

St. Luke's Health and Safety Policy

Agreed by the Governing Board: September 2026

Next review: September 2027

HEALTH AND SAFETY POLICY

St Luke's Church of England Primary School

PART 1: STATEMENT OF INTENT

The Governing Body of St Luke's Church of England Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff through staff meetings, on the school's website and on display in the school office.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

- LBTH's Corporate Health and Safety Policy; and
- CS (Children Services) Health and Safety Policy, Organisation and Arrangements Statement.

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the intranet or contact healthandsafety@towerhamlets.gov.uk

PART 2: ORGANISATION

Health and safety responsibilities derive from the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

As the employer of school staff, responsibility for the health and safety of pupils lies with the Governing Body of the school.

Employers

The employer must ensure, as far as is reasonably practicable, that pupils are not exposed to risks to their health and safety in school and during off-site visits. The employer must have a health and safety policy and arrangements to implement it. Key elements of a policy are listed in Health and Safety Advice DFE. The employer must assess the risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

The employer, whether the LA or Governing Body, has the power to ensure that its health and safety policy is carried out. It must provide health and safety guidance to the school and ensure that staff members who are delegated tasks are competent to carry them out. If training is needed the employer must make sure this takes place. The employer cannot fulfil its statutory duty unless it monitors how well its school is complying with its policy.

LBTH has no responsibilities for, and no power to intervene in, pupil health and safety in schools where the Governing Body is the employer, except where safety (not health) is threatened by, for example, a breakdown in discipline.

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

AS THE EMPLOYER, THE GOVERNING BODY HAS OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY IN THE SCHOOL

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Executive/ Headteacher or other nominated member of staff reports on health and safety matters and reporting to (CS, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of LBTH policy and procedures.

Responsibilities of the Executive/Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the Governing Body's health and safety policy and procedures rests with the Executive/ Headteacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Executive/ Headteacher has responsibility for:

- Co-operating with the LBTH/LDBS and Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Reporting to LBTH/LDBS any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with LBTH policy.

The Executive/ Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive/ Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the head to the Health and Safety Lead.

Responsibilities of the Health and Safety Co-ordinator

The Health and Safety Co-ordinator of St Luke's Primary School, is responsible for the co-ordination of health and safety management throughout the school.

The Health and Safety Co-ordinator is responsible for:

- Making an annual report on health and safety matters to the Executive/Headteacher and the Governing Body;
- Assisting with inspections and safety audits;
- Investigating and advising on hazards and precautions;
- Developing and establishing emergency procedures, and organising fire evacuation practices within the school;
- Having a general oversight of health, safety and first aid matters;
- Making recommendations to the Executive/Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Making recommendations to the Executive/Headteacher on matters of safety policy in compliance with new and modified legislation;
- Publicising safety matters;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;
- Monitoring accidents to identify trends and introduce methods of reducing accidents;
- Ensuring that reports on health and safety matters with respect to the School premises are prepared;
- Keeping records of hazards identified on site by staff and the remedial action taken and when;
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy;
- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate);
- Ensuring that all portable electrical equipment is tested on an annual basis;
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

Responsibilities of the Principal Site Health and Safety Manager (Premises Manager)

The Premises Manager is responsible to the Headteacher/Health and Safety Lead, in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring compliance by periodic inspection of all areas;
- Ensuring that appropriate signs and notices have been displayed;
- Ensuring that hazards are removed;
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced;

- Ensuring that first aid equipment and supplies are correctly maintained and readily available;
- Ensuring that other staff at the school are aware of their responsibilities as appropriate;
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed;
- May undertake the annual testing of electrical equipment in the school after appropriate training.

Responsibilities of Senior Leaders

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective Senior Leaders are responsible to the Headteacher, so far as is reasonably practicable, for:

- Ensuring that all members of staff are aware of any safety precautions to be taken when undertaking potentially hazardous activities.
- Ensuring that the curriculum includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that the curriculum does not involve staff and pupils in procedures likely to cause accidents.
- Ensuring that all equipment and machinery is maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out.
- Ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment.
- Ensuring that all members of staff adhere to all relevant aspects of the Safety Policy.

