

# RIVERSIDE SCHOOL

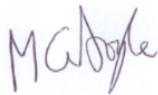
## HEALTH AND SAFETY POLICY

*This policy was reviewed and approved by the Governing Board at 2022/23 Meeting No 2, (17/11/2022)*



**Signed:**

***Dave Worley, Governing Board Chair & Resources & Finance Lead***



**Signed:**

***Martin Doyle, Headteacher***

***Policy to be reviewed annually .  
Next review date: Meeting No 2, autumn term, 2023***

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## **Introduction**

The Governing Board recognises that making appropriate provision for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the wellbeing of the school

This policy, its supporting documentation and arrangements for implementation will meet our legal obligation and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to act in accordance with the contents of this policy.

## **The Law**

- The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act;
- The employer (the Governing Board) is responsible for health and safety, though tasks may be delegated to staff;
- Employees also have a duty to look after their own and others' health and safety;
- Employers, school staff and others also have a duty under the common law to take care of students in the same way that a prudent parent would do.

## **Duties as an Employer**

- Under the Health and Safety at Work Act 1974, the employer in a school takes all reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on and off the school premises.

## **Aim**

To provide the highest possible standard of health and safety commensurate with the operation of an educational establishment.

## **Objectives**

It is the responsibility of the Governing Board via the Headteacher and managerial staff to ensure that systems are in place, which will deliver a safe place of work for employees, students and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Board expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures among staff and students.
- To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- To ensure the provision of sufficient information, instruction, and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.
- To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible
- To formulate policies and procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- To lay down procedures to be followed in case of accident;
- To provide and maintain suitable and sufficient welfare facilities.
- To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities.

- To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

### Scope

This policy is specific to Riverside School and its off-site educational visits. It is supported by policies of other relevant organisations such as the Local Authority, Direct Service Organisations (DSO) and contractors working on site. The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents which will include:

- The Statement of Policy
- Organisation
- Arrangements for implementation
- Working policy documents e.g. fire, off-site visits
- Subject specific guidance.
- Risk assessments which are reviewed annually (or as necessary due to a change in circumstance)
- The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

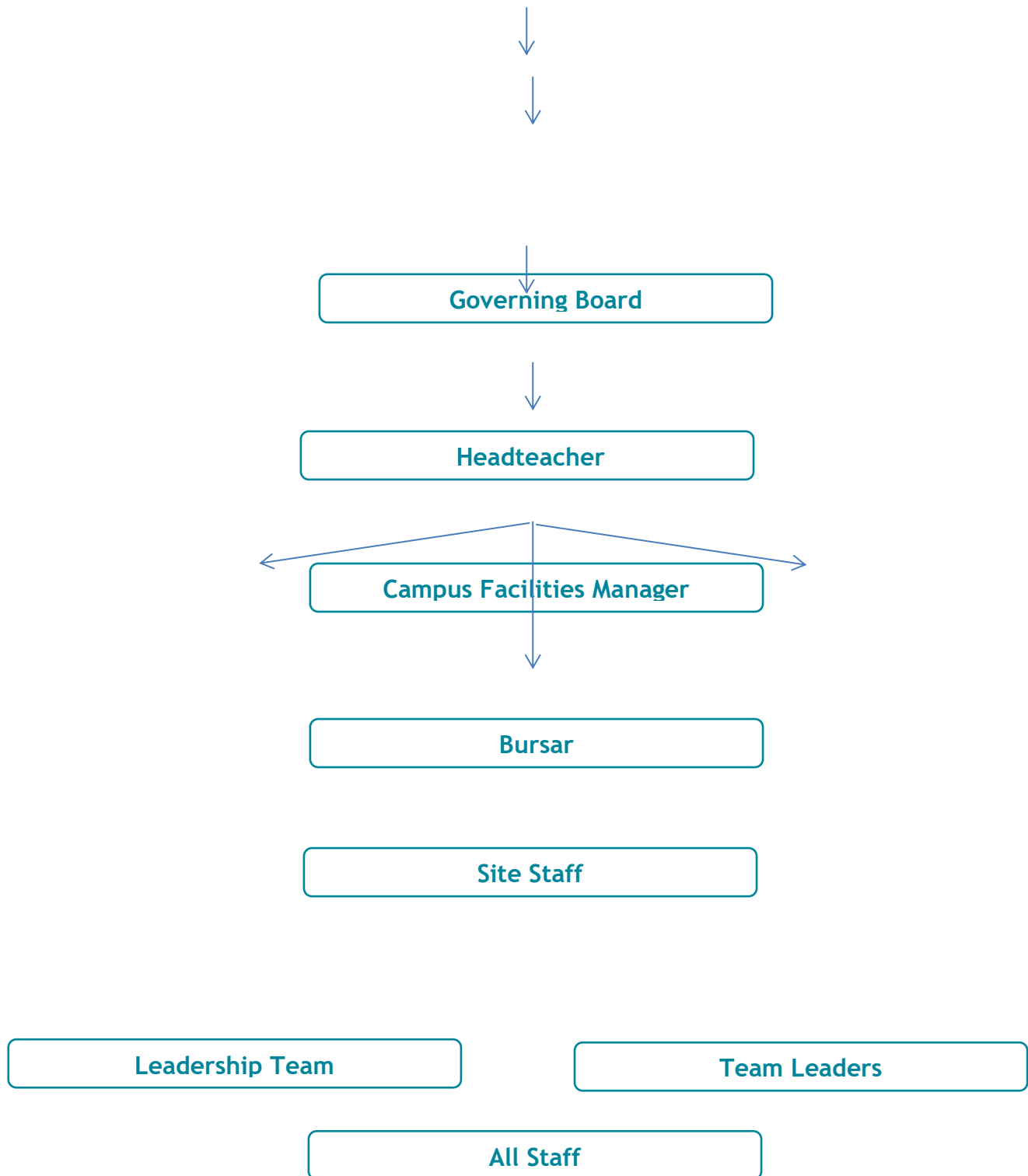
### The Law Requires Employees to...

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with these employers on health and safety matters;
- Do their work in accordance with training and instructions;
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken;
- In addition, teachers and other staff in schools have a common law duty to act, as any prudent parent would do when in charge of students;
- Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the headteacher will work with the employee to ensure that procedures at the school are proportionate, effective and appropriate.

### Assessing and Managing Risks

- Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.
- Sensible management of risk does not mean that a separate written risk assessment is required for every activity.
- School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.
- Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed.

## Organisational Chart



## **The Governing Board**

The Education Reform Act 1988 (ERA) gives Governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, students and visitors. In particular the Governing Board is responsible for:

- Ensuring that the Health and Safety Policy is implemented and monitored within the school;
- Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations.
- Ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of health and safety from time to time governors will satisfy themselves that the policy is appropriate and being implemented as agreed;
- Receiving health and safety guidance and information distributed by the Education Department and ensuring that proper arrangements are made within the school for complying with the guidance;
- Ensuring that the Headteacher provides regular reports of accidents and dangerous occurrences and that these occurrences are reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Ensuring that any necessary alterations to working practices and procedures decided upon are implemented;
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Education Department, Safety Officers of the Authority's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
- Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- Ensuring that procedures exist for checking that any items offered for use by the school are safe;
- Ensuring that school journeys are arranged and properly supervised in accordance with DfE Guidance;
- Ensuring that suitable health and safety provision is made for students with additional needs and the staff involved;
- Will ensure that the school has a Health and Safety governor.

## **Planning and Setting Standards**

- Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- Ensure clear plans for coping with sudden emergencies are developed and maintained. Developing a