



Health and Safety Policy

Yew Tree Farm School

Bredgar and Wormshill Light Railway

Swanton Street

Sittingbourne

ME9 8AT

Health and Safety Policy

1. Statement of Intent

Yew Tree Farm School recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill-health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing adequate information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. The Executive Board, staff and students will play their part in its implementation.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives.

1.1. Review Procedures

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Executive Board for acceptance.

2. Roles and Responsibilities

Introduction

To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

2.1. The Executive Board

The Executive Board is responsible for ensuring that:

- a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students.
- b) Headteacher is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.

e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

2.2. Headteacher

To be accountable to the Executive Board for the effective implementation of this policy.

Ensure the policy's objectives are fully met by

- a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Providing final authority on matters concerning health and safety at work.
- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to other senior staff.

And ensuring the following:

- a) This policy is communicated and made available to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Executive Board on the health and safety performance of the schools is completed each Board meeting.

2.3. Staff Holding Posts/Positions of Special Responsibility

They must:

- a) Apply the schools Health and Safety Policy to their area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Headteacher
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and learners to manage risks, avoid hazards and contribute positively to their health and safety.
- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.
- i) Include Health and Safety performance in the annual report for the Headteacher.

2.4. All Teaching Staff

Class teachers, tutors and LSA's are responsible for:

- a) Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to learners as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Headteacher.
- i) Report all accidents, defects and dangerous occurrences to the Headteacher.

2.5. All staff

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Executive Board, or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Follow the guidance given in Health and Safety training received.
- d) Report all accidents and near misses as per the reporting procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform the Site Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- h) Inform the Site Manager of any shortcomings they identify with regards to health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

2.6. Contractors and visitors

- All visitors (including contractors) must report to the office and sign in on arrival.
- Visitors and contractors must report any injuries to their host as soon as possible.
- All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the premises, staff, students and visitors.

- All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.
- Refer to the Site Access and Security Policy for more details.

2.7. Learners

Learners, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3. Arrangements

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available on the website or upon request.

3.1. Risk Assessments

Yew Tree Farm School uses a selection of risk assessments. These include:

- Site Specific Risk Assessments
- Activity Risk Assessments (for both non-educational and educational activities)
- Fire Risk Assessments
- Personal Risk Assessments (e.g, learner assessments, or pregnant mother assessments)
- Specialist Risk Assessments (eg., Legionella assessments, or COSHH assessments)
- Dynamic Risk Assessments (non-written assessments we make during our daily work that inform our decisions and judgment of risk in real time)

The process of writing risk assessments is managed by the Headteacher.

All risk assessments are held electronically, and staff have a duty to ensure they have read and understood the relevant risk assessment and to ensure they read the document annually. An annual update and reminder will be provided to all staff that refers to risk assessment and health & safety management

If an activity is found not to have a risk assessment it is the duty of staff to report this, and the Headteacher will advise upon this. Staff have a duty to report concerns they have relating to risk assessment, and this is encouraged as part of a positive feedback process to improve and review content.

Our accident and incident procedures are in line with Health and Safety Executive guidelines and are reviewed annually along with all risk assessments. All risk assessments relating to health and safety are reviewed and signed off by the Headteacher.

3.2. Accident and Incident Reporting

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

All 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 so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.

3.3. Display Screen Equipment

The Site Manager and Headteacher are responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with a suitable work area.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

3.4. Electrical Safety

The Site Manager and or Headteacher are responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

The Site Manager and Headteacher 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 Site Manager or Headteacher.

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

3.5. Fire Precautions and Emergency Procedures

The Headteacher and Site Manager are responsible for ensuring:

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

The Site Manager and nominated person are responsible for:

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

All staff must be familiar with the schools Fire Risk Assessment, the emergency evacuation plan and the Fire Management policy.

3.6. First Aid

The names of the qualified First Aiders are displayed on notice boards around the school in the 'Key People in Your School' document.

First Aid supplies are kept in locked cabinets in either the first aid room or management office and it is the responsibility of the lead first aiders 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 Medicines Policy.

3.7. Hygiene Facilities

Yew Tree Farm School has piped cold running water, which is suitable for drinking. Hot water is provided for hand washing in thermal hand operated fountains. Soap and antibacterial gel is available. The locations of these facilities must be such that it promotes hand washing at appropriate times such as at toilets, entrances and areas where food is prepared and eaten. The Site Manager is responsible for ensuring that the daily maintenance of our compost toilet and portaloos is undertaken.

3.8. Hazardous Substances

Using chemicals or other hazardous substances at work may put people's health at risk, thus, the company is required to control exposure to hazardous substances to prevent ill health. The aim is to protect both members of staff, pupils and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (as amended) (COSHH).

Hazardous substances include:

- Substances used directly in work activities (eg, chemicals, paints, adhesives, cleaning agents, veterinary medicine)
- Substances generated during work activities
- Naturally occurring substances (eg. dust) Biological agents (eg. bacteria and other microorganisms).

Yew Tree Farm School recognises its responsibilities in the provision of a safe environment in relation to the management of potentially hazardous substances and shall:

- Identify and list those hazardous substances that are used or stored
- Identify all activities likely to produce or generate hazardous substances
- Obtain hazard data sheets from suppliers or other sources Identify who may be affected e.g., staff, pupils, contractors, public
- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly if it is deemed to be no longer valid Replace the hazardous substance with a less hazardous substance
- Using the substance in a safer form
- Adopt methods to reduce exposure
- Adopt methods to control leaks
- Provide suitable storage for substances
- Determine the need to monitor exposure or if health or medical surveillance is required
- Ensuring that control measures (e.g., ventilation and extraction) remain effective by inspection, testing thorough examination (where relevant) and maintenance of plant and equipment
- Provide employees with suitable personal protective equipment (PPE)
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented
- Making available a copy of each relevant COSHH assessment to those persons considered at risk
- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances
- Regularly monitor compliance to the control measures implemented
- Consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups, e.g. visiting children and women of childbearing age, and will implement the necessary controls to minimise or eliminate harm

All staff have responsibilities under COSHH Regulations, and are expected to:

- Take part in training programmes
- Observe container hazard symbols
- Practice safe working with hazardous substances
- Report any concerns immediately
- Wear, use correctly and maintain any personal protective equipment provided
- Return all hazardous substances to their secure location after use
- Observe all control measures correctly.

3.9. Inclusion

The School complies with the SEN Policy and has an Accessibility Plan, and all teaching and support staff should be familiar with this policy 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 SEND.

All teaching and support staff must be given any information about a learner's needs and receive such training as is necessary for them to be able to support the learner'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 SEND.

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 learner from all or part of activity this exclusion must be authorised by the Headteacher.

3.10. 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 and the Fire Safety Policy. Lettings are uncommon, however if they do occur a lettings policy should be established and adhered to.

The Headteacher is responsible for managing the arrangements for lettings and use of the school outside of normal hours, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

3.11. Lone Working

Lone workers can be anyone who works by his/herself without direct contact or supervision.

Yew Tree Farm School will ensure that:

- Suitable and sufficient assessment of the risk to the health and safety of lone workers and others who may be affected is made
- Preventative and protective measures needed are identified, so far as is reasonably practicable
- Mechanisms are in place to account for and trace the whereabouts of lone workers who work alone and that these systems are regularly checked
- Lone workers have no medical conditions, which make them unsuitable for working alone
- Supervision of lone workers will be provided, and which will be based upon the findings of the risk assessment
- Emergency procedures are in place
- Appropriate support is given to staff following an incident

Staff who are recognised as lone workers will:

- Cooperate with the company by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as necessary
- Provide information on their whereabouts during working hours to the school management team
- Report all incidents relating to lone working

3.12. Managing Medicines and Drugs

No learner is allowed to take medication on the school site without a letter of consent from his/her parent/carer. Staff must notify the Headteacher if they believe a learner to be carrying any unauthorised medicines/drugs. The First Aid and Administration of Medicines policy provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

3.13. Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures, departmental audits under the control of the Site Manager and Headteacher. Practical department leads or the Site Manager must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

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

3.14. Manual Handling

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

Yew Tree Farm School will ensure that:

- Manual handling operations that present a risk of injury are identified in risk assessments
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment
- Any new work that might involve manual handling operations is considered
- Re-assessment is carried out immediately if any of the components of the work situation have changed
- Incidents that result in musculoskeletal injury to assistants and volunteers are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post
- Line Managers actively monitor the ability and health of their staff
- Suitable information, training and supervision is provided for all staff engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed

All staff involved with manual handling activity should:

- Follow the companies risk assessment and should not deviate from this without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists

- Use any mechanical aids that have been provided for their use and for which they have been trained
- Report any faults with mechanical aids immediately
- Assist and cooperate with the process of the assessment of risk
- Report all accidents, injuries and near misses involving handling activities - however trivial
- Inform the Headteacher if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their ability

3.15. New And Expectant Mothers

Pregnancy is not an illness and whilst it is important to realise that there is a natural incidence of problems for the new and expectant mother and for her child, it is known that their health may be affected by external workplace factors. We are committed to protecting the health and safety of all new and expectant mothers. The phrase "new or expectant mother means a worker or learner who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined in the regulations as delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child

Yew Tree Farm School will:

- Carry out a personal risk assessment to identify any actions that need to be addressed or implemented to ensure a safe environment for new or expectant mothers. The risk assessments will be ongoing in order to take into account the possible risks that may occur at different stages of the pregnancy
- Ensure that all practical measures will be taken to minimise exposure to chemicals and any other harmful agents
- Consider the possible or adverse effects to the new or expectant mother and her unborn child during the assessment of risks posed by work conditions
- Request that all employees report as soon as pregnancy is suspected so that any necessary advice can be given
- Arrange for frequent rest breaks to be taken by the new or expectant mother
- Provide appropriate facilities for expectant and breastfeeding mothers to rest eg first aid room equipped with a comfortable chair.
- Assess risks to all assistants and volunteers and pupils, including new and expectant mothers, and do what is reasonably practicable to control those risks

Staff who are new and expectant mothers will:

- Report their pregnancy as soon as it is confirmed
- Follow advice and information given by the school in relation to safe working practices
- Report any hazardous situation so that arrangements for the appropriate action can be taken

3.16. Personal Protective Equipment

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

Yew Tree Farm School will ensure that:

Protective equipment is provided when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of members of assistants and volunteers and pupils who use PPE.

Information and training is provided regarding the correct choice and use of PPE either via risk assessment or via formal or informal training PPE is assessed for suitability

Where two or more items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately

All staff will:

Make full and proper use of all PPE that has been provided

Inspect all PPE before use to ensure that it is suitable, clean and undamaged

Ensure all PPE is sterilised when worn by multiple individuals

Report any defective PPE to the Site Manager

Report any discomfort or a health problem experienced as a consequence of wearing the equipment

Not undertake any activities or work unless the correct equipment is being provided

Correctly store PPE and contact the Site Manager if they require storage

3.17. Security

The Site Manager and Headteacher are responsible for the security of the school site and will undertake regular checks of the boundary fences, entrance points, buildings and external lighting.

The Site Manager and Headteacher are also responsible for the security of the site after normal school hours.

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 office 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 learners must be reported immediately to the Headteacher

Refer to the Site Access and Security Policy

3.18. Site Maintenance

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

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

All staff are responsible for reporting any damage or unsafe condition to the Site Manager or Headteacher immediately in person or by email, if the matter is urgent it should be done in person or by phone.

3.19. Smoking

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

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

3.20. 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, Fire Safety awareness training on an bi-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.

3.21. Stress and Wellbeing

The Executive Board 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:

- a) An environment in which there is good communication, support, trust and mutual respect.
- b) The provision of training to enable them to carry out their jobs competently.
- c) Control to plan their work and seek advice as required.
- d) Involvement in any significant changes.
- e) Clearly defined roles and responsibilities.
- f) Consideration of domestic or personal difficulties.
- g) Individual support, mentoring and referral to outside agencies where appropriate.

All employees must ensure that they read and understand the Wellbeing policy.

3.22. Visitors

Visitors will be closely monitored to ensure the health and safety of students and staff.

Please refer to our Site Access and Security Policy.

3.23. Working at Height

The Site Manager or Headteacher is responsible for the purchase and maintenance of all ladders on the premises.

All ladders conform to BS/EN 131 standard.

The Site Manager or Headteacher 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.

Do not work at height when you are alone. If you are planning to use a step ladder, ask the Site Manager or other trained person to help you erect it properly and have an assistant 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.

3.24. 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 on the Control of Infections Policy.

Staff are responsible for complying with the Control of Infections Policy.

3.25. 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 to 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.

3.26. Supervision of Learners

Staff will actively promote sensible, safe behaviour to students;

Dangerous or risky behaviour displayed by learners will be addressed and dealt with in the school rules, and appropriate amendments will be made to individual risk assessments and positive handling plans;

3.27. Water hygiene management (control of Legionnaire' disease)

The Site Manager and/or Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria.

The school will ensure 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.

4. 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 that explain how the school manages specific issues:

- First Aid and Administration of Medicines Policy
- Fire Safety Risk Assessment
- Control of Infections Policy
- Site Access and Security Policy
- Managing Wellbeing Policy
- Curriculum Policies