Responsibilities of all staff holding posts of special responsibility

- Reporting all potential hazards to health or safety and all accidents to the Executive/ Headteacher. Apply the school's health and safety policy to their own area of work and be directly responsible to the Executive/ Headteacher for the application of the health and safety procedures and arrangements;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Report centrally the need for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

PART 3. ARRANGEMENTS

Detailed information on Arrangements can be found on the LBTH intranet under Corporate Health and Safety and from Christopher.Mcgrory@towerhamlets.gov.uk .

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APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by the Health and Safety Lead following guidance from Corporate Health and Safety, and are approved by the Executive/ Headteacher.
http://www.thegrid.org.uk/info/healthandsafety/manual.shtml - p
These risk assessments are available for all staff to view and are held centrally in the shared area and/or school office.

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

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by an appropriate Senior Leader or the Health and Safety Lead.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by an appropriate member of staff using the relevant codes of practice and model risk assessments developed by national bodies.

The following publications are used as sources of model risk assessments:

Make it safe (5th edition) NAAIDT
Be Safe! Health and Safety in primary science and technology, 3rd Edition ASE, 2001.

National Society for Education in Art & Design (NSEAD)
http://www.nsead.org/hsg/index.aspx

Safe Practice in Physical Education and School Sport' Association of PE 'afPE' http://www.afpe.org.uk/

APPENDIX 2

OFFSITE VISITS

All offsite visits will be planned following guidance contained in the London Borough of Tower Hamlets Children Services Directorate Outdoor Education Policy. christopher.mcgrory@towerhamlets.gov.uk is your contact for any Outdoor Education Visits concerns, and all matters relating to the Evolve system.

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator who will check the documentation and planning of the trip and if acceptable initially approve the visit.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

An inspection of the site will be conducted **termly** and be undertaken / co-ordinated by the Health and Safety Lead in conjunction with the Premises Manager.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Records of such monitoring will be kept by the Health and Safety Lead.

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

A named governor will be involved / undertake an inspection on an **annual** basis and report back to the governing body. This governor monitoring will also cover management systems in addition to inspecting the premises.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The LA has completed fire risk assessments in schools and other CS establishments. All establishments should have an up to date suitable and sufficient risk assessment.

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

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

Fire Instructions
These documents are made available to all staff and included in the establishments induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

EMERGENCY PROCEDURES

Fire and Evacuation
Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom.

These procedures will be reviewed at least annually.

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

Fire Drills

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

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of chemicals and flammable substances on site**. An inventory of these will be kept by the Premises Manager as appropriate, for consultation.

APPENDIX 5

FIRE PREVENTION, TESTING OF EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Premises Manager and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place and the system tested annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

The school undertakes an annual maintenance service of all firefighting equipment.

The Premises Manager undertakes weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging is taken out of service pending repair/replacement/recharge.

EMERGENCY LIGHTING SYSTEMS

These systems are checked for operation monthly in house by the Premises Manager and recorded as monthly flick tests in the fire log. Annual checks are undertaken by an external contractor.

Test records are located in the site's fire logbook.

MEANS OF ESCAPE

Daily checks are undertaken by the Premises Manager for any obstructions on exit routes. He ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

All classrooms and in the first aid room.

The First Aid Lead is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The school have teaching support staff and midday assistants trained at the following level of first aid:

- **TRAINED TO PAEDIATRIC FIRST AID LEVEL (THE EYFS STANDARD);**
- **TRAINED TO FIRST AID AT WORK LEVEL;**
- **TRAINED TO EMERGENCY PAEDIATRIC FIRST AID LEVEL.**

The Executive/ Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the Executive/ Headteacher considers it necessary, or in her absence a Senior Leader, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.

