacuation route displayed in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Premises Manager and updated upon review.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Trained staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity) are held in the Premises Office
- **Details of chemicals and flammable substances on site.** An inventory of these are kept in reception and the Premises Office as appropriate, for consultation and fire brigade use in the event of a fire.

APPENDIX 5

FIRE PREVENTION, TESTING OF EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Premises team and a record kept in the fire log book. This test will occur on Fridays at 5pm

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Southern Fire 0844 871 2223 / 01243 870851

A fire alarm maintenance contract is in place with Southern Fire and the system tested 6-monthly by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Fire Safety Services undertakes an annual maintenance service of all fire-fighting equipment.

Weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Fire Safety Services 01603 731999.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Premises Team recorded as monthly flick tests in the fire folder and annually by Fire Safety Services 01603 731999.

Test records are located in the Premises office fire folder.

MEANS OF ESCAPE

The Premises Team undertake daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

Please refer to the First Aid Policy

Please refer to the Medical Needs Policy

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant LBTH Council forms. (AIR accident and Incident Report forms)

Copies of these forms are available from the Business Manager

- The school uses the online portal 'Medical Tracker' to record all incidents to pupils, and any significant incidents must also be reported to London Borough of Tower Hamlets.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Coordinator 020 7364 2852 or 020 7364 5008. The health and safety team will report these to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring, so it is very important to report these to the health and safety team as soon as they occur, by sending the AIR form.

The quickest way of doing this is by completing the online AIR form

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc.;
- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Communication of Information

Detailed information on how to comply with the School's health and safety policy is located in the Premises Manager's office.

The Health and Safety Law poster is displayed in the staff room.

The Children Services Health and Safety Coordinator, Tel: 020 7364 2852 will provide competent health and safety advice.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Each member of staff is responsible for drawing the Headteacher's/line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Equipment Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors. Records of such monitoring will be kept in the Premises Office.

The Premises Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

All staff are required to report to the Premises Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum areas

Heads of faculties are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by a qualified tester or a trained member of the Premises team for small individual items

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment. Major fixed wiring circuits will be checked at least once every five years.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

Within curriculum areas (in particular science and DT) the heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments nominated person responsible for substances hazardous to health is the Premises Manager

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials. Remember the safety data sheets are not your risk assessments for that chemical but information only
- Risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved Supplies, these are adapted to suit specific use of material on site)
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and radioactive sources.

- London Borough of Tower Hamlets Radiation Protection Officer is the Health and Safety Coordinator Children Schools and Families.
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for London Borough of Tower Hamlets.
- ☐ Member of staff in charge of radioactive sources (RPS) is responsible for ensuring all records pertaining to radioactive sources are maintained. Ensure detailed list of Radiation held, sent to stuart.mcgregor@towerhamlets.gov.uk

APPENDIX 12

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Premises Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

APPENDIX 13

ASBESTOS

It is the School's policy that the London of Tower Hamlets asbestos policy will be followed.

The asbestos register is held in the Premises office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment. There is **NO** Asbestos present in the school

The Headteacher shall ensure:

- ☐ The asbestos log is maintained and that any changes are notified to the asset management team.
- ☐ **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advice sought from the asset management team before any undertaking of work.
- ☐ An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager who will contact the LA for advice

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Premises Manager.

There is **NO** Asbestos present in the school so refresher training is not required.

APPENDIX 14

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the Premises Office where they will be asked to read and sign the Contractor's H&S Induction booklet, if not already completed and to sign the contractor visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions from the induction booklet

The Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School Managed Projects

Where the school undertakes projects, the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Premises Manager, who will ensure that landlords' consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses London Borough of Tower Hamlets registered contractors and/or contractors registered on Statlog. These contractors have satisfied the Council and/or Diocese that they understand and abide by health and safety regulations.

Where non-registered contractors are used will undertake appropriate competency checks prior to engaging a contractor

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

² CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition, two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the school's

behalF.

