


Helping people living in extraordinary circumstances to live ordinary lives

# Kingsley Learning Foundation Trust

## Health and Safety Policy

Chair Signature: 

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## 1. Aim

Ensure that the school provides a safe and healthy working environment for pupils and adults and to ensure that the school is compliant with its statutory Health & Safety obligations.

### 1.2 Scope

Kingsley Learning Foundation Trust regards the promotion of health, safety, welfare and environmental protection as a mutual objective of highest priority for the Trust and its employees at all levels. It is our policy to do all that is reasonable to prevent personal injury and hazard to health by protecting persons including the public from foreseeable work and environmental hazards.

In particular the Governing Body undertakes to:

- Provide and maintain safe and healthy working conditions, as is reasonably practical and comply with statutory and local health and safety requirements and standards.
- Provide training, instruction, information and supervision to enable employees to perform their work safely.
- Manage waste in compliance with statutory directives.
- Assess the risks associated with activities and substances (including those identified in COSHH procedures) in the course of the school's work and provide advice on the health and safety precautions to be taken.
- Provide necessary safety devices and personal protective equipment and provide instruction on their use.
- Ensure that regular inspections of the workplace are carried out and appropriate action is taken to safeguard against hazards and eliminate or reduce the risk of accidents.
- Maintain effective records in support of our health and safety practice.

Employees have a duty to:

- Take reasonable care of the environment and the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work.
- Co-operate in performing any duty, or comply with any requirement in the interests of health, safety and environmental protection and in particular:
  - By using any personal protective equipment provided.
  - By reporting incidents that have led or may lead to injury, or may be a hazard to health or the environment, and by co-operating fully in the investigation of accidents and with the introduction of any measures taken to prevent recurrence.
  - By carrying out their work in such a way so as not to put the health and safety of pupils, staff or members of the public at risk around the school or elsewhere whilst on school activities by carrying out the Trust's policy and school procedures ensuring a safe place of work.

## 2. Health & Safety procedures

### 2.1 Organisation

Each member of staff has a responsibility in carrying out the Trust's health and safety and environmental policies and school procedures. In particular, specific responsibility is assigned as follows.

### 2.2 Governing Body

Is required:

- To adopt a Health and Safety Policy for the Trust.
- To accept overall responsibility for ensuring compliance with the Trust's health, safety and environmental policies and school procedures.
- To assist in the promotion and awareness of health and safety at work.
- To ensure safety functions are written into individual's job descriptions and staff trained to undertake these activities.
- To set standards and assign responsibility for:
  - Reporting accidents
  - Recording and investigating accidents

- Undertaking, recording and reviewing risk assessments
- Monitoring adherence to health and safety standards
- Reviewing documentation and distributing information from the Local Education Authority
- Carry out inspections
- Providing health and safety training
- Providing first aid
- Dealing with emergencies
- Supervising storage facilities
- Dealing with waste disposal
- Monitoring housekeeping standards including of hazardous clutter and ensuring clear circulation routes
- Dealing with complaints on health and safety
- Purchase and maintenance of equipment
- Testing of equipment
- Security and fire protection arrangements.

### **2.3 Designated Lead Governor for Health & Safety**

Ensure that health and safety features as a regular agenda item at Governors' meetings. They should satisfy themselves that the policy is being implemented and safety performance is satisfactory by:

- Ensuring that physical controls are in place and working.
- Ensuring that staff are carrying out functions allocated to them.
- Ensuring that review procedures are working.
- Liaising on matters of health and safety between the Governing Body and Headteacher.
- Monitoring accident/incident reports.
- Carrying out health and safety inspections of particular areas.
- Checking that maintenance reports are completed appropriately.
- Monitoring complaints and hazard reports from staff, pupils, and guardians.
- Examining safety committee minutes and follow up actions.

