



## HEALTH AND SAFETY POLICY

|                               |                                            |
|-------------------------------|--------------------------------------------|
| <b>Committee Responsible:</b> | Finance & Premises                         |
| <b>Reviewed by:</b>           | Business Manager                           |
| <b>Adopted by Committee:</b>  | March 2015                                 |
| <b>Last reviewed:</b>         | March 2026                                 |
| <b>Date of next review:</b>   | March 2027                                 |
| <b>Signed by:</b>             | Chris Gaskell<br>Clerk of School Committee |

**Reference Source(s):**

The Health and Safety at Work etc. Act 1974  
Judicium Education - H&S Advisory Service  
ISBA – Independent Schools Bursars Association  
Health and Safety Executive (HSE)

## GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Sibford School Committee (the governing body) fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governing body are committed to promoting the welfare of all in our community so that effective learning can take place. We fulfil our responsibility as Sibford School Committee by appointing a member (governor) with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. However, Sibford School Committee have specified that the school should adopt the following framework for managing health and safety:

The School Committee member overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.

A report on health and safety (covering statistics on accidents, staff training, fire drills, and all new or revised policies and procedures) is provided by the School Committee member overseeing health and safety, at each term's meeting of Finance and Premises Committee meeting (F&P). The minutes of the discussion on health and safety are reported at each meeting of the full School Committee.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected by competent professionals. These reports and their recommendations form the basis of the school's routine maintenance programmes.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services.

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the F&P Committee.

An external health and safety consultant reviews the overall arrangements for health and safety and reports on actions required with recommended timescales. The progress of implementation will be monitored by the F&P Committee.

The school contracts with a professional company to undertake a risk assessment for legionella and a quarterly water sampling and testing.

The school has a procedure in place for the training and induction of new staff in health and safety related issues, including basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibs driver training is provided to members of teaching staff involved with trips and visits as required, as well as to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Business Manager and other members of the Senior Leadership Team (SLT) to enable the School Committee to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Business Manager.

All employees are briefed on where copies of this statement can be obtained and will be advised as and when it is reviewed, added to or modified. Details of the organisations and arrangements for carrying out the policy are to be found in part B of this document.

## **1. ROLES & RESPONSIBILITIES**

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

### **SCHOOL COMMITTEE (THE GOVERNING BODY)**

School Committee has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist School Committee in carrying out its duties. The School Committee will hold the Head to account in respect of the requirements set out in this policy.

### **HEAD**

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there are sufficient resources deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded.

The Head will assist School Committee in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will ensure that pupil behaviour is managed to limit the risks to the health and safety of everyone within the school community, or those visiting the school (see Behaviour Policy). They will also ensure that a regular report is made to School Committee on health and safety and will assist School Committee in implementing changes in the Policy which School Committee have approved. The Head will be responsible for the implementation of an Emergency Plan.

### **BUSINESS MANAGER**

The Business manager will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security

- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

They will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Head on maintenance requirements
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Co-ordinating and implementing training
- Monitoring health and safety within the School and raising concerns with the Head
- Compliance with the Construction (Design and Management) Regulations
- Chairing the School Health and Safety Committee
- Investigating accidents and incidents and recording the same

### **HEADS OF DEPARTMENT /LINE MANAGERS**

The Heads of Department and line managers will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Heads of Science
- Sports activities – Director of Sport
- Drama – Head of Performing Arts
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology (including Food Technology) – Head of Design & Technology
- Outdoor Learning / Horticulture – Director of Studies
- Trips and visits – Educational Visits Officer
- Boarding – Head of Boarding

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

### **ESTATES MANAGER**

The Estates Manager will assist the Business Manager with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Safety maintenance of play areas
- Control of hazardous substances for grounds maintenance activities.