PERMIT TO WORK

For all operation involving flame, welding and hot cutting This permit is valid only for the job described and the timescales provided

Description of work

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Location of Work

Building	Floor	Room	Location
Date required (max duration 1 day)		Valid From (time)	To

Contact Details (method of Contact)

Mobile Phone	Site telephone	Co. Office No.

Potential Hazards			
Control Measures			
Other Identified Hazards		Controls Measures	

Mandatory Safety Requirements (See reverse for further guidance)

Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Building Facilities Manager notified	
Area to be checked/inspected for combustion 1 Hour after completion of work	

Person entering work area

Permit issued by	Date	Time
Permit Received by	Date	

Permit cancellation (Estates Dept.)

Name	Date	Time

For all operation involving flame, welding and hot cutting

APPENDIX 15

WORK AT HEIGHT

It is the school's policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The Premises Manager for internal school works and Contractor for external work is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:

- the height of the task; the duration and frequency; and
- The condition of the surface being worked on. However, there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

Competence

The Premises Manager for internal school work and the Contractor for external work must ensure that all person undertaking an activity where they are working at height have sufficient skills, knowledge and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

When a more technical level of competence is required the Premises Manager should seek advice from the Corporate Health and Safety team.

Ladders are not to be used during school term time when pupils are in lessons.

Must do's

Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided:

- prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimize the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;

- provide protection from falling objects; and
- Consider your emergency evacuation and rescue procedures.

Safe Use of a Ladder

- suitable access is provided where appropriate;
- all ladders, stepladders and other access equipment is regularly inspected and maintained by a competent person and paper copy or electronic records are maintained;
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use;
- ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles;
- where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity;
- ladders are only used on a surface that is flat and in good condition;
- ladders are secured when in use; either at the top or bottom; and
- an arrangement is in place for the suitable storage of ladders.

Roof Work

The Premises Manager in consultation with the contractor is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- a Permit To Work (PTW) must be put in place;
- a suitable and sufficient risk assessment and method statement (RAMS) must be produced and approved by the Premises Manager;
- anyone going onto the roof must be competent and given sufficient information, instruction and training, and be supervised; and
- prohibition on lone working.

Anchorage Points Eye-Bolts and Fixing Points

The eye-bolts/fixings are tested annually by Highwire Safety Ltd in accordance with the WAH and the Provision and Use of Work Equipment 1998.

The Premises Manager is responsible for making available the maintenance records either in paper copy or electronically.

For further information relating to the PUWER or the Management of Contractors refer to the relevant section of this Policy.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, finance staff, Senior leadership team etc. should have an assessment.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Schools should have a trained DSE assessor to complete and manage and monitor DSE assessments

Advice on the use of DSE is available from Corporate Health and Safety team.

APPENDIX 17

TRAFFIC MANAGEMENT

It is the policy of the school that all vehicles and pedestrians should operate in a safe manner and be effectively managed and controlled.

This policy includes the safety of all vehicle and pedestrian routes both internal and external; to include the access routes used by the emergency services i.e. Fire Brigade and Ambulance Service.

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

The Premises Manager is responsible for:

- upkeep and maintenance of all external/internal pedestrian and vehicle routes and car park
- location and maintenance of road and pedestrian traffic safety signs;
- lighting for road and pedestrian routes;
- routine safety checks and inspections;
- suitable gritting of these routes both internally and externally;
- provision of suitable signage;
- parking bays for persons with a disability; and
- liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS).

Speed limit

- The maximum speed limit in the school is 5mph.

Vehicle escort

All vehicles entering the establishment will require an escort, the escort must:

- where a hi-vis jacket or tabard
- maintain visual contact with their driver;
- assist drivers carrying out reversing manoeuvres;
- do not walk or stand directly in front or behind vehicles; and
- Do not assist drivers, vehicle or plant operators in manual handling operations.