### **2.4 Headteacher**

The responsibilities of the Headteacher are to:

- Take day to day responsibility for all health and safety matters in the school.
- Liaise with Governors on policy issues.
- Take responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, visitors and others.
- Assign clear safety functions to senior members of staff, team leaders, class teachers and others as appropriate.
- Ensure that adequate planning and risk assessments are carried out before school activities or trips are undertaken, in order to minimise risks and ensure that all staff and pupils involved are suitably briefed and supervised throughout.
- Promote health and safety awareness and ensure that staff use safe working methods and procedures at all times.
- Investigate and report hazards, ensuring that suitable action is taken to eliminate or minimise the risk of accidents.
- Ensure that all portable electrical appliances are regularly tested and recorded in line with the policy.
- Investigate and report accidents.
- Carry out workplace safety inspections.
- Ensure that staff are provided with suitable personal protective equipment.
- Ensure that staff are aware of any hazards or risks involved with any substance used and that proper precautions are taken.
- Ensure risk assessments are undertaken to enable the prompt identification and elimination of potential hazards.

- Carry out periodic reviews and safety audits on findings of the risk assessments.
- Identify the training needs of staff and make recommendations to the Governing Body on resource implications.
- Monitor the standard of health and safety throughout the school.
- Monitor first aid and welfare provision.
- Ensure that contractors and others who use the premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.
- Ensure that all waste materials are disposed of correctly using an approved and licensed contractor.
- Take reasonable care for the health and safety of themselves and other persons including the public who may be affected by their acts or omissions whilst at work.
- Observe health, safety and environmental policies and procedures, reporting accidents, dangerous occurrences and conditions promptly.
- Ensure proper use and care of personal protective clothing and equipment supplied in the interest of health and safety.
- Actively promote health, safety and environmental awareness.

### **2.5 Deputy/Assistant Heads and School Business Manager**

They are directly responsible to the Headteacher, assisting with the day-to-day responsibilities for the implementation and operation of the Trust's Health and Safety Policy and ensuring that:

- Safe methods of work exist and are implemented throughout their area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others in the area of their responsibility are instructed in safe working practices.
- New employees working within the area of their responsibility are given instructions in safe working practices, and have received full induction training.
- Regular safety inspections are made of their area of responsibility prior to commencement of work.
- All plant, machinery and equipment in the area of their responsibility is safe and in good working order.
- They continually observe health, safety and environmental policies and procedures, and report accidents, dangerous occurrences and conditions promptly.
- They assist in the compilation of departmental procedures and annual review.
- Staff under their supervision are informed/trained.
- Health and safety and environmental procedures are followed in their department.
- Potential hazards are reported to the Headteacher.
- Provide day-to-day instruction on safe working methods.
- Ensure that all new staff receive initial health and safety induction training on their first day at work.
- Ensure a fire alarm test is carried out at least once a week.

### **2.6 All Employees**

The responsibilities of all employees are to:

- Take reasonable care for the health and safety of themselves, pupils and other persons including the public who may be affected by their acts or omissions whilst at work.
- Observe health, safety and environmental policies and procedures, report accidents, dangerous occurrences and conditions promptly to the appropriate team leader.
- Ensure proper use and care of personal protective clothing and equipment supplied in the interest of health and safety.
- Promote health and safety and environmental awareness.
- Be familiar with the Health and Safety Policy.
- Report any defects which they observe in any plant, equipment or facilities to the appropriate senior leader.

## **3. Equipment and machinery use**

The responsibilities of equipment and machinery operators are to:

- Read and understand the Trust's Health and Safety Policy.
- Work in accordance with its provisions.
- Inspect any machinery and equipment prior to its use, report any defects and damage to the appropriate team leader.
- Use ear protection devices to prevent gradual hearing damage as appropriate.
- Use eye protection goggles for all activities and procedures where eyes are at risk and as recommended in risk assessment.
- Use the equipment and machinery only for the purposes for which it was designed.
- Use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out their duties.
- Suggest to the appropriate team leader ways in which working practices can be made safer.
- Ensure that pupils and others within the vicinity of the equipment are not endangered by its use.
- Report all accidents or damage to the relevant team leader, Assistant Head, teachers or the Headteacher and ensure that details are recorded as per school procedures.
- Inform the relevant team leader any medication that you are taking, or treatment following an accident or illness, which may affect your capacity for operating machinery.