No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with LBTH guidance.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document **"Supporting pupils at School with medical conditions".**

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Executive/ Headteacher. Records of administration will be kept in the first aid room / classroom as appropriate.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school is stored with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the first aid room and/or classroom, and clearly labelled.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc).

These plans are reviewed annually by the Executive/ Headteacher and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

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

Copies of these forms are available via the school office.

- A local accident book located in the first aid room is used to record all minor incidents to pupils, any more significant incidents must also be reported to London Borough of Tower Hamlets.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.

- The Executive/ Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

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

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

The quickest way of doing this is to use this link to fill in the online form, https://forms.towerhamlets.gov.uk/en/service/accident_and_incident_report

Category	Description
Death	All deaths to ***workers and non-workers***, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker
Specified Injury to Workers	Specified injuries include: ▪ Fractures, other than to the fingers, thumbs and toes ▪ Any loss of consciousness caused by head injury or asphyxia ▪ Amputations ▪ Any injury likely to lead to permanent loss of sight or reduction in sight ▪ Crush injuries leading to internal organ damage

	▪ Serious burns (including scalding) ▪ Any scalping requiring hospital treatment ▪ Any other injury arising from working in an enclosed space
Over seven-day Injury	This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days. This seven day period does NOT include the day of the accident, but does include weekends and rest days.
Dangerous Occurrence	Dangerous occurrences are certain, specified 'near-miss events. Not all such events require reporting. There are **27 categories** of dangerous occurrences that are relevant to most workplaces including but not limited to: ▪ The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment ▪ Plant or equipment coming into contact with overhead power lines ▪ The accidental release of any substance which could cause injury to any person
Occupational Disease	Employers and self-employed people must report diagnoses (by medical professional) of certain occupational diseases, where these are likely to have been caused or made worse by their work. These include: ▪ Carpal tunnel syndrome ▪ Severe cramp of the hand or forearm ▪ Occupational dermatitis ▪ Hand-arm vibration syndrome ▪ Occupational asthma ▪ Tendonitis or tenosynovitis of the hand or forearm ▪ Any occupational cancer ▪ Any disease attributed to an occupational exposure to a biological agent ▪ Covid-19
Near-Miss	A '*near-miss'* **(**or damage only) is any incident, where although on that occasion no one is injured, the circumstances are such, that if no action is taken, the incident is likely to be repeated and an injury is foreseeable e.g. trips on defective flooring.
Injuries to non-workers (e.g. members of the public / pupils)	Work-related accidents to members of the public (pupils) or others who are not at work must be reported if a person is injured and is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
Over three-day incapacitation	Accidents must be recorded on our database; these will not be reported to the HSE

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Communication of Information
Detailed information on how to comply with LBTH health and safety policy is located in and around the school office.

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

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

Health and Safety Training

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

All employees will be provided with:

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

Training records are held by the Executive/ Headteacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.
The Executive/ Headteacher will be responsible for assessing the effectiveness of training received.

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

APPENDIX 9

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.
Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

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

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Statutory inspections
Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by London Borough of Tower Hamlets. Records of such monitoring will be kept in the school office.

The Premises Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.
Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

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

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

Electrical safety
All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.
All portable items of electrical equipment will be subject to PAT (portable appliance testing) on a risk assessed basis, and conducted by, an appropriate contractor.

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

External play equipment
The external play equipment will only be used when supervised, equipment
will be checked daily before use for any apparent defects, and the Health and Safety Lead and Premises Manager will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by an appropriate contractor.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

The schools nominated person responsible for substances hazardous to health is the Premises Manager.

They shall ensure:

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

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

APPENDIX 12

LIFTING AND HANDLING

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

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

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

Paediatric Moving and Handling

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

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

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

APPENDIX 13

ASBESTOS

It is the schools policy that the London of Tower Hamlets asbestos policy will be followed.

The asbestos register is held in the school office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Headteacher shall ensure:

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

Any damage to materials known or suspected to contain asbestos should be reported to the Health and Safety Lead who will contact the LA/LDBS for advice.