APPENDIX 18

MINIBUSES

Please refer to the Minibus Policy

APPENDIX 19

STRESS / WELLBEING

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads

Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

APPENDIX 20

BLOOD BORNE VIRUSES

The school will manage the risk associated with staff coming into contact with blood and/or other body fluids that may contain Blood Borne Viruses (BBVs) in the course of their work by undertaking a risk assessment and implementing the preventative and protective measures, to include immunisation where appropriate.

BBVs are viruses that some people carry in their blood. The main BBVs are hepatitis B (HBV), hepatitis C and D, human immunodeficiency virus (HIV).

These viruses can also be found in body fluids other than blood e.g. urine, faeces, saliva and vomit, however, they do carry a minimal risk of BBV infection, unless contaminated with blood; for this reason, care should still be taken as the presence of blood is not always obvious.

BBVs are most likely to be transmitted by direct exposure to infected blood or other body fluids contaminated with infected blood, such as, through contamination of an open wound or skin condition or through a splash to the eyes, nose or mouth or a bite or accidental contamination with a needle stick or other sharps.

Staff immunisation

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16–25 years should be advised to check they have had 2 doses of MMR.

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly hand washing, and maintaining a clean environment.

Preventing or controlling the risk

The following preventative and protective measures should be taken to reduce the risk from BBVs, to include:

- Use good basic hygiene practices, such as hand washing;
- Cover all breaks in exposed skin by using waterproof dressings and suitable disposable gloves;
- Where splashing is possible, protect the eyes and mouth by using appropriate personal protective equipment;
- Use the first aid equipment provided e.g. first aid face shield for mouth-to-mouth resuscitation but only if you have been trained to use them;

- Control contamination of surfaces by using the appropriate decontamination procedure e.g. dirty protest procedure and use of body fluid spillage kits; and
- Dispose of contaminated waste safely.

Coughing and Sneezing

Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash your hands after using or disposing of tissues. Spitting should be discouraged.

Handwashing

Handwashing is one of the simplest and most important ways of controlling the spread of infection. Staff are advised to wash their hands before they eat, drink, take or administer medicine or after any work activity where you may have become contaminated with blood or any other body fluid.

You should:

- use soap and water, under running warm water;
- wash all surfaces thoroughly, to include, the palms, back of hands, fingers and thumbs and under the finger nails;
- rub hands together for at least 10 – 15 seconds; and
- rinse and dry hands; if towels are used these should be disposable.

Cleaning

Cleaning of the environment, including toys and equipment should be frequent, thorough, and follow national guidance e.g. use colour coded equipment, COSHH, correct decontamination of cleaning equipment.

Monitor cleaning contracts and ensure cleaners are appropriately trained with access to Personal Protective Equipment PPE.

Cleaning of blood and body fluid spillages

All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product which combines both a detergent and a disinfectant.

Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. NEVER USE mops for cleaning up blood and body fluid spillages use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex free CE marked gloves and disposable plastic aprons, must be worn where there is a risk of splashing or contamination with blood/body fluids. (E.g. nappy or pad changing) Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

For further information relating to PPE refer to the relevant section of this Policy.

Laundry

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash fabric will tolerate. Wear PPE when handling soiled linen. Soiled children's clothing should be bagged to go home, never rinse by hand.

Ensure that the washing machine or dryer is plan maintained in accordance with the manufacturer's recommendations.

Clinical waste

Always segregate domestic and clinical waste in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins.

All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than 2/3rds full and stored in a dedicated, secure area whilst awaiting collection.

Immediate action to take after exposure to blood or other body fluids

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water;
- if your skin is broken, encourage the wound to bleed, do not suck the wound and rinse thoroughly under running water;
- wash out splashes in your eyes using tap water or an eye wash bottle, and
- your nose or mouth with plenty of tap water, do not swallow the water;
- report the incident to your line manager or other manager; and
- **immediately** go to the nearest Accident and Emergency (A&E) department in transport provided by the establishment;
- main reception to organise transport for the employee to the A&E department;
- line manager to stay in touch with the employee to assess their needs and provide advice and assistance with the post exposure prophylaxis (PEP); and
- record the incident on the LA's AIR form and follow the LA's Accident and Incident reporting procedure in this policy.