### **3.1 Sub-Contractors**

Sub-contractors employed by the school are required to comply with requirements of all relevant health and safety legislation and in particular to:

- Take reasonable care for the health and safety of themselves and all persons around the school including the public who may be affected by their work.
- Use safe systems and methods of work.
- Provide suitable personal protective equipment.
- Report accidents and dangerous occurrences promptly to the Headteacher in line with statutory requirements.

## **4. Instruction and training**

The Headteacher is responsible for ensuring that new staff are provided with suitable health and safety induction training on the first day of their employment or as soon as possible thereafter, and a record maintained. Training and continuing refresher training will be provided for all employees on potentially hazardous work tasks. Staff will be advised on health and safety hazards and given an explanation on safe systems and methods of work. The Headteacher must ensure that all staff are provided with suitable personal protective equipment.

## **5. Health and safety promotion**

All staff are responsible for promoting a positive and active attitude and approach toward health and safety at work and environmental protection. The Headteacher will issue information and advice regarding health and safety matters to help staff keep abreast of current issues and new initiatives. The Headteacher will constantly enforce the need for safe working practices on the school premises.

## **6. Housekeeping**

Good housekeeping and sensible safety precautions are the foundation of the Health and Safety Policy and everyone must play their part. All staff are responsible for maintaining a clean and tidy workplace. Good housekeeping is vital in all work areas. Clutter and untidiness increases the risk of trips and falls and is often a fire risk. The standard of housekeeping usually indicates how well a job is managed.

We use a fogging machine to minimise cross-infection in all settings; rooms are fogged on an adhoc basis where there has been an outbreak of an illness, i.e. sickness. Where use of fogging is needed - this will be conducted overnight to ensure safe use of the room the following day.

## 7. Hazard and risk assessment

The school has a duty to identify hazards at work and assess the risks of accidents occurring. Hazard and risk assessment will be carried out in all work areas. The assessment will be carried out by a competent person. In all cases, steps must be taken to eliminate the risks identified wherever possible. If elimination is not possible, suitable control measures will be introduced to minimise the risk of accidents. Hazard and risk assessment will be reviewed when significant changes in the working environment occur.

## 8. Reporting accidents and dangerous occurrences

All accidents must be reported immediately on the Smartlog management portal. Accidents and dangerous occurrences must be thoroughly investigated by the Headteacher to establish the cause and action taken to eliminate or minimise the risk of re-occurrence.

### 8.1 Procedure in the event of serious or fatal accident/RIDDOR

This is a summary of the action to be taken in cases of a serious or fatal accident or serious incident.

This procedure applies in cases where staff, in the course of their work, are seriously or fatally injured and also in cases of a serious incident that may have resulted in serious or fatal injury.

This procedure also applies in cases where pupils, or other persons not employed by the school, are involved in a serious or fatal accident or serious incident directly associated with work carried out by employees of the school. The member of staff, or in cases where the member of staff is incapacitated, the first person on the scene of an incident or accident must:

- Contact the Headteacher by the quickest means. In cases when the Headteacher is not immediately available, the following information must be obtained and passed on to the Headteacher urgently:
  1. Name(s) of members of staff/pupils/persons involved
  2. Location and address of accident or incident
  3. Telephone number
  4. Nature of accident or incident and current status of person involved
  5. What action has been taken
  6. Name of the person to be contacted for further information.

If someone has died or has been injured because of a work-related accident, this may have to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Not all accidents need to be reported – a RIDDOR report is only required when, the accident is work related, and it results in a reportable injury such as:

- Fractures (other than to fingers, thumbs, and toes).
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to cause permanent blinding or reduction in sight in one or both eyes.
- Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen.
- Serious burns (including scalding) which:
  - Cover more than 10% of the body
  - Cause significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness
  - Requires resuscitation or admittance to hospital for more than 24 hours.

Work-related accidents must be reported where they result in an employee (or self-employed person) being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.

The procedures in the Critical Incident Policy must be followed.