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

APPENDIX 14

CONTRACTORS

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

All contractors must report to the school office / reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

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

School managed projects

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

These are managed by the Executive/ Headteacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM[1] regulations will apply.

To ensure contractor competency the school uses London Borough of Tower Hamlets registered contractors. These contractors have satisfied the Council that they understand and abide by health and safety regulations. Where non registered contractors are used the Health and Safety Lead and/or Premises Manager will undertake appropriate competency checks prior to engaging a contractor.

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

[1] CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.
Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.
In such instances it is recommended that an agent be used to work on the schools behalf.

APPENDIX 15

WORK AT HEIGHT

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

The Premises Manager / Health and Safety Lead / Contractor as appropriate is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:

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

Competence

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

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

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

Must do's

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

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

Safe Use of a Ladder

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

Roof Work

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

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

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

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

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

APPENDIX 17

TRAFFIC MANAGEMENT

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

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

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Executive/ Headteacher via a lettings policy that has taken council guidance into account.

APPENDIX 19

Minibus

The school at present does not own a mini bus.

APPENDIX 20

STRESS / WELLBEING

The school and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Tower Hamlets Council management standards.

The HSE Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

The Management Standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence. In other words, the six Management Standards cover the primary sources of stress at work. These are:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

The Management Standards represent a set of conditions that, if present, reflect a high level of health well-being and organisational performance.

Useful link

http://www.hse.gov.uk/stress/standards/index.htm

Robust systems are in place within the school for monitoring staff workloads and responding to individual concerns. This is achieved through effective Performance Management as well as mentoring & coaching as appropriate. All staff in a leadership role, including the Executive/ Headteacher, have an open door policy and the Executive/ Headteacher is accessible to all members of staff.

APPENDIX 21

PLAY SAFETY

Daily Site Inspections are undertaken by the School Premises Manager to ensure that:

- play equipment is not damaged;
- play equipment is free of algae, weeds etc.;
- there are no potentially dangerous trees (e.g. broken or dead branches);
- there are no accessible drains or damaged drainpipes;
- sheds and other storage areas are secured so children may not get unauthorised access;
- all rubbish has been removed – in particular sharps such as hypodermic needles;
- dead animals are removed;
- vermin control boxes are suitably stocked and have not been tampered with;
- fences are intact and secure (including around ponds); and
- no potentially hazardous plants have seeded into the area e.g. Nettles, Foxgloves. Laburnum, bind weed or Chinese knotweed etc.

General advice

- Any pooling water following rainfall or leaks should be cleared or cordoned off;
- Where there may be ice or snow, clear paths should be made using grit/salt and shovelling should be carried out as necessary to reduce the level of water;
- Periodic safety checks of trees should be made by a professional arboriculture specialist;
- Ponds and other water features should be cleaned annually or more frequently if hot weather looks like it may lead to increased levels of Botulism or other bacteria;
- All ponds should be fenced and locked to ensure total access control is achieved with appropriate supervision in place at all times;
- Attention should be given to ensure that any pesticides or cleaners/Algaecides used on playground equipment are not accessible to children either before or after application;
- All outdoor equipment/areas should have a full annual inspection by a qualified RPii Inspector, and any actions recommended should be completed within the recommended timescale.

Useful link

Register of Play Inspectors International **http://www.playinspectors.com/**

APPENDIX 22

BLOOD BORNE VIRUSES

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

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

APPENDIX 23

GROUNDS AND TREE MANAGEMENT

Grounds Maintenance

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

It is the responsibility of the Premises Manager in consultation with the Health and Safety Lead to select a competent arboriculturist to undertake a risk assessment to determine the health and safety of the trees; and to advise on the management of the individual trees, shrub and perennial/annual plants.