Location of the local NHS Trust

Prompt advice from a medical doctor is very important, to enable any treatment that is appropriate following the risk of infection with a BBV to be started quickly.

For this reason, staff should go **immediately** to The Royal London Hospital.

Aftercare

Occupational Health can provide support, advice and reassurance for staff contaminated with a BBV or undergoing post exposure prophylaxis (PEP).

Useful links

www.hpa.org.uk • www.dh.gov.uk • www.nhsdirect.nhs.uk • www.wiredforhealth.gov.uk
www.defra.gov.uk • www.hse.gov.uk • www.dfes.gov.uk • www.immunisation.nhs.uk

Fact Sheets and further information are also available at www.hpa.org.uk,
www.healthcareA2Z.org.uk • www.buginvestigators.co.uk

APPENDIX 21

Grounds and Tree Maintenance

It is the school's policy that the seasonal trimming of hedges, grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes or lighting, and various other horticultural activities is carried out by competent people.

It is the responsibility of the Premises Manager in liaison with the garden contractor to:

- undertake a risk assessment to determine the health and safety of the trees; and
- production of risk assessments and safe systems of work, to include: working at height, control of substances hazardous to health, use of work equipment and movement of vehicles etc.

The horticultural activities are undertaken by Nurture Group Ltd.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager.

For further information relating to COSHH or the Management of Contractors refer to the relevant section of this Policy.

Useful link

Arboricultural Association <http://www.trees.org.uk/>

APPENDIX 22

STATUTORY COMPLIANCE

The following table is a guidance document to assist schools in their statutory compliance. Sometimes the recommended frequency may state quarterly but the legislative recommendation could state at least annually, the guidance below takes into consideration the maintenance requirements to assist in ensuring the maintenance systems support the statutory compliance. All compliance testing is logged on Statlog.

Compliance Servicing	
Service	Legislative Recommended Frequency
Boiler Maintenance (Gas Safety and Use Regulations 1998)	Annual/Six monthly
Water Management (ACOP H&S L8 Guidance for Water Management)	Monthly, Quarterly & Annual Inspections
Intruder Alarm (Security Regulations PD6662 2004)	6 Monthly
Fire Alarm (Fire Safety Order 2005, Fire Alarm Systems BS5839)	Quarterly

Vent (Health and Safety at Work Act 1974, F Gas regulations)	6 Monthly
A/C (Health and Safety at Work Act 1974, F Gas regulations)	6 Monthly
Mixing Valves 40C (Health and Safety at Work Act 1974, L8 Requirements)	6 Monthly
Emergency Lighting (Fire Safety Order 2005, Emergency Lighting Systems BS5266)	Monthly / 6 Monthly
Fixed Wire Testing (Electricity at Work Act 1989) Required Every 5 Years	5 Years
Gas Carcass Testing Gas Safety and Use Regulations 1998) Required Every 5 Years	5 Years
Service	Legislative Recommended Frequency
Gas Catering (Gas Safety and Use Regulations 1998)	Annually
Microwave Leakage Test	Annually
Cookers (Food Tech Rooms) / Science Lab Taps	Annually

Science Lab Taps - Schools	Annually
Electrical Catering (Electricity at Work Act 1989)	Annually
Display Energy Certificate (Energy Performance of Building Regulations 2007)	Annually
Energy Controls/BMS (Energy Performance of Building Regulations 2007)	Annually
Pressure Vessel Testing (Pressure Systems Safety Regulations 2000)	Annually
Fire Extinguishers (Fire Safety Order 2005)	Annual
Portable Appliance Testing (Electricity at Work Act 1989)	Annual
CCTV (Data Protection 1998)	Annual
Hot water boilers	Quarterly
Surveys and Risk Assessments	