## **9. Personal protective equipment**

Suitable personal protective equipment will be supplied by the school. The Headteacher and Deputy Headteacher are responsible for ensuring that personal protective equipment is made available and that employees are clearly instructed on the correct use and care of such equipment.

Staff are responsible for maintaining the equipment in good order and for using it properly. Protective clothing should be cleaned regularly to remove contamination and to maintain a high standard of appearance or alternatively disposable equipment should be used.

Staff who require protective equipment should contact the Headteacher. Specialised safety equipment may be required from time to time and where necessary the Headteacher will arrange supply. It is the responsibility of each team leader to monitor availability and condition of protective equipment and inform the Headteacher of requirements.

## **10. Manual handling**

All staff are directed that they will not undertake manual handling activities until they have undergone manual handling training. Whenever possible, lifting and moving heavy items should be carried out using mechanical handling equipment. If such equipment is not available and the load is too much for one person, assistance must be sought from a colleague. Staff must not attempt to lift or move something that is beyond their capability. If the load has sharp edges or abrasive surfaces, gloves must be worn. An assessment of all potentially hazardous manual handling operations will be carried out by a competent person in line with the Manual Handling Operations Regulations 1992.

## **11. Working with electrical equipment and hand tools**

Where it is necessary to work on live equipment, suitable precautions must be taken to prevent injury. Any such work must be carried out by a suitably qualified competent person. Whenever possible, low voltage equipment and supplies should be used. The Headteacher will ensure that the electrical mains system and associated equipment are tested in line with statutory requirements.

## **12. Portable appliance testing and inspection**

The School Business Manager must ensure that all portable electrical equipment and hand tools are visually inspected every 12 months and electrically tested. Any brand new electrical equipment brought into school is able to be used without checking as all will come with at least a year's approval. Personal equipment brought in by staff MUST be passed to the Site Supervisor for testing before being used. Equipment must be identified by a unique number and must be tagged or labelled to show the date on which it has been inspected and tested. A record must be maintained of the inspection and test and kept on file.

## **13. Control of substances hazardous to health**

The school is required to monitor substances in use in the workplace, assess the risks involved in their use and take any necessary precautions.

Any person responsible for purchasing substances must ensure that the supplier provides a safety data sheet detailing any hazards involved in its use and advice on precautions to be taken, and that these are filed with other safety information for immediate access near to their place of use.

The Headteacher must ensure that employees are aware of the risks and precautions to be taken and that they comply with them. Substances must be issued in suitably marked containers clearly identifying the contents.

## 14. Waste control

Waste oils, solvents, inks and other industrial waste materials must be disposed of using approved licensed disposal agents or contracts. Under no circumstances must waste oils and other substances be 'tipped' into drains, waterways, skips or any other unapproved or non-licensed point of disposal.

Waste Certificates are to be retained.

## 15. Managing blood and bodily fluid spills

All body fluid spills should be cleaned up quickly to help protect pupils, staff and visitors from potential infection. All spillages of body fluids and material used during the clean-up should be treated as 'clinical waste' and disposed of appropriately. Yellow biohazard bags should be used to dispose of waste and must be securely tied/sealed and disposed of in the designated clinical waste bin. In the event of large amounts of biohazard waste or if bins are full, a specialist waste company must be contacted via the School Business Manager.

Mops and buckets etc. should only be used once the area has been thoroughly decontaminated and must be disinfected and dried after use. Contaminated clothing should be washed separately on a hot wash (above 60 °C). Spillages on soft furnishings, carpets and upholstery must be steamed cleaned when possible. In cases of excessive spillage, items should be disposed of as clinical waste.

### 15.1 Procedure for cleaning small spills of body fluid including blood

A volume that is easily managed with a minimal amount of decontamination equipment or materials.

- Cordon off area with hazard warning signs.
- Ensure any wounds or abrasions are covered with a waterproof dressing, wearing disposable gloves, sprinkle enough granules from the spill kit over spillage to solidify and disinfect the area, leave for two minutes, scoop up and dispose of as above.
- Clean the area with detergent and hot water.
- Disinfect the area using the disinfectant spray from the spill kit.
- Wash hands thoroughly.

