

HEALTH & SAFETY POLICY

V1.2

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1.0 Health and Safety Policy Statement of Intent

- 1.1 Beckfoot Trust (the Trust) fully accepts it's legal and moral duty as an employer with regard to the health, safety and well-being of its employees and students within its care, visitors to the premises and others who could be affected by its actions.
- 1.2 The Trust recognises its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and that the effective management of health and safety plays an important role in its overall performance as an educational establishment. This policy aims to reduce injuries, ill health and unnecessary losses and liabilities.
- 1.3 This Policy Statement of Intent aims to establishes a proactive and positive health and safety culture throughout the Trust. By implementation of Trust of health and safety arrangements, schools will ensure that they are meeting the Policy aims and objectives and will actively strive for continual health and safety improvement by working in consultation with managers, employees and other partners.
- 1.4 This Policy will be kept under review and any amendments made to it will be brought to the notice of all relevant parties.

2.0 Scope and Purpose

- 2.1 This policy details the Trust's approach under the Health and Safety at Work Act 1974 and how the effective management of Safety and Health plays an important role in its overall performance of its educational establishments. The reduction in injuries, ill health and avoidance of unnecessary losses and liabilities are the key aims of this policy.
- 2.2 The Trust is required, under the provision of the Health and Safety at Work etc. Act 1974, to write a statement of policy with respect to the health and safety of everyone who uses its premises. The Trust recognises the importance of its employees, students, and others each appreciating the extent of their individual responsibilities to co-operate fully by ensuring that the Health and Safety Policy and procedures are observed.
- 2.3 This document is intended to bring the Trust's statement of policy to the attention of all employees and students, providing details of the responsibilities and arrangements for carrying out that policy.
- 2.4 All employees and students must ensure they are aware of the safety precautions appropriate to the setting in which they work and study.
- 2.5 The maintenance of standards also includes exercising a duty of care as an organisation, individually and to each other, irrespective of status. It is, therefore, in the interest of all individuals to read and fully understand the Trust's Health and Safety Policy.
- 2.6 Each school is required to follow Trust health and safety procedures or procedures that adhere to the details laid out in this policy.
- 2.7 Each school will ensure appropriate health and safety training is completed.
- 2.8 The Policy applies to all employees of Beckfoot Trust, as well as members of the Local School Committees, students, visitors, members and trustees and any contractors or consultants undertaking work on behalf of the Trust.

3.0 Overarching Principles

- 3.1 This Policy will support our goal of being an organisation where everyone can fulfil their potential free from work related injury or ill health; this includes employees, students, contractors, and others who may be affected by our work activities.
- 3.2 The Trust acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety, and welfare for all who are employed or contracted to work within any Trust establishment and that the following principles will be developed and introduced across the Trust.
- Control - those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
 - Co-operation - we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.
 - Communication - communication of health and safety information is essential and care must be taken to continually review and improve this.
 - Competence - developing the health and safety competence of leaders, employees, trustees and contractors is at the heart of successful health and safety management.
- 3.3 These guiding principles are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

4.0 Responsibilities

4.1 Trust and School Organisational Structure

- 4.1.1 The Trust as the employer has overall responsibility for the policies and procedures in the Trust.
- 4.1.2 The Chief Executive Officer has overall responsibility as the Senior Responsible Officer (SRO) for health and safety within the Trust and for achieving the principles and objectives of the Health and Safety Policy, supported by the Chief Operating Officer (COO).
- 4.1.3 The Headteacher has been delegated responsibility for the day-to-day maintenance and development of safe working practices and conditions for employees, students, visitors and any other person using or hiring the premises or who are engaged in activities sponsored by the school. The Deputy Headteacher is responsible in their absence.
- 4.1.4 The Trust's Risk and Compliance Manager provides support and advice to each school and monitors health and safety matters across the Trust, reporting directly to the COO and Headteachers on such matters.
- 4.1.5 Each school has a designated Cluster Business Manager who has been delegated some responsibility for the day-to-day management, co-ordination, and implementation of the policy by the Headteacher and will report directly to the Headteacher.
- 4.1.6 Heads of Departments have responsibility for health and safety within their areas and for reporting to the Headteacher or the Cluster Business Manager.
- 4.1.7 Line Managers have a responsibility to support the health and safety of those they manage.
- 4.1.8 Consultation will be facilitated by opportunity for communication between employees at all levels as an essential part of effective health and safety management. Where required, issues can be raised via the Cluster Business Manager to the Trust Health and Safety Committee (or directly with the Trust's Risk and Compliance Manager or COO if urgent).

- 4.1.9 Each school may offer and provide consultation, communication, and collaboration with Union Safety Representatives to discuss all health and safety issues as required with the Headteacher or the Cluster Business Manager.

4.2 The Trust Board

- 4.2.1 The Trust Board are accountable overall for health and safety compliance and for ensuring that schools comply with health and safety legislation and that the policy and its procedures are implemented accordingly through scrutiny of KPIs. The Trust Audit and Risk Committee have delegated responsibility to review health and safety on behalf of the Trust Board.
- 4.2.2 The Audit and Risk Committee (on behalf of the Board) will review health and safety performance at least once a year. The review process will:
- Examine whether the health and safety policy reflect the organisation's current priorities, plans and targets
 - Examine whether risk management and other health and safety systems have been effectively reported to the committee
 - Report health and safety shortcomings, and the effect of all relevant board and management decisions
 - Agree actions to address any weaknesses and review the system to monitor their implementation
 - Consider immediate reviews in the light of major shortcomings or events
 - Set the direction for the Trust for effective health and safety management.

4.3 Local School Committees

- 4.3.1 LSCs are informed of student and employee welfare/wellbeing for additional scrutiny and challenge.

4.4 The Chief Executive Officer (CEO)

- 4.4.1 The CEO has overall responsibility as the Senior Responsible Officer (SRO) for health and safety within the Trust and for achieving the principles and objectives of the Trust's Health and Safety Policy. They are supported by the Chief Operating Officer to:
- Inform and advise the Trust Board of the resources required to comply with statutory requirements
 - Ensure that arrangements for the monitoring and audit of health and safety are in place across the Trust's schools
 - Ensure an annual report to the Trust Board on health and safety including accident and near miss analysis
 - Eliminate accident potential as far as is reasonably practicable across the Trust
 - Ensure that Headteachers know and understand their individual responsibilities regarding health and safety, and that health and safety legislation is met
 - Ensure adequate communication and consultation between management, any specialist advisers, employees and employees' representatives prior to the introduction of any change which may affect health and safety
 - Ensure there is a representative to support the schools across the Trust
 - Ensure that all safety representatives who are appointed under statutory regulations can effectively carry out the duties required of them
 - Ensure that each school provides the correct level and standard of training to meet all aspects of health and safety

- Create a positive health and safety culture across the Trust.