Service	Legislative Recommended Frequency
Asbestos Survey (Control of Asbestos Regulations 2012)	Yes
Asbestos Management Plan	Reviewed Annually
Fire Risk Assessment (Regulatory Reform (Fire Safety) Order 2005)	Reviewed Annually or as per management plan
Arson Report	Reviewed Annually or as per management plan
Water Risk Assessment (ACOP H&S L8 Guidance for Water Management)	Bi-annual
Radon Gas Assessment (Radiations Regs 1999)	N/A
COSHH Assessment (COSHH Regulations 2002)	Annually
DDA Assessment	When alterations to the building are made

Other Health and Safety Requirements	
	Legislative Recommended Frequency
Fire Alarm Testing	Weekly
Fire Doors	Weekly
Fire Drills and False Alarms	Quarterly
Glazing	Checks for replacement safety glass when replacement is needed
Asbestos Awareness Training	-
Fire Training	Annually
Legionella Training	

APPENDIX 23

BUSINESS CONTINUITY EMERGENCY PLAN

Please refer to the Emergency Plan Policy.

APPENDIX 24

LEGIONELLA

It is the LA's and school's policy to comply with our duties under the HSWA and COSHH Regulations as it extends to the risks from legionella bacteria, which may arrive from our activities.

As an employer, or a person in control of the premises, we will:

- identify and assess sources of risk;
- manage any risks;
- prevent or control any risks;
- keep and maintain the correct records; and
- carry out any other duties that we may have.

The school complies with advice on the potential risks from legionella as identified in the school's legionella water risk assessment and water log records.

A water risk assessment of the school has been completed by Aqua & Air Systems Ltd and the Premises Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book. He will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by named company.

This will include, with reference to the risk assessment:

- all remedial action identified in reports is undertaken within the timescale identified;
- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods;
- conducting necessary water temperature checks (monthly);
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly);
- Thermostatic mixing valves(TMV) to form part of the regular test and inspection process and procedure;
- microbiological testing of the system, in accord with the risk assessment e.g. every six months;

- annual chlorination of the water system; and
- The Legionella risk assessment to be reviewed at least every two years by a competent person.

Useful link

The Approved Code of Practice: [Legionnaires' disease: The control of Legionella bacteria in water systems \(L8\)](#) contains practical guidance on how to manage and control the risks in your system.

APPENDIX 25

WORK EXPERIENCE

The Careers and Enrichment coordinator is responsible for managing and coordinating Careers and IAG within the school following guidance contained in the LA guidelines for work experience and in accordance with the Quality Standard for Work Experience³.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks, the LA's 'preferred' suppliers Tower Hamlets Education Business Partnership / The Switch should be used for assessing the suitability of all placements. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered the subject department is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

Any post-16 any adhoc placements that are not checked through Tower Hamlets Education Business Partnership / The Switch are undertaken with permission from parents and parental consent is collected which includes notification and acceptance that the placement has not been checked.

APPENDIX 26

Noise at Work

It is the school's policy to either eliminate or reduce risks to health and safety from noise at work where the risk assessment identifies noise as a significant risk. Depending on the level of risk, preventative and protective measures will be put on place to reduce the noise exposure and provide employees with personal hearing protection.

In accordance with the Control of Noise at Work Regulations, the following action will be taken:

- designated areas and items of plant/equipment will be demarcated and identified by mandatory blue signs;
- line managers responsible for any processes, plant and equipment, coming within the scope of the Regulations, must ensure that noise hazards are addressed;
- reduce or minimise noise levels according to the hierarchy of controls as stated in the Regulations i.e. by engineering out so as to eliminate, reduce, contain or isolate, effective maintenance of equipment;
- reduce time exposure wherever possible;
- where this is not reasonable to do so, suitable personal protective equipment should be considered, but as a last resort; and
- Put in place a strategy to replace 'noisy equipment' over a period (may be long term, but not open ended).

For further information relating to Personal Protective Equipment (PPE) refer to the relevant section of this Policy.