### 15.2 Procedure for cleaning large spills of body fluid including blood

A volume that would require more than one person, large amounts of decontamination equipment and/or contamination of objects that would prove difficult to decontaminate.

- Cordon off the area with hazard warning signs.
- If the spillage is extensive in addition to wearing gloves and a plastic apron, disposable over shoes or rubber boots should be worn. These can be obtained from the site office.
- If splashing is likely to occur protective eye wear and a mask is needed. Remember to ensure any wounds or abrasions are covered with a waterproof dressing. If necessary contain the spill using the padded bag/sock from the spill kit.
- Liquid spills should be covered with spill kit granules and left for 2 minutes before cleaning up with paper towels and/or a plastic dustpan.
- Scoop up towels or granules carefully, place in biohazard bag, together with any PPE (apron, gloves disposable shoe covers) and any other cleaning equipment and dispose of in yellow bin. Rubber boots may be decontaminated with dilute disinfectant.
- Finally wash area with hot water and detergent using disposable cleaning materials.
- Disinfect the area using the disinfectant spray from the spill kit.
- Wash hands thoroughly.

### 15.3 Carpet and upholstery spills

If contamination of carpet, upholstery or soft furnishings does occur, specialist cleaning may be needed. It may be necessary to incinerate furnishings if there is a high level of contamination or if there are grounds for believing that the contaminating material is infectious.

### 15.4 Accidental exposure to blood & other body fluids

Accidental exposure to blood and body fluids can occur when there is:

- A puncture to the skin through an object, e.g. needle or instrument.
- Exposure of broken skin, e.g. wound or abrasion.

- Exposure of mucous membranes, including the mouth and eyes.

The following actions should be taken immediately:

- Immediately stop what you are doing.
- In the case of a wound, encourage bleeding by applying gentle pressure. Do not suck the wound.
- Wash thoroughly under running water.
- Dry and apply waterproof dressing.
- If blood or body fluids come into contact with eyes, irrigate with cold water.
- If blood or body fluids come into contact with mouth do not swallow, rinse mouth out several times with water.
- Seek medical advice from A&E.
- An accident log should be completed on Smartlog.

## 16. Monitoring and evaluation

Following any accident/incident a log should be made on Smartlog to allow a report and, where necessary, an investigation to take place to prevent the spread of infection.

If you unsure about something please ask for help.

## 17. Classroom/office safety and display screen equipment

Trips, slips and falls are the most common occurrences of accidents in a classroom/office environment. The workplace must be kept clear of obstructions, for example, open filing cabinets, paper and litter on floors or trailing cables. Particular care should be taken to keep corridors and emergency escape routes clear and to ensure that lighting levels are adequate.

When working at computers/technological equipment, ensure that your workstation is suitably organised and that:

- The seating is comfortable, at the right height and does not cause unnecessary strain to your eyes, neck and back.
- You avoid excessive glare and reflection.
- The keyboard is at the correct angle.
- If copying from documents, they are the same distance away as the screen, and ideally at the same height.
- If you are working repetitively for long periods, take short breaks to give your hands and eyes a rest.
- Display screen equipment will be assessed by a competent person to identify any hazards that may exist and to advise on actions to be taken. The team leader of each department is responsible for ensuring this assessment and action is taken.
- Habitual users of display screen equipment will be provided with vision screening and eye tests in line with current guidance. For further information contact the Headteacher.

### 17.1 First Aid

The Medications Officer is responsible for ensuring the provision of and maintaining suitably equipped first aid kits on the premises. All first aid locations will be marked and all staff will be advised of their position and who the first aiders and appointed persons are.

When attempting to aid an accident victim, an untrained person may do more harm than good. The following points are particularly important:

- Do not try to remove a particle from a person's eye.
- Do not move an injured person or try to get him/her to stand. Moving a person with a spinal injury can cause damage to nerves and may result in paralysis.
- Summon help immediately and keep the victim calm and warm.

All staff will be informed on where first aid facilities are available and how to summon emergency services if a situation arises.