In addition, the following employees have responsibility throughout the School to ensure compliance with the Policy as it applies to their particular areas of responsibility:

- Control and maintenance of the minibus fleet – Transport Coordinator
- Catering – Head of Catering
- Swimming Pool – Leisure and Swimming Pool Manager

## EXTERNAL HEALTH AND SAFETY ADVISORS

The Estates Manager will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision may include:

- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- Portable Appliance Testing – The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Estates Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.

## SCHOOL HEALTH AND SAFETY COMMITTEE

The purpose of the Health and Safety Committee is to monitor the effective implementation of the health and safety policy within the School, to consult with employees on matters concerning health and safety, and to identify ways to reduce risk in all school activities. The Committee will meet twice a year

and will be chaired by the Business Manager. The School Committee member who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Estates Manager
- Educational Visits Co-ordinator
- Community Development Manager
- Catering Manager
- Lead School Nurse
- Head of DT
- Head of Boarding
- Director of Sport
- Senior Science Technician
- Junior School Representative
- Academic/Teacher Representative

The Health and Safety Committee will:

- Discuss matters concerning health and safety, including any changes to regulations
- Monitor the effectiveness of health and safety within the school
- Review accidents and near misses, and discuss preventative measures
- Review and update risk assessments
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the safety policy guidance and updating it
- Assist in the development of safety rules and safe systems of work
- Monitor communication and publicity relating to health and safety in the work place
- Encourage suggestions and reporting of defects by all members of staff.

### **LEAD SCHOOL NURSE**

The School Nurse will be responsible for all first aid provision and in particular the following:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished.

### **STAFF**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department or line manager of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- Follow the Policy.
- Take reasonable care for the health and safety of themselves and others who may be affected.
- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed.

- Carry out all reasonable instructions given by managers / senior staff.
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.
- Warn their line manager of any new hazards to be introduced and recently identified risks found in present procedures.
- Report all fires, incidents and accidents immediately.
- Consult their line manager if in doubt about any matter of Health and Safety.
- Offer any advice and suggestions that may improve health and safety.

## **2. ARRANGEMENTS**

### **ACCIDENT AND INCIDENT REPORTING**

All staff are required to ensure that all major accidents are reported to the Headteacher (or designated responsible person) who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All other minor accidents, incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported via the online Medical Tracker so they can be investigated, and appropriate steps are taken to prevent a more serious reoccurrence. Refer further to the Medical Policy.

### **CONTRACTORS**

The Estates manager is responsible for the selection and management of contractors in accordance with the school's Managing Contractors' Policy.

The DDSL is responsible for ensuring external contractors have the appropriate safeguarding checks for working onsite.

Refer further to the Managing Contractors Policy.

### **CURRICULUM SAFETY (INCLUDING OFF-SITE LEARNING ACTIVITIES)**

All curriculum leaders are responsible for ensuring that risk assessments and other health and safety procedures are in place for curriculum activities where there is a potential risk to staff and students. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE, DATA and other lead bodies should be adopted as appropriate.

Refer further to the Curriculum Policy.

### **DISPLAY SCREEN EQUIPMENT**

The Headteacher is responsible for ensuring that DSE assessments are completed for all identified DSE users. Regular laptop users will be provided with docking stations where appropriate. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

## **EDUCATIONAL VISITS AND JOURNEYS**

The Headteacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.

The Headteacher and the EVC are responsible for ensuring that all school outings are managed in accordance with the school policy for Educational Visits.

Staff involved in Educational Visit should be familiar with the Educational Visits Policy.

Refer further to the Educational Visits Policy.

## **ELECTRICAL SAFETY**

The Estate Manager is responsible for ensuring that the hard wiring system in each building is inspected every five years by a competent person, and any identified remedial work is undertaken.

The Estate manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

All staff must be familiar with school procedures and report any problems to the Estate manager.

Staff must not bring electrical equipment into school without the permission of Headteacher.