4.5 Chief Operating Officer (COO)

4.5.1 The Chief Operating Officer supports the CEO in achieving the principles and objectives of the Trust's Health and Safety Policy as identified above and specifically:

- Is the executive leader who chairs the Trust Health and Safety meetings
- Line manages the Risk and Compliance Manager and holds them to account for support and challenge for schools and regular reporting to CEO and Trust Board as detailed in paragraph 4.8 below.

4.6 Headteacher

4.6.1 The Headteacher is accountable for the day-to-day maintenance and development of safe working practices and conditions for employees, students, visitors and any other person using or hiring the premises or who are engaged in activities sponsored by the school.

4.6.2 The Headteacher will take an active leadership role in all aspects of safety management and take all reasonable steps to achieve this through the involvement of all employees at the school for all its activities, generally the Headteacher is responsible for the following:

- Ensuring that the Trust Health and Safety Policy and school procedures are implemented and applied effectively
- Liaising with the Chief Operating Officer to inform or consult on any health and safety issues or risks that arise including emergency closure (see How to close a school for Health & Safety reasons and snow)
- Establishing and implementing any recommendations made by the Trust to improve standards in areas of low performance
- Providing a robust management structure for managing health and safety issues across the school
- Ensuring the provision of an appropriate number of specialist staff with responsibilities for health, safety, and welfare, ensuring appropriate contingency arrangements are in place during the absence of such employees to meet the relevant statutory requirements
- Ensuring the development of a safe environment for all visitors to the school
- Ensuring that the information on health and safety good practice is available to employees and visitors, is up to date, easily accessible and promoted throughout the school. This includes the school Health and Safety Policy and risk assessment templates
- Providing adequate resources to ensure compliance with legislative requirements the statutory Planned Preventive Maintenance (PPM) regime
- Ensuring that adequate ring-fenced funding is allocated to individual departments for their health and safety requirements
- Ensuring that the health and safety training needs of all employees are identified, and appropriate training provided
- Ensuring that employees are consulted appropriately on issues that affect them
- Ensuring all new employees are provided with a full induction to the school procedures and facilities
- Ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on site or off site
- Delegating to the members of the Senior Leadership Team (SLT) appropriate tasks for the day-to-day implementation of the policy, especially in high risk areas such as facilities, Science, PE etc
- Ensuring that suitable personal protective equipment (PPE) is provided and used correctly

- Ensuring that the circumstances of incidents are properly reported in line with the Trust's Incident Reporting Policy
- Ensuring that first aid staffing / training and facilities are maintained
- Preparing and implementing the local Business Continuity Plan in line with DfE and Trust guidance covering all foreseeable major incidents
- Ensuring safe working practices and procedures are implemented throughout the school, including those relating to the provision and use of machinery and other apparatus (LOLER and PUWER Regulations)
- Ensuring that health and safety arrangements and performance are formally evaluated, monitored, and reviewed at least on an annual basis
- Ensuring accurate records are maintained and uploaded onto the Every compliance system
- Ensuring that defects and damage to the site, premises, plant and equipment across the school are properly and promptly identified and remedied in order to provide safe working conditions
- Implementing the Trust Behaviour Policy and a local protocol that will ensure, as far as is reasonably practicable, the health and safety of students on site and when engaged in school activities off-site
- Ensuring that liaison with contractors is maintained and that regular reports are obtained
- Ensuring that the Trust property management and health and safety management systems are used effectively by relevant users, with sufficient training provided in a timely fashion
- Ensuring that the Every compliance system is used to record data and evidence of health and safety provision and certification as directed by the Trust
- Ensuring that all relevant dated evidence of certification is uploaded to the Every compliance system. This will be reviewed regularly and monitored at Central Trust level by the Head of Estates and the Risk and Compliance Manager
- Carrying out periodic safety reviews and audits
- Attending relevant health and safety briefings and training.

4.7 Executive Headteachers

- 4.7.1 Executive Headteachers hold specific responsibilities working in partnership with Headteachers regarding supporting and the monitoring of students' behaviour across the Trust in relation to the possible risks of accidents and/or near misses and trends caused by student behaviour.

4.8 The Trust's Risk and Compliance Manager

- 4.8.1 The Trust's Risk and Compliance Manager is responsible for providing support and advice to each school Headteacher and monitoring health and safety matters across the Trust and reporting directly to the Chief Operating Officer and school Headteachers on such matters particularly the key functions listed below:
- Ensuring that the Trust's Health and Safety Policy and systems and procedures are implemented and applied effectively across the schools
 - Meeting regularly/reporting to the Chief Operating Officer to review the status of health and safety matters within the schools
 - Maintaining the Every compliance system to ensure accurate reporting of health and safety issues
 - Reviewing certification uploaded to the Every system regularly, reporting any issues immediately to the Chief Operating Officer
 - Maintaining a suitable system in place for reporting accidents, near misses, and lessons learned

- Ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are identified
- Engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action
- Advising and supporting on appropriate health and safety training
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the Trust)
- With the Trust Head of Estates/Site Managers at each Beckfoot Trust site, always ensuring compliance with this policy and its associated procedures
- Ensuring that the Chief Operating Officer is informed of any breach of health and safety statutory requirements; and immediately when there is a Health and Safety Executive (HSE) involvement
- Developing an internal, practical and structured health and safety auditing and reporting process ensuring effective monitoring compliance with health and safety legislation at each school
- Providing, when requested, practical advice on complex matters related to health and safety at work with the Headteacher in-line with legislation and best practice
- Promoting an attitude of safety and safe working by adopting standards of best practice
- Co-ordinating the Trust Health and Safety Committee, advising the members of the Health and Safety Committee on changes to appropriate legislation and giving information on inspection/audit reports etc.
- Arranging Trust wide health and safety training, as appropriate, including induction training
- Supporting schools to ensure specific training for specialist staff is appropriate
- Undertaking and arranging Trust wide health and safety audits and inspections of the school premises
- Reviewing and monitoring accidents and incident statistics on a termly basis to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement
- Reviewing new health and safety legislation and consider the impact of that legislation on policies; revise health and safety and/or other policies as necessary to reflect the statutory position current at the time
- Being available to any member of estates team to discuss and to seek to resolve health, safety and welfare problems
- Ensuring that health and safety arrangements and performance are formally evaluated, monitored, and reviewed at least on an annual basis
- Ensuring that the circumstances of accidents are properly reported under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013 and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- Accountability for preserving, developing, promoting and maintaining the Trust's Every Compliance System
- Preparing a termly report for Chief Operating Officer (in line with Health and Safety committee) / annual Health and Safety report for the Trust Board.