APPENDIX 27

Housekeeping

The expectation is that all staff and others will play their part in maintaining a decent level of hygiene and housekeeping within the school.

Departments

Every employee is responsible for his/her own work area on a day-to-day basis. Bulky items should be broken down into manageable loads, where possible and put into the bins.

If excessive/heavy volumes of waste requires disposal, each employee/department should make arrangements to get the waste cleared with the Premises team

No waste materials may be placed in walkways or any fire escape route.

Each manager is also responsible for the safety of his/her department, including housekeeping matters.

Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.

Kitchenettes

Every employee is required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after themselves.

Any spillage should be cleared immediately and reported as soon as possible to the Premises Manager who will arrange for the cleaning staff to undertake remedial action.

Fridges/freezers/microwave ovens should be kept clean by the users and emptied each week of any out of date food.

Rest and Meeting Rooms

Rest room, meeting rooms – everyone is expected to apply general principles of good housekeeping in all areas.

All walkways must be kept clear of obstructions or combustible materials or trailing cables. Combustible or flammable materials must not be stored in the Boiler/electrical intake rooms; only authorised persons are permitted access to these high-risk areas.

Food Safety

Food items – all unwanted food/drink should be disposed of by its use-by/ best before date to prevent waste accumulation and to reduce the risk of contamination.

The school reserve the right to dispose of uncovered or other food/drink stored or found on the premises, if it is considered a hazard. Open containers should not be left lying around as it increases the risk from pests, such as fruit flies and mice.

APPENDIX 28

PERSONAL PROTECTIVE EQUIPMENT

It is the school's policy to put in place all necessary safe systems of work, control measures and engineering solutions so that use of PPE is minimized.

Where PPE is needed it must be the most appropriate for the identified risk and it will only be issued where the risk assessment identifies that it will further reduce the level of risk as low as is reasonably practicable as PPE is recognized as a safeguard of last resort since it only protects the individual wearer.

Common Selection and Use of PPE

- PPE should be labelled to show what it protects against and is resistant to; and always use PPE according to the manufacturer's instructions.

The Personal Protective Equipment Regulations 2002 state that PPE on the market must be supplied with relevant information on:

- storage, use, maintenance, servicing, cleaning and disinfecting;
- the level of protection provided by the PPE;
- suitable PPE accessories and appropriate spare parts;
- limitations on use; and the obsolescence period for the PPE or certain of its components.

Ensure items of PPE used together are compatible with each other to ensure they continue to be effective against the risks.

Do not:

- reuse disposable PPE;
- leave contaminated work areas without removing the contaminated clothing in appropriate changing areas;
- store PPE in direct sunlight or in hot humid places as this can cause damage to some equipment; and
- Use PPE if it is damaged, heavily worn, unfit for use or past its usable protective life. You should dispose of it properly and replace it.

For further information relating to COSHH refer to the relevant section of this Policy.

APPENDIX 29

NEW AND EXPECTANT MOTHERS

Pregnant Workers and Nursing Mothers

It is the school's policy to assess any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). The risk assessment process will determine appropriate local measures, which is a management function.

Notification

The HR Manager on notification that an employee is pregnant, breastfeeding or has given birth within the last six months, should undertake a New and Expectant Mothers risk assessment and check your workplace risk assessment to see if any new risks have arisen.

If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, you must take appropriate, sensible action to reduce, remove or control them and take advice from the LA's Occupational Health provider.

The HR Manager is responsible for undertaking a regular review of this assessment throughout the pregnancy and when they return to work as a nursing mother.

APPENDIX 30

MANAGING VIOLENCE AND AGGRESSION

It is the school's policy that all work-related violence and intimidation is unacceptable and will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures, which is a management function.

However, it is recognised that even with proactive measures, incidents of violence may still occur. Therefore, it is also the school's policy that appropriate support mechanisms exist for all members of staff who may be subjected to incidents of violence during their work, including access to legal guidance where appropriate.