## **FIRE PRECAUTIONS AND EMERGENCY PROCEDURES**

The Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- The school emergency plan and evacuation procedures are regularly reviewed.
- All staff complete Fire Safety Awareness.
- A Fire drill is completed every term.
- The preparation Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.

The Estates manager is responsible for:

- The maintenance and inspection of fire safety systems and reporting significant findings to the Headteacher.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire Risk Assessment, the emergency evacuation plan and the Fire Safety Policy.

Refer further to the Fire Safety Policy.

## **FIRST AID**

The names of the qualified First Aiders are displayed on the notice board in Reception in the Hill Building and Junior School.

First Aid supplies are kept in the Nurses Station and it is the responsibility of the School Nurse to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the arrangements for First Aid provision and the First Aid and Administration of Medicines Policy.

Refer further to the Medical Policy.

## **HAZARDOUS SUBSTANCES**

The Estate Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are risk assessed and stored securely as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

Heads of Department responsible for 'risky subject' areas (Performing Arts, Design Technology, Horticulture, Science, Food Technology and Art & Design) are responsible for ensuring that any COSHH products used within the course of teaching are risk assessed and stored securely as per the per the Control of Substances Hazardous to Health Regulations (COSHH).

A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

Substances used in Science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Where assessments are available substances used by Technology (DT, Art, Food technology) should be used in accordance with CLEAPSS assessments. Otherwise, COSHH assessments must be produced for these.

## **INCLUSION**

The School complies with separate SEND and Behaviour policies for Inclusion, and all teaching and support staff should be familiar with these policies and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by Headteacher.

Refer further to the Special Educational Needs and Disability (SEND) and Equality Policy.

**LETTINGS/SHARED USE OF PREMISES/USE OF PREMISES OUTSIDE NORMAL HOURS**

The Headteacher is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Safety Policy and the Lettings Policy.

The Commercial Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

Refer further to the Lettings Policy.

**LONE WORKING**

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Maintenance, grounds, caretaking and housekeeping staff may be regular lone workers, but teachers and associate staff may also work in isolated classrooms/offices after regular hours or during holiday times.

Any member of staff working after hours must notify Headteacher and Estate Manager/Caretaker of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

**MANAGING MEDICINES AND DRUGS**

No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify Headteacher if they believe a student to be carrying any unauthorised medicines/drugs. The Medical Policy provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

Refer further to the Medical Policy.

**SERVICE AND INSPECTION OF EQUIPMENT**

The detailed arrangements for the service and inspection of equipment are described in the service and inspection procedures for individual pieces of equipment are under the control of the Estate Manager.

Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and records of all maintenance and repair is accessible to the Estate Manager.

All faulty equipment must be taken out of use and reported to the Estate Manager. Staff must not attempt to repair the equipment themselves

**MANUAL HANDLING AND LIFTING**

The Headteacher will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Estate Manager/Estate Team for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## **PE AND PLAYGROUND EQUIPMENT**

The Director of Sport is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

The Estates manager is responsible for ensuring playground equipment is inspected at least annually by a competent person.

Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons by PE staff and returned to the designated storage area after use.

Students must not use the PE or playground equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Department or the Estate Team.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Where the need for PPE has been identified in risk assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Headteacher.

## **SECURITY**

The Estate Manager is responsible for the security of the school site and will undertake regular checks of the boundary, entrance points, outbuildings and external lighting.

The Estate manager is also responsible for the security of the site after normal school hours use and lettings.

Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the reception area where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to Headteacher.

## **SITE MAINTENANCE**

The Estate Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

The Estate Team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to Headteacher.

All staff are responsible for reporting any damage or unsafe condition to the Estate Manager immediately in writing via EVERY Compliance. When the matter is urgent, this should be communicated by phone/radio.

## **SMOKING**

It is illegal to smoke/vape anywhere within the premises or on the grounds.

Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

## **TRAINING AND DEVELOPMENT**

The Headteacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.

All new staff will receive specific information and training as part of their induction process.