Staff who have been identified as designated First Aiders will be trained and provided with suitable facilities. A written record will be kept of all first aid administered. First aid materials will be checked regularly to ensure

that they meet minimum statutory requirements, and a record maintained of such checks. Staff should refer to the school's First Aid Policy.

## **18. Fire precautions and emergency procedures**

Fire exits and routes to fire exits must be kept clear at all times. Fire and emergency evacuation drills will be carried out in line with the fire procedures.

The school will ensure that an up to date list of staff and pupils is maintained, to be used as a checklist when carrying out a roll call as part of the evacuation procedure, and ensure that staff, pupils and visitors know where to assemble in the case of an evacuation. All staff must familiarise themselves with the emergency procedure, the position of nearby fire exits and their assembly point.

The Site Supervisor/School Business Manager will be responsible for ensuring the provision of, and having maintained all firefighting equipment, fire doors, fire warning systems, fire blankets, notices and all associated equipment. The fire alarm within the premises will be tested at least once per week from a different call point. Fire procedures will be displayed along with notices for fire points, alarm points and directional signage. It will be the responsibility of the Headteacher to ensure that all new staff receive training in the fire and emergency procedures on their first day at work along with training for all employees on use of firefighting equipment. The Headteacher will ensure that all statutory checks/tests on firefighting appliances and associated alarms and equipment are carried out, and a record maintained.

## **19. No smoking policy**

In the interests of health and safety the school operates a NO SMOKING/VAPING policy in all areas. Any member of staff found contravening this policy will be subject to disciplinary action.

## **20. Machinery, plant and equipment**

Every member of staff shall use any machinery, plant and equipment in accordance with any training and instruction provided, also taking into account any risk assessments provided by the school.

## **21. Consultation with employees**

All staff will be consulted on health and safety matters, either directly or with elected representatives. Staff will be informed if the consultation method is to change. All in accordance with The Health and Safety (Consultation with Employees) Regulations 1996.

## **22. New and expectant mothers**

Specific risk assessments will be made relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations 1999.

## **23. Young persons**

All risks to young persons employed by the school (under 18 years old) will be assessed before they start work, taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed. Information will be provided to the guardians of school age children about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities except when they are over minimum school leaving age, and it is necessary for their training and where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person in compliance with the Management of Health and Safety at Work Regulations 1999.

## **24. Drugs and medicine**

Any drugs and medicines retained by the school will be kept in a locked drugs and medicines cabinet fitted with a suitable lock to the required standard.

Only fully trained and authorised members of staff will be permitted to dispense drugs and medicines, and then only with the permission of the Headteacher, and directly in liaison with guardians. This is only for out of school activities.

Within school, all drugs and medicines are administered by the Medications Officer or trained staff. All medicines must be properly labelled and locked away in the school until required. A record will be maintained recording all drugs administered by or to the pupils.

## **25. Out of hours**

Where staff are required to work outside of normal working hours, special attention will be paid to their safety in respect of lighting access and egress and the need for supervision along with contact procedures for staff working on their own in isolated areas of the workplace.

## **26. Stress**

The Governing Body is committed to reducing so far as is reasonably practicable the causes of stress to staff. Whilst a reasonable degree of challenge and stress is acceptable as providing an added incentive to work, the Governing Body realises that excess stress amongst staff is very counter-productive and will endeavour to ensure that the causes of undue stress are avoided enabling employees to work at their best potential.

If a member of staff is suffering from or suspects that they are suffering from the effects of stress, it is imperative that the mental health lead is informed; also should any member of staff suspect that a colleague is suffering from stress, the mental health lead should immediately be informed in order that corrective action may be taken. All senior staff and team leaders are required to monitor the staff under their control for the possible signs of stress.

## **27. Child protection**

If there is evidence that a child has been mistreated, either physically, emotionally, sexually or by neglect, the Headteacher must be informed, and will gather information and investigate the matter further, in line with the Trust Child Protection and Safeguarding Policy.

## **28. Managing Behaviour**

Pupils sometimes exhibit challenging behaviour. Our aims are:

- To provide a safe, calm and caring atmosphere for learning.
- To ensure that pupils are listened to and treated with equal respect.
- To help pupils to develop social skills and moral values in the context of the school as a community.
- To promote the well-being and enhance the self-worth of all in the school community.
- To support caring and cooperative behaviour and discourage anti-social behaviour.