The Health and Safety Executive define violence as: 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work'.

The school will take into account both the nature and level of the risk of violence to staff when assessing risk and where necessary undertake a specific violence risk assessment.

When undertaking such risk assessment, the opinions and views of staff must be sought by consultation. The assessments will evaluate the adequacy of measures to reduce the risk of violence and where necessary develop plans to further improve these precautions.

Preventative measures will include those relating to:

- the environment;
- physical security precautions;
- means of raising an alarm;
- emergency response procedures;
- safe systems of work;
- training and information; and
- Individual measures identified in specific risk assessments such as new and expectant mothers, stress etc.

The school will ensure that staff and others as appropriate will receive adequate information, instruction and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and diffusion/de- escalation.

When faced with an imminent threat to their personal safety, staff will be expected to immediately leave the area. (N.B. All staff have a legal right to leave in such circumstances and provided this was justified, it will not result in disciplinary action).

Should an employee be in a situation where they are being prevented from leaving an area (and the employee is in immediate fear for their personal safety), or they are actually being physically attacked (or reasonably believe they are about to be attacked), they are entitled by law to use such force as is absolutely necessary to defend themselves and create a window of opportunity to escape.

The school recognizes that on very rare occasions such as these, an employee may need to use physical force for the purpose of their own (or others) protection. However, the use of physical force must always be justified in its application (i.e. absolutely necessary) and solely to escape from a situation (never for retribution or retaliation).

The school will support any employee who acts in an appropriate manner in accordance with this policy and their training, including legal guidance where appropriate.

However, staff must be aware though that any unjustified use of force may result in internal disciplinary action and/or legal action being taken against them by the injured party.

Following a violent incident, the Headteacher or a member of the SLT will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault, the Headteacher will be expected to ensure the actions below are taken:

- appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary);
- where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends Hospital as soon as possible;
- a member of staff attending Hospital must be accompanied by a member of staff;
- the taking of photographs should be considered/offered as it may help with any police prosecutions etc. in the future;

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi.

(NB dependent on the severity of the incident and the individuals wishes, if they are returning to an empty house, it may be advisable for another member of staff to remain with them for a period of time).

The school will encourage prosecution in all cases of violence but will always press for prosecution in cases of actual physical violence. Where appropriate, access to legal guidance will be provided to staff who are victims of violence.

All staff have a duty to report incidents of violence in accordance with school and LA accidents/incident reporting procedures using the AIR form.

Ideally this should include all incidents of swearing or verbal abuse to staff. However, it is appreciated that some people can swear or be verbally abusive without necessarily intending to be aggressive and on such occasions staff do not necessarily feel threatened or offended and are reluctant to report these as violent incidents. The school accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, the school still requires all incidents that exceed a staff member's personal threshold or is personally directed at an individual staff member or another employee to be reported.

For incidents where e.g., parents or others are overtly aggressive, intimidating or threatening there is no staff discretion and these must be reported as should any occasion of physical assault (this would include any incident of physical contact during an aggressive outburst e.g. poking a finger in the chest, pushing etc.).

All reported incidents of violence should as soon as possible be investigated by the Headteacher to determine the support necessary for the staff involved and any action necessary to minimize the risks of a recurrence.

All reported incidents will be reviewed by the Corporate Health and Safety Team to ascertain if any further follow up or more detailed investigation is needed.

For further information relating to Risk Assessment, Offsite Visits, Lone Working and New and Expectant Mothers, refer to the relevant section of this Policy, Corporate Health and Safety Team and the HSE website: <http://www.hse.gov.uk/violence/>

APPENDIX 31

Pest Control

The pest control contractor is undertaken by Ecolab and the contract is monitored by the Premises Manager.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager.

The school is responsible for confirming that all pest control activities are in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and the Biocidal Products (BPR) Regulations i.e. disinfectants and pest control products.

For further information relating to COSHH or the Management of Contractors refer to the relevant section of this Policy.