4.9 Cluster Business Manager

4.9.1 The Cluster Business Manager is responsible for:

- Supporting the Headteacher in the monitoring and reporting of health and safety issues as required by statutory bodies
- Carrying out the role of school Health and Safety Co-ordinator to support the implementation of the Health and Safety Policy, and its associated systems and processes. The Headteacher may

determine that some of the responsibilities may be delegated to other relevant post holders where appropriate

- Implementing the appropriate policies and procedures in the areas for which they hold formal responsibility according to their job description
- Initiating day to day measures in order to ensure the general health and safety of all users as they move around the school building and site
- Where appropriate, dealing effectively with health and safety problems as they arise or seek advice from the Risk and Compliance Manager or Chief Operating Officer for more complex issues
- Ensuring that the Trust Risk and Compliance Manager are consulted, and that approval is granted on any planned structural works or change of use which may affect the Trust's estate, arrangements must be made with the Trust to ensure the appropriate level of permission is granted
- Identifying health and safety issues relating the condition of the site and submit proposals to resolve them
- Ensuring the statutory display of information (Health and Safety Poster, Certificate of Employer Liability Insurance etc.)
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant employees in accordance with the school Fire Safety Policy
- Ensuring the Every compliance system is maintained and up to date at all times and that all activities are actioned timely
- Implementing whole site measures to ensure compliance with statutory requirements highlighted in Every compliance
- Implementing whole site measures to ensure compliance with facilities management service requirements highlighted in Every compliance
- Managing the premises to comply with current legislative requirements and timescales including all of the following inspections:
 - Fire Risk Assessments
 - Legionella Risk Assessments
 - Asbestos Management Plan
 - Statutory Compliance Audit
 - Health and Safety Audit (including training)
 - Specialist Areas – Science, PE, Technology etc.

4.10 Site Managers

Site Managers are responsible for ensuring compliance with this policy and associated procedures and specifically in relation to:

- Authorising work for contractors and subcontractors
- Support for work in catering, cleaning, waste management and washroom services
- Management of asbestos
- Maintenance of COSHH records
- PAT testing
- Fire procedures and equipment maintenance
- Manual handling
- Storage and use of ladders
- Opening and locking up of premises

4.11 All Employees

4.11.1 All employees have an important duty in protecting themselves and others. Health and safety responsibilities are based on legal obligations, whether they are agency, fixed term, contract, or permanent, all employees must take the responsibility of:

- Ensuring that they are familiar and up to date with the Trust Health and Safety Policy and standard procedures in the area in which they are employed and be familiar with sections of the policy and procedures which directly affect their activities
- Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- Reporting all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work and stopping any activity until the hazard is assessed
- Plan work, following safe working practices with appropriate supervision and be aware of all risk assessments and control measures relevant to their area of work and teaching to avoid injury
- Wearing suitable clothing and footwear at all times in line with the activities undertaken (see Code of Conduct for guidance on dress)
- Integrating all relevant aspects of health and safety into the teaching process, exercising effective supervision of their students and providing sufficient information to enable them to keep themselves safe and others who may be affected by their activities
- Questioning unknown persons on site if a staff or visitor badge is not visible
- Co-operating fully to enable the Trust to fulfil their legal obligations, participating in meetings where matters of safety are being discussed and undertaking training where required
- Ensuring that any equipment used is properly cared for and in the proper working order with all protective guards and other safety devices. Any defects should be immediately reported to a Head of Department/Cluster Business Manager and that piece of equipment should not be used
- Avoiding introducing personal items of equipment (electrical or mechanical) into the school without prior permission
- Being aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required
- Attending training as necessary to enact this policy and act in accordance with any safety training which has been provided, or any verbal safety instructions issued to them
- Making full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received
- Reporting any loss of, or obvious defect in, such PPE to their line manager
- Following any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations
- Ensuring that all equipment is properly used, together with the appropriate equipment guards and personal protective equipment
- Ensuring that toxic, flammable and other harmful products are properly used, stored and labelled
- Taking part in health surveillance programs, as required.

4.12 Volunteers, Temporary Staff and Agency Workers

4.12.1 All volunteers (including Temporary Staff and Agency Workers) will receive a school induction briefing suitable for their role and will be provided with sufficient information, instruction, and training as appropriate, to ensure their health and safety, so far as reasonably practicable. They must:

- Observe and comply with all statutory Safety Rules and Regulations, Industry Guidance, Safe Working Procedures/Safe Systems of Work as set by the school and those that are applicable to their job role
- Keep themselves safe and anyone else that may be affected by their actions including employees, visitors, members of the public, contractors and other volunteers
- Make themselves familiar and co-operate with the emergency arrangements whilst on site including evacuation and first aid procedures
- Wear, use and maintain all personal protective equipment and safety devices that are provided by the school for their protection
- Only use machinery, equipment, dangerous substances, transport equipment or safety devices provided to them by the school in accordance with any information, training and instructions provided by the school
- Report to the Headteacher or nominated SLT member any work situation that represents a serious and immediate danger to health and safety or which represents a shortcoming in the school's protection arrangements for health and safety
- Report any accidents, incidents, near miss situations and undesirable circumstances to the Headteacher or nominated SLT member. This includes participating in any subsequent investigation where required.

4.13 Students

4.13.1 While school staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-school and personal health and safety in order for employees to be able to carry out their roles effectively. As members of the school community, students take the responsibility of:

- Listening to and following instructions from staff
- Ensuring that their actions are safe for themselves and will not harm others in any way
- Being sensible around the school site and when using any equipment. Practical jokes or acts that might jeopardise the health and safety of another person are forbidden
- Wearing suitable clothing and footwear at all times. Hair must be tied back when operating machinery and ties removed or tucked in
- Ensuring the correct and appropriate use of protective clothing and appropriate safety equipment and devices provided
- Reporting health and safety concerns or incidents to a member of staff immediately
- Acting in line with the school code of conduct.

4.13.2 Students that are found to be a risk to health and safety may be dealt with under the school's Behaviour Policy if the circumstances require it. We expect students to follow the school code of conduct, as this helps maintain good health and safety around the school.

Employees have a common law duty when in charge of students to take the same care of them as that of a parent.