## **29. Communication**

The Governing Body will encourage the active participation of all staff in promoting good health and safety practice within the school's, in line with The Health and Safety (Consultation with Employees) Regulations 1996.

The Governing Body will:

- Arrange for appropriate measures for the health and safety of employees.
- Appoint competent persons to provide advice and to implement emergency procedures.
- Provide information on risks to health and safety and on preventive measures.

- Provide adequate health and safety information and training before starting work and when exposed to new risks.

### **30. Policy on drugs and alcohol at work**

The Governing Body is committed to providing a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

The Governing Body therefore aims to promote a healthy environment to minimise such problems, identify staff with possible problems at an early stage and offer all staff, known to have alcohol or drug problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

Staff are encouraged to approach the Headteacher to seek advice and assistance where appropriate. All information will be treated in utmost confidence. Should any member of staff be suspected of being, or known to be, affected by alcohol or any other substance, the Governing Body requests that an approach is made to the Headteacher and is informed of the details. The Headteacher will treat the information confidentially and be tactful in their endeavour to provide advice and assistance to the affected member of staff.

No member of staff will be permitted to continue normal duties if affected by, or suspected to be affected by, alcohol or drugs of any type.

Every member of staff is reminded that under Section 7 of the Health and Safety at Work etc. Act 1974, employees have a duty to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

### **31. Violence at work**

The Governing Body recognises that violence to staff may occur at some point during their working hours. The Governing Body is committed to providing a safe and healthy workplace including the protection of staff from aggression and violence as far as it is able.

Violence is defined as any incident in which a member of staff is abused, threatened or assaulted by a pupil or fellow employee or a member of the public. This includes sexual or other forms of harassment. Staff potentially exposed to any particular threat of violence shall have their work activities and work environment subject to risk assessment by the Headteacher.

Staff are reminded to report any incidents of aggression, threat or actual violence to the Headteacher. The Governing Body takes these matters very seriously and any evidence of a serious problem will result in a review to seek better methods of elimination and control. All incidents will be recorded along with measures taken by the school to prevent, minimise and control the risk of violence.

The Governing Body also recognises that pupils may present with physical aggression as a facet of their condition. We will endeavour to secure the safety of pupils and staff but acknowledge that adults working with pupils will occasionally be hurt as a consequence of the pupil's complex presentations. In all of these situations the priority will be to secure a positive outcome for the pupil and this being secure, to support the staff member.

### **32. Vehicle Safety**

Only authorised persons may drive a school vehicle. All drivers of school vehicles must ensure the vehicle is safe and properly maintained. All drivers must have a full, current UK driving licence and insurance for business use for the vehicles they drive during the course of their work. An additional certificate is required for the school minibus.

All users must adhere to statutory driving regulations and the Road Traffic Acts, in particular the laws regarding drinking and driving. Private vehicles should not be used to transport pupils without the correct insurance cover and the direct permission of the Headteacher.

### **33. Management of Health and Safety at Work Regulations**

The school will undertake to make a suitable and sufficient assessment of the risks to staff and others who may be affected by its undertakings, and to record the significant findings of that assessment. This record should represent an effective statement of hazards and risks, which then leads the school to take the relevant action to protect health and safety. This will involve:

- Ensuring that all relevant risks and hazards are addressed.
- Identifying and prioritising the measures that need to be taken to comply with the relevant statutory provisions.
- Taking account of existing preventative or precautionary measures.
- Addressing what actually happens in the school.
- Ensuring that all groups of staff and others who might be affected are considered.
- Identifying groups of staff who might be particularly at risk.

The risk assessments will be used positively by the school to change working procedures and improve health and safety performance as appropriate.

### **34. Sharps**

The school has developed a Sharps and Control of Infection Procedure, which shall be brought to the attention of, and implemented by all members of staff.

### **35. Policy Review**

This policy will be subject to regular monitoring to ensure the effectiveness of procedures.