Useful link https://www.arboriculturalsolutions.co.uk/

APPENDIX 24

LEGIONELLA

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

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

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

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

A water risk assessment of the school has been completed by a competent person. With reference to this risk assessment:

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

Useful link

The Approved Code of Practice: **Legionnaires' disease: The control of Legionella bacteria in water systems (L8)**

APPENDIX 25

SWIMMING POOL

It is the schools policy that the pool is managed safely. A risk assessment has been carried out. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from the school office and are available to any groups hiring the facility.

Lettings agreements are managed by the Headteacher who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the NOP and EAP.

Pool plant operations and water testing is carried out by the Premises Manager, P.E Lead or Swimming instructor who hold an ISRM National Pool Carers Certificate, and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). The Premises Manager will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

All staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

The Executive/ Headteacher will ensure that teachers expected to undertake swimming teaching activities will either have completed swimming teaching as part of their Initial Teacher Education (ITE) or have an appropriate qualification, as well as have experience and confidence which is appropriate for the level of swimming instruction.

The Premises Manager will ensure provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

Useful links

HSE publication Safety in Swimming Pools
http://www.hse.gov.uk/pubns/priced/hsg179.pdf

Pool Water Treatment Advisory Group **http://pwtag.org/**

APPENDIX 26

WORK EXPERIENCE

The school has a separate work experience policy which is regularly reviewed and updated. An Assistant Headteacher is responsible for managing and co-ordinating work related learning within the school following guidance contained in the LA guidelines for work experience and in accordance with the Quality Standard for Work Experience[2].

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

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

APPENDIX 27

NOISE AT WORK

Noise at Work

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

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

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

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

APPENDIX 28

HOUSEKEEPING

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

Work Areas & Corridors

Every employee is responsible for his/her own work area on a day-to-day basis.

Bulky items should be broken down into manageable loads, where possible and put into the bins.

If excessive/heavy volumes of waste requires disposal, each employee should make arrangements to get the waste cleared with the Premises Manager or Health and Safety Lead.

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

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

Kitchenettes

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

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

Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied each week.

Rest and Meeting Rooms

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

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

Food Safety

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

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

APPENDIX 29

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE)
It is the schools policy to put in place all necessary safe systems of work, control measures and engineering solutions so that use of PPE is minimised.

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

Common Selection and Use of PPE

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

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

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

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

Do not:

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

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

APPENDIX 30

NEW AND EXPECTANT MOTHERS

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

Notification
The Executive/ Headteacher on notification that an employee is pregnant, breastfeeding or has given birth within the last six months, will appoint the Health and Safety Lead or another member of the Senior Leadership Team, to undertake an New and Expectant Mothers risk assessment. and check your workplace risk assessment to see if any new risks have arisen.

If risks are identified the school will take appropriate, sensible action to reduce, remove or control them taking advice from the LA's Occupational Health provider.

The individual who undertook the original risk assessment is responsible for undertaking a regular review of this assessment throughout the pregnancy and when the employee returns to work as a nursing mother.

APPENDIX 31

MANAGING VIOLENCE AND AGGRESSION

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

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

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

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

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

Preventative measures will include those relating to:

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

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

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

Should an employee be in a situation where they are being prevented from leaving an area (and the employee is in immediate fear for their personal safety), or they are actually being physically attacked (or reasonably believe they are about to be

attacked), they are entitled by law to use such force as is absolutely necessary to defend themselves and create a window of opportunity to escape.

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

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

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

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

In cases of actual physical assault a member of the Senior Leadership Team will be expected to ensure the actions below are taken:

- appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary);
- where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends Hospital as soon as possible;
- a member of staff attending Hospital must be accompanied by a member of staff;
- the taking of photographs should be considered/offered as it may help with any police prosecutions etc in the future;
- the Executive/ Headteacher, if not already aware, is informed as soon as possible.

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

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

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

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

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

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

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

All reported incidents of violence should as soon as possible be investigated by a member of the Senior Leadership Team to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

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

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

APPENDIX 32

PEST CONTROL

Pest Control
Pest control is monitored by the Premises Manager.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager or Health and Safety Lead.

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

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