4.14 Contractors and Sub-Contractors

4.14.1 The Trust and each school owe a duty of care under the Health and Safety at Work etc. Act 1974 to its employees or others who may be put at risk by its premises or activities, including contractors undertaking work on its premises.

Contractors will be vetted and will be required to complete authorisation to work on site with the site manager (or person responsible) including any permits required to work. The contractor should provide the school with a risk assessment identifying the potential risks to students, employees and visitors. See How to Manage Contractors for further details.

Where possible, the school will arrange for work to take place outside of school hours to minimise risks.

4.14.2 For the purposes of this policy, a contractor is defined as a person/company who are under contract to provide materials or labour to perform a service or to do a job. This definition does not include temporary contracted office workers involved with office activities.

4.15 Catering, Cleaning, Waste Management and Washroom Services

4.15.1 The external services in addition to the above, will also be responsible for:

- Working in partnership with the school in implementing the relevant policies
- Applying and agreeing with the site manager the appropriate isolation procedures in the event of fire and emergency evacuation of their areas of work
- Supervising and training employees appropriately
- Training and instructing all employees in the emergency procedures in conjunction with the site manager
- Carrying out regular reviews of the procedures and informing the site manager of any issues or concerns
- Recording results of the monitoring and review of procedures to the site manager
- Ensuring that all employees have opportunities for raising concerns about health and safety issues.

4.16 Visitors/Lettings/Hirers

4.16.1 All visitors are to report to reception to be signed in/out and issued with a visitor lanyard and visitor's badge. The badge should be worn at all times to indicate their authorised presence in school. Visitors must be accompanied by a member of the school staff throughout their visit unless arrangements have been put in place for vetting and assessment or segregation and supervision which allows unaccompanied visits. Where visits require one-to-one interviews, arrangements are to be made to ensure their mutual safety.

Leaders of hire arrangements in the school must register at reception and are responsible for keeping a register of the group.

All visitors will be made aware of the fire evacuation procedure when signing in.

4.16.2 All Visitors and Hirers shall:

- Comply with all policies, procedures and codes of practice
- Take all reasonable care for the health and safety of themselves and all other persons who may be affected by their acts, activities or omissions
- Comply with all safety related information, instruction and training issued by the school and any instructions given by staff in the event of an emergency
- Not, intentionally or recklessly, interfere with or misuse anything provided by the school in the interests of health and safety
- Report any occupational ill-health issues/accidents/incidents or any defects or dangerous occurrences, whether or not injury is sustained, and any unsafe practices which they consider may create risks to their own health and safety or damage to equipment and premises.

The use of gymnasium apparatus and other school equipment will only be permitted after a formal induction and risk assessment and provided that the person in charge is suitably qualified by training and/or experience and subject to the approval of the school.

4.17 Fire Evacuation Marshals

4.17.1 The main duties and responsibilities of the fire marshal will depend on the Fire Risk Assessment but generally include:

- Identification and reporting of fire hazards in the workplace
- Ensuring that emergency escape routes are kept clear and exits are unlocked, free from obstruction and available for use at all times
- In the event of an emergency, checking that their designated area or zone is cleared (including toilets and storage areas) and that everyone is accounted for and provide information to the Evacuation Co-ordinator in relation to any persons that are left in the building, e.g., disabled persons in a refuge areas
- If necessary, contacting the emergency fire and rescue services and liaising with the fire and rescue services on their arrival
- Taking a roll call in the event of an evacuation (if appropriate)
- Assisting with any subsequent investigations.

4.17.2 Fire Marshals are appointed and shall receive appropriate training. All fire marshals will be supplied with, and wear at such times as is required, a high visibility vest to indicate their role of authority.

5.0 Arrangements

5.1 Accident, Incident and Near Miss Reporting and Recording

5.1.1 Incidents (including accidents and near misses) must be recorded in line with the Trust's Incident Reporting Procedure. This will enable the Trust to identify trends or hot spots and analyse reports from our schools for benchmarking and ensuring action is taken to reduce the risk of further incidents. Recording and consequently reporting some incidents at work is a legal requirement as specified in RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

A serious injury is one that results in life threatening injuries or involves multiple casualties with minor injuries. These cases will need reporting immediately to the Chief Operating Officer/Chief Executive Officer. The Chief Operating Officer will direct communications to the Risk and Compliance Manager who will notify the HSE, if required to do so under 'RIDDOR'.

5.2 Asbestos

5.2.1 A copy of the Asbestos Register for each school will be shown to contractors as part of the Contractor Induction process and be held on the individual reception points to enable employees to consult it for further information. Employees must not disturb asbestos containing materials and should report any concerns to the Headteacher.

The Site Manager will make the register available to contractors by providing a copy at the main reception points. Any contractor or any other person carrying out work in the school must consult the Asbestos Register and act in accordance with the procedures therein before commencing work.

All work involving asbestos must be carried out under the control of the Site Manager and must be commissioned directly by the Trust.

5.3 Boiler and Electrical Room Safety and Maintenance of Heating Plant

- 5.3.1 As part of the Planned Preventative Maintenance regime the appropriate contractor will carry out all servicing and maintenance requirement for all plant (electrical and mechanical services) required to the heating plant. Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to students and employees. These areas are identified by safety signage and kept locked at all times.

5.4 Closure

- 5.4.1 It is relatively rare for schools to have to close due to health or safety reasons or adverse weather. This could happen in circumstances, such as:

- Outbreak of contagious disease
- Gas leak
- Utility failure
- Flood
- Fire
- Air pollution

The Headteacher will consult with the Chief Operating Officer on any closure situations and protocols are in place if required to manage a closure (see How to close a school).

5.5 Contractors - Authorisation for Contractors to Work on Site

- 5.5.1 Before a contractor starts work on site, the Site Manager completes a copy of the Authorisation to Work on Site (ATWS) document with the contractor. This involves a two-way exchange of information as outlined on the ATWS including an induction pack for the contractor and documents which are provided to school - such as risk assessments, systems of work and insurance. Specific permits to work (such as hot works or confined spaces) are the responsibility of the contractor.

5.6 Control of Substances Hazardous to Health (COSHH)

- 5.6.1 Hazardous materials will be kept to a minimum and no employee or student should use hazardous materials without the knowledge required to work safely.