All staff will receive Health and Safety and Fire Safety awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

## **STRESS AND WELLBEING**

The committee and the Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- The provision of training to enable them to carry out their jobs competently.

- Control to plan their work and seek advice as required.
- Involvement in any significant changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

All employees must ensure that they read and understand the Wellbeing at Work Policy.

Refer further to the Wellbeing at Work Policy.

## **SWIMMING**

External venues used by the school are visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard are located around the poolside.

All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

## **VISITORS**

All visitors must sign in and out at the main reception in the Hill Building or Junior School. This includes parents and contractors. A lanyard and badge will be issued which must be worn at all times whilst on the premises.

Visitors will be made aware of the emergency procedures and other safety information relevant to them.

Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

## **WORKING AT HEIGHT**

The Estates manager is responsible for the purchase and maintenance of all ladders on the premises. All ladders conform to BS/EN 131 standard.

The Estates manager is also responsible for completing risk assessments for all working at height tasks on the premises.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

When decorations or displays need to be put at height, a step stool or small step ladder must be used.

Standing on desks, chairs or other furniture is not permitted at any time.

- Do not work at height when you are alone. If you are planning to use a step ladder, ask a member of the Estate Team to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.
- Your knees should be no higher than the top platform of the ladder.
- Never overreach. Try always to keep one hand free on the ladder to steady yourself.

## **CONTROL OF INFECTIONS**

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set in the Medical Policy.

Staff are responsible for complying with the Medical Policy.

Refer further to the Medical Policy.

## **HARASSMENT, VIOLENCE AND AGGRESSION**

Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment.

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff.

Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed.

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault.

Individual student risk assessments or Care Plans will be completed when necessary.

Regular reviews to monitor the effectiveness of the control measures are completed.

The design of the school premises will take into consideration the risks of violence, aggression and harassment.

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities.

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure.

If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

Refer further to the Behaviour Policy.

## **NEW AND EXPECTANT MOTHERS**

A member of staff that is a new or expectant mother should notify their line manager as soon as practicable.

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set in the Medical Policy.

The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The school should consider these risks when completing the risk assessment:

- Working with hazardous substances
- Stressful environments
- Movement around the site (including stairs and distances between classrooms etc.)
- Doing duties that involve physical effort which might be too arduous
- Standing for long periods
- Inherent risks in certain departments, e.g. PE, Science
- Manual Handling
- Working in a confined working space
- Using an unsuitable workstation
- Infectious diseases
- The provision of appropriate sanitary and rest facilities.

Refer further to the Family Friendly Policy & Procedure.

## **SUPERVISION OF STUDENTS**

Staff will actively promote sensible, safe behaviour to students.

Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules.

Students will only be allowed into or stay in classrooms under adult supervision.

Appropriate supervision toilet access will be in place at busy times.

Refer further to the Behaviour Policy.

## **WATER HYGIENE MANAGEMENT (CONTROL OF LEGIONNAIRE' DISEASE)**

The Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the Estate Manager, Caretaker and specialist external contractors.

The Estate Manager is responsible for ensuring a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

## **WORK EXPERIENCE PLACEMENT**

The school recognises the wide range of benefits of work experience placements. It aims to ensure these are safe, beneficial, and appropriate for students while meeting health and safety (H&S) requirements.

### **3. CONCLUSIONS**

This Health and Safety policy reflects the school's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

This Policy is supported by other associated policies and documents that explain how the school manages specific issues:

- Educational Visits Policy and Procedure
- Medical Policy
- Medical Procedure
- Managing Contractors Policy
- Fire Safety Policy
- Fire evacuation plan
- Fire risk assessment
- Asbestos Management Policy
- Wellbeing at Work Policy
- Curriculum Policies
- Behaviour Policy
- Family Friendly Policy and Procedure
- Special Education Needs and Disability (SEND) & Equality Policy
- Lettings Policy

## APPENDIX 1 ORGANISATIONAL CHART