COSHH risk assessments will be completed for all hazardous substances used or stored on site, as follows:

- 5.6.2 Contractors (occasional)

- COSHH assessments are the responsibility of the contractor. The safe use of substances will be checked as part of the contractor induction process

- 5.6.3 Contractors (permanently on site – cleaning and catering)

- COSHH assessments are the responsibility of the contractor. A copy of the COSHH file of assessments and hazard data sheets must be made available to the school (so reference can be made in the case of accidental spillage or unauthorised use/access).

- 5.6.4 Cleaning/ Catering / Office Work in House Maintenance etc.

- School must complete a COSHH assessment (having reference to the hazard data sheet) and keep a COSHH file of these assessments. This will be maintained by the Site Manager with an overview by the Cluster Business Manager.
- School should avoid the use of pesticides. If needed, a COSHH assessment will be undertaken and certification may be required.

5.6.5 Curriculum – Science, DT, Art

- Each department who uses hazardous chemicals must keep relevant COSHH assessments using CLEAPSS guidance (including HAZCARDS).

5.7 Display Screen Equipment (DSE)

- 5.7.1 To comply with Health and Safety Legislation, key employees will be trained as DSE assessors. The school will ensure that employees who use display screen equipment for a significant part of their job undertake an annual DSE assessment for their device and workstation/s. Assessments will be monitored, and any action needed to ensure health and safety requirements are met.

The risks to users of DSE will be reduced to the lowest extent reasonably practicable by provision of equipment and information. All DSE users should be encouraged to take periodic breaks from their workstation.

5.8 Educational Visits

- 5.8.1 Trips must be authorised by the Educational Visit Coordinator (EVC) and Headteacher and are subject to formal risk assessment, parental consent, and insurance arrangements. The Headteacher and SLT have all completed relevant Educational Visits Co-ordinator training. Visits must not take place unless a booking form and risk assessment have been completed and authorised by the Headteacher. See Trust policy for further details.

5.9 Electricity at Work

- 5.9.1 The main electrical system is visual checked on an annual basis and is tested every 5 years by the PPM contractor in accordance with national standards.

A full asset list of the school portable electrical equipment will be managed by the Site Manager / Facilities Management Company and all equipment is subject to Portable Appliance Testing (PAT testing) annually. Any electrical equipment brought from home by students or employees should not be used in the Trust unless it has been subject to satisfactory examination and test.

All electrical equipment must only be used for its intended purpose and users are responsible for the safe management of equipment including cables. Visual checks should be made before use of any portable item including laptop trolleys and in particular, their power cables for damage.

5.10 Emergency Procedures

- 5.10.1 In the case of an emergency, schools will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. There are provisions in place to aid in mitigating the risk of certain emergencies occurring but, in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as highlighted in the Business Continuity Plan.

Schools should have specific procedures in place to ensure the safe evacuation / invacuation of wheelchair users and mobility impaired persons from upper floors. Lifts must not be used until the Headteacher or their Deputy provides the all clear (unless they are designed for use when the fire alarm is sounding, e.g. Hazelbeck).

5.11 Equal Opportunities

5.11.1 In making, reviewing, and implementing this policy the Trust's Equality & Diversity Policy is considered.

In particular, each school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled employees, students and visitors to use the school's facilities and curriculum as far as is reasonably practicable. The Accessibility Plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled employees, students and visitors.

5.12 Fire: Precautions and Emergency Procedures

5.12.1 Fire risk assessments on each site take account of special fire hazards in specific areas of the school along with maintenance programmes for testing the fire alarm, doors, equipment and emergency lighting.

Manually operated fire alarm (red boxes) activation points are located through each school and schools also have detection systems such as heat and smoke sensors. This will be documented in the fire risk assessment.

Smoking is not permitted on any Trust site.

Everyone has a duty to alert others immediately of any fire, smoke, or potential fire hazard. When any fire is discovered, employees should activate the alarm immediately. Fire extinguishers are located at strategic points throughout the schools. If a member of staff is confident to do so, very small, easily managed fires can be tackled particularly if they would impede escape. However, if there is any doubt or the fire increases in size, those tackling the fire must evacuate immediately. Employees must not put themselves or others in danger in order to tackle a fire. By using the fire alarm or reporting to a senior member of staff.

Employees must ensure that fire escape routes and final exit doors are kept clear at all times. Fire doors must not be blocked or tied open. If a door needs to be held open for practical reasons, it should not be left unattended or should be fitted with a maglock mechanism that releases to close the door in the event of a fire. Display materials must not cover emergency signage, doors, vision panels or fire alarm call points. Employees must also ensure that combustible materials are kept separate from sources of ignition and avoiding accumulation of combustible materials such as paper, old workbooks, disused furniture.

The Headteacher will organise and monitor a fire drill every term to ensure employee and student familiarity with procedures. New employees and students will need specific walk through of the fire evacuation when joining the Trust. Any issues raised will be discussed with the Headteacher. Key issues will be fed back to employees at staff briefing/meeting. The school will have Fire Emergency Procedures that are displayed in every occupied room.

All employees should familiarise themselves with evacuation routes and notices. Any difficulties with fire doors should be reported to the site manager as soon as possible. A reminder of the drill will be given at the first assembly each term. A notice outlining the evacuation procedures will be displayed

at the main entrance and all other emergency exit doors. Employees must park in designated parking areas to assist with emergency vehicle access.

5.13 First Aid Arrangements

5.13.1 The school First Aid Risk Assessment sets out how the schools will always provide adequate and appropriate first aid provision when there are people on the school premises and for employees and students. First Aiders will be displayed at reception and in key areas around school. In general, the school should ensure that there is:

- A Risk Assessment of the First Aid requirements of the school undertaken by each school
- A sufficient number of trained personnel as appointed persons and First Aiders to meet the needs of each school – there will be at least one appointed person or First Aider person on the premises at any one time
- Sufficient and appropriate first aid resources and facilities are available in each school and their vehicles.
- All first aid boxes are clearly marked and easily accessible by employees
- Designated first aiders are responsible for making sure that first aid boxes are kept appropriately stocked. See How to manage first aid provision
- The numbers and locations of First Aid containers and defibrillators and evacuation chairs
- Priority for First Aid training should be given to first aid co-ordinators, site managers, those members of staff working in high risk areas and those members of staff going on trips, especially overnight trips.

5.14 Gas Safety

5.14.1 Employees using gas appliances should take special care to check the equipment before, during and after use. Gas installation and appliances must be annually inspected and maintained by Gas Safe certified contractors and certification uploaded to Every compliance.

5.15 Health & Safety Committee

5.15.1 Trust Health and Safety Committee meetings will occur three times per academic year. School representatives of recognised professional associations are welcome to attend.

The Trust Health & Safety Committee members are:

- Chief Operating Officer
- Risk and Compliance Manager
- Cluster Business Managers

In general, the committee provide the following functions:

- Involved in the monitoring and review of reported, unsafe practices and conditions and making suggestions on methods of improving health and safety performance
- Consulted and support in formulating health and safety procedures, risk assessments, staff induction process, investigating accidents
- Review procedures that relate to the health and safety of site users
- Identify and discuss health and safety issues relating to behaviour of site users
- Consider any other items raised by management or staff representatives
- A copy of the minutes / update will be circulated to the Headteachers following each Health & Safety committee meeting to ensure health and safety issues are clarified and confirmed.

5.16 Induction

5.16.1 All staff new to the Trust including supply teachers and students on work placement will be given a health and safety induction that includes a tour around the building.

5.17 Infection Control

5.17.1 Schools will actively prevent the spread of infection through the following measures:

- Routine immunisation (subject to NHS administration and parental consent)
- High standards of personal hygiene and practice
- Maintaining a clean environment with regular cleaning regimes
- Displaying posters to raise awareness and prevent spread of infection
- Ensuring sufficient washing facilities
- Providing PPE when necessary
- Immediately cleaning spillages of bodily fluids
- Use of Sharps bins when necessary
- Monitoring and responding to increases in absence e.g., sickness and diarrhoea

In the case of an outbreak, advice should be sought from the Risk and Compliance Manager / UK Health Protection Agency (0113 386 0300).

5.18 Information, Communications and Consultation

5.18.1 Our schools will display the 'Health and Safety Law Poster – what you need to know' poster in a reception area in order to comply with the 'Health and Safety (Information for Employees) Regulations 1989.

Communication with employees will be ongoing so that employees are consulted in and informed of matters which impact on health and safety via staff meetings, email, SharePoint and other methods as appropriate.

5.19 Legionella

5.19.1 Under general health and safety law, as an employer or person in control of a premises we have health and safety duties and need to take suitable precautions to prevent or control the risk of exposure to legionella.

Carrying out a Legionella risk assessment is a school responsibility and will help to establish any potential risks and implement measures to either eliminate or control risks.

As part of the planned preventative maintenance regime the approved contractor will carry out monthly water checks to determine temperatures and what cleaning and disinfection is required to the water system to meet the approved code of practice.

5.20 Lettings of Premises

5.20.1 Any hirers of school premises are responsible for ensuring that they use them correctly. The CEO and Headteacher recognise their duties as the responsible officer and delegated officer controlling the use of premises and will ensure that:

- Premises hired are in a safe condition for the purpose of hire

- Arrangements for emergency evacuation are adequate
- Fire-fighting equipment is in place and in operational condition
- Proper physical security arrangements are made
- Insurance requirements are met
- All hirers are provided with a link to an electronic version of this policy.

5.21 Lone Workers (Employees)

5.21.1 There will be some situations where employees at the school will be working alone or one to one with a student. Examples of this would be employees locking up the school at the end of the day, or one to one invigilation of examinations. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Any employees, students, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out taking into account any risk of violence.

5.21.2 Employees must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.

- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Employees must not approach, or let into the buildings, unauthorised persons when lone working.

5.21.3 Communication

Employees are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group
- Sign in and off the site
- Carry either a mobile phone or school telephone at all times when lone working
- Let someone know they are coming into work, how long they expect to be and when they are leaving
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

5.21.4 First Aid

- For those lone working on our premises, arrangements for access to first aid kits will be made.

5.21.5 Emergency Procedures

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ a phone to contact the Headteacher, the employee's nominated person, or the emergency services.
- The Headteacher will arrange for another employee to contact by phone any lone worker regularly during any period of staff working alone.

5.21.6 Access and Egress

- Employees are required to consider weather conditions before coming into and while at work.

5.21.7 Alarm Calls After Hours (Guidance for key holders)

In general, all schools should have a minimum of 3 keyholders.

All keyholders must be logged and this information must be on recorded in the school's Business Continuity Plan.

The school advises that the nominated person:

- Does not attend an alarm call out alone, where reasonably practicable
- Wait for incident response or fire service to attend
- Does not enter the building if alone
- Looks out for corroborative evidence of intruders
- Take photographic evidence of damage where applicable
- Takes necessary action, e.g., call police.

If at any stage there is evidence of an intruder, immediately withdraw and contact the police. Do not enter the building to use the telephone.

15.21.8 Unacceptable Lone Worker Activities

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons
- Working in trenches or ducts.

5.22 Manual Handling

5.22.1 Each school operates in accordance with the Manual Handling Operations Regulations (1992). 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. Each school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Manual Handling Risk assessments are to be carried out by the Cluster Business Manager and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of employees and students to act in accordance with health and safety legislation and policy.

Where appropriate, employees can assist by considering whether changes can be made to their work organisation (e.g., storage arrangements). The Site Manager will carry out the majority of manual handling and will have received specific health and safety training in this respect.

All possible steps will be taken to reduce the risk of injury including:

- Storing items appropriately
- Lifting and moving of objects with mechanical devices where possible
- Ensuring equipment is appropriate for the task
- Instruction and training in correct methods and limitations, e.g., for assisting disabled students
- Not lifting or attempting to lift or move a load which is too heavy to manage comfortably
- Asking for assistance from a colleague.

5.23 Noise at Work

5.23.1 Exposure to excessive noise levels may occur from time to time and the appropriate PPE (ear defenders) should be provided. Exposure to excessive noise levels can result in temporary or permanent hearing damage. Where there is any reason to suspect that statutory limits of 85db(A) &

90db(A) may be exceeded the Site Manager shall arrange the works to be carried out when the school is closed.

5.24 Personal Protective Equipment (PPE)

5.24.1 Senior leaders will arrange for the school to purchase PPE for any employee, if it is determined necessary, to ensure the health and safety of that person which must be worn. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance. PPE equipment is provided for students and employees to use in Science and Design and Technology lessons.

5.25 Playground Safety and Vehicle Movement on Premises

5.25.1 The school should develop a risk assessment on its management of both playground and vehicular movement on its premise and site to ensure all students, employees and visitors have safe access in and out of the site. A number of the areas will require employee supervision at key times of the school day.

5.26 Pregnancy and New Mothers

5.26.1 The school will carry out an individual risk assessment and offer advice for managing workloads for all new and expectant mothers to ensure they are not exposed to any significant risks or discriminated against due to pregnancy or because of illness suffered as a result of pregnancy. The assessment will be reviewed through the pregnancy and on return from maternity leave.

5.27 Provision and Use of Work Equipment

5.27.1 All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people. They must also be maintained in good working order in line with Provision and Use of Work Equipment Regulations 1998 (PUWER).

Specific risk assessment and appropriate training will be required on all work equipment which may present a significant risk including the use of ladders by all employees. The use of work equipment, which could pose a risk to people in school will be restricted to authorised persons and suitable notices exhibited. Machinery must be incapable of being started by students if it is left unattended.

5.28 Risk Assessments

5.28.1 The Trust will develop a number of generic risk assessments that are then made specific to each of our schools. It is important that schools take time to read and amend the risk assessments written for use due to the different levels of risk at each establishment. They are produced so that all employees know how to protect their health and safety, and that of other people, who may be affected by the work of the Trust. They are live documents subject to review where there are significant changes to working practices or at least annually.

Further guidance is available from <http://www.bradford.gov.uk/hands> and further support and training on risk assessment can be obtained from the Risk and Compliance Manager.

5.29 Security

5.29.1 School security is a vital component of good health and safety, and we want students and employees to feel safe in the school. Each school will arrange a security audit highlighting area of risk including both coverage and lighting levels and provide details of all security systems benefits and shortfalls.

5.30 Solar UV Precautions

5.30.1 Sunhats/Clothing

Between April and September, we actively encourage parents to ensure children come to school with an appropriate, plain sun hat for use as required throughout the school day. We make available additional/spare sun hats for all outdoor activities if a parent is unable to provide one, or if a child has lost or forgotten their own.

- We encourage (primary) school students to wear their sun hat outdoors on bright/sunny days
- We educate (secondary) school students about the risks of not wearing a sun hat
- Baseball caps are not recommended (they do not provide adequate shade for the neck and ears)
- We ensure students wear school and PE uniforms that keep shoulders covered.

5.30.2 Sunscreen

Between April and September, we actively remind parents/carers to ensure students bring appropriately protective sunscreen (spf 30+) for use as required throughout the school day. We make available additional sunscreen (spf 30+) for all outdoor activities in the event a parent/carer is unable to provide any, or a student has lost, forgotten, or run out of their own. This is made available for parents/carers to patch test upon request. Parents/carers should notify school of any sun cream allergies when completing admission forms or if an allergy develops later on.

- We encourage primary school students to apply sunscreen on bright/sunny days before extended periods of outdoor activities such as lunch breaks, PE, other outdoor lessons and outdoor off-site activities.
- We educate secondary school students about the risks of not wearing sunscreen.

A practical approach towards the application of sunscreen is necessary, with assistance provided only where necessary to younger or less able students, unless instructed otherwise by the parent/carer.

5.30.3 Shade

We currently provide some shaded areas outdoors where students can congregate for outdoor activities. If this shaded area is limited, we look to provide additional shaded areas, as funding allows.

5.30.4 Staff/Role Modelling

We encourage all staff to role model good sun safety behaviours such as applying sunscreen and wearing a sun hat on bright/sunny days.

5.30.5 Sun Safe Education

We are committed to educating all students about safe and unsafe exposure to the sun, including how to reduce the risk of skin cancer using curriculum linked lesson plans, activities, or resources as appropriate.

5.30.6 Communicating with Students and Parents

We communicate our guidance and actively remind students and parents of the required support through a range of channels, e.g., website, newsletters, text messages and staff meetings. Further resources are available here <https://www.skcin.org/>.

5.31 Stress at Work - Occupational Health Services and Managing Stress in the Workplace

5.31.1 Beckfoot Trust takes the health and wellbeing of all its employees and students very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge all our employees who may be experiencing stress to talk to their manager or a member of the senior leadership team and will do everything that it can to support them. Individual Stress Action Plans are used to respond to employees who are at risk or suffering from excessive levels of stress to support wellbeing and/ or recovery. See Managing Stress and Promoting Wellbeing at Work for further details. Beckfoot Trust also has an Employee Assistance Programme which employees can utilise. Details can be found on the Staff People First Charter SharePoint.

5.32 Training

5.32.1 Effective health and safety training are key to good health and safety practice. Beckfoot Trust takes health and safety training seriously and expects all employees and students to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment or substances may be given to employees and students relating to which department they will be working in. Employees and students who are not specifically trained for specialist equipment are not permitted to use it.

Induction training will be provided for all new starters, further training will be provided that relate to competence and activities. Training may be delivered in any of the following formats:

- Individually from the supervisor
- Instructor led training
- E-Learning.

The generic/standard training process and policy is the responsibility of the Trust and the individual training requirement and resource are the responsibility of each school, who will be responsible for keeping training records and the prompting of refresher training.

5.33 Violence and Aggression: Reporting Procedures

5.33.1 Beckfoot Trust is committed to reducing the incidence of verbal and physical abuse towards employees. Employees must report these incidents by following the Trust's incident Reporting Procedure. The Headteacher/Cluster Business Manager will discuss the incident and any follow up action and support required with the employee.

5.34 Violence at work (to Employees)

5.34.1 Beckfoot Trust will take necessary steps to ensure that the risk of violence, such as assault or verbal abuse, is assessed and that employees are protected from those risks, so far as is reasonably practicable.

5.34.2 The Definition of Violence

The Education Service Advisory Committee (ESAC) working definition of violence is: “any incident in which an employee is abused, threatened or assaulted by a student, pupil or member of the public in circumstances arising out of his or her employment”.

This deliberately wide definition has been adapted from earlier HSE publications to include violence by pupils or students. Most people accept that physical force against an individual is an example of violence, but violence can take many other forms, including:

- Verbal abuse and threats (with or without a weapon)
- Rude gestures – innuendoes
- Sexual or racial harassment

Where there is no physical injury, there can still be considerable emotional stress; threats may indicate a risk of actual injury. Malicious damage to an employee’s property can also cause distress and fear of future physical attack. It is acknowledged that violence and threats of violence can cause anxiety, stress and depression among workers, with damaging consequences for morale, absence rates, productivity and staff retention. People will have different perceptions about behaviour they find threatening or offensive, or which causes distress rather than simple annoyance.

5.34.3 Arrangements for the Reduction of Violence at Work

We are committed to introduce, monitor and improve measures for combating violence at work to employees. This will include risk assessment for each school and individual risk assessments for students who are likely to display violent behaviour and/or members of staff who are particularly at risk. The risk assessment process should involve (or carried out in consultation with) those who are exposed to actual violence or a potentially violent situation.

The five steps to risk assessment (as advocated by the HSE) should be used:

1. **Look for hazards** – general behaviour, external factors (such as contextual safeguarding), behaviours of individuals
2. **Decide who might be harmed and how** – students, employees, visitors
3. **Evaluate the risks and decide on precautions** – risk of physical injury / psychological damage.
Additional precautions could include:
 - Team Teach Training – (de-escalation physical intervention as a last resort)
 - Changes to staffing / staffing ratios
 - Reduction or removal of potential triggers for violent behaviours
 - Changes to the layout and use of buildings, including reception areas
4. **Record the findings and implement them** – there should be a written risk assessment for each school
5. **Review the assessment and update if necessary** (and at least annually).

Where incidents occur, these will prompt a review of whether lessons can be learnt that should amend dimensions of the school and/or individual risk assessment.

When conducting risk assessments, particular attention will be paid to groups that are vulnerable to violence by virtue of the nature of their work, such as:

- Employees who deal with pupils who are frequently unable to regulate their behaviour
- Lone workers or staff working in isolated locations
- Employees handling money or expensive equipment

Control measures identified as part of the risk assessment process could include:

- Adjustments that reduce the opportunity for a person to mount a physical assault, such as physical barriers or distance
- Strict control of any equipment / articles that could be used as a weapon
- Use of de-escalation techniques, such as appropriate body language and verbal communication
- Adjustments that reduce tension in the working environment, such as room design in terms colour and light, noise reduction, increased staffing levels
- Adjustments that help deter or respond to violence, such as panic alarms or CCTV monitoring

5.34.4 After a physical assault has taken place

Incidents will be recorded and investigated internally, as appropriate.

In response to the incident the following options will be available:

- Inform West Yorkshire Police and co-operate fully with any investigation they may undertake
- Use of template letters to ban individual adults from the school site (with reference to the Complaints Policy and associated toolkit)
- Following the Behaviour Policy of the school to address violence committed by a student
- Issue a warning that any repeat of the incident will result in an escalation of sanction to one of the options above.

Employees who have been subjected to violence at work, in whatever form sustained, will be supported. This may include legal advice and representation providing the employee was acting in accordance with his/her duties.

Where there is an allegation of violence against an employee by another employee, an investigation will be carried out and disciplinary action taken where appropriate.

5.34.5 Reporting Incidents of Violence at Work

We do not accept that facing aggressive behaviour is an integral part of our employees' work. People will have different perceptions about behaviour they find threatening or offensive, or which causes distress rather than simple annoyance. As such, any employee that considers they may have been (or might in future be) subject to Violence at Work, should report the incident to their line manager who will then inform a member of the School's Leadership Team.

The member of the Leadership Team (with support from the Risk and Compliance Manager, if necessary) will complete the reporting paperwork and discuss any forms of support appropriate to the circumstances. Reporting will be in line with the Trust's Incident Reporting Procedure. The reporting procedures aim to allow the Trust to take immediate action when needed, but also to identify longer term trends and issues that need to be addressed.

The reporting of incidences of violence will not be seen as an adverse reflection on the individual's ability to perform their duties satisfactorily.

5.34.6 Training / Counselling

- Any employee that feels additional training would help them to feel more secure in school, should refer their request to their line manager.
- If an employee feels that counselling support would be beneficial following an incident this should also be discussed as part of the initial investigation (or at any time) with their line manager.

5.35 Working at Height and Ladders

5.35.1 The main categories of working at height are:

- Working above ground or floor level
- If you are at risk of falling from an edge, through an opening or fragile surface
- If you are at risk of falling from ground level into an opening in a floor or a hole in the ground
- If you are using 'access equipment' - such as step ladders, kick stools (sometimes called daleks or elephants feet), ladders, scaffold towers, mobile elevated working platforms, scissor lifts.

Employees must not generally stand on furniture to work at height. A risk assessment will be carried out for any activities that involve working at heights.

All ladders used in schools must be of an industrial classification 1 (BS203) for heavy industrial use or 2 (BSEN131) for light trade use and can only be purchased through the Site Manager who will complete the register with the serial number and add to the maintenance programme. Low step ladders (no more than 3 steps) and kick stools can be used by employees once they have signed to confirm they have read and understood the risk assessment for working at heights.

All ladders and work equipment on the register will be inspected in line with regulatory requirements and certification recorded on Every compliance.

5.36 Working Time Directive (WTD)

5.36.1 Employees must not exceed an average of 48 hours worked per week over a 17 week period.

What counts as work - a working week includes:

- job-related training
- time spent travelling if you travel as part of your job
- working lunches
- time spent working abroad
- paid overtime
- unpaid overtime you are asked to do
- time spent on call at the workplace
- any time that is treated as 'working time' under a contract
- travel between home and work at the start and end of the working day (if you do not have a fixed place of work).

What does not count as work - a working week does not include:

- time you spend on call away from the workplace
- breaks when no work is done, for example lunch breaks
- travelling outside of normal working hours
- unpaid overtime you have volunteered for, for example staying late to finish something
- paid or unpaid holiday

- travel to and from work (if you have a fixed place of work).

5.37 Workplace Safety

5.37.1 The school will ensure that the environment and workplace is safe for students, employees and visitors. This means keeping classrooms, offices, circulation and communal areas and corridors tidy, organised, and free of obstructions or safety hazards such as spillages or loose/trailing wires. Wet areas should be clearly marked with warning signs and/or covered with a non-slip material. Appropriate clothing and good conduct will also be expected in school, and both contribute to good health and safety practice.

All waste materials must be disposed of carefully and in such a way that does not constitute a hazard for others. Waste materials and rubbish must be removed routinely and all combustible waste materials must be discarded in sealed metal containers.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs, PE and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and students trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

5.38 Young People at Work

5.38.1 Special care needs to be taken when involving young people in the work environment as their lack of experience may lead to increased risk. The HSE has produced guidance detailed [here](#) for employers on young workers (including work experience placements) and a risk assessment must be completed with detailed arrangements and supervision.

6.0 Monitoring and Review

6.1 The Trust Board will review this policy at least annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Trust.

It will be the responsibility of the Chief Operating Officer to monitor the effectiveness of this policy by:

- Assessing the nature and frequency of accidents, complaints or cases, and identifying any patterns which need to be addressed at each school
- Reviewing the annual overview of the statutory inspection and audit profile
- Audit of health and safety and in particular high-risk areas will be planned in our internal scrutiny programme and captured in Every compliance for close monitoring to address areas of risk.

The Headteacher will ensure that risk assessments and related procedures are reviewed annually or sooner, especially after an incident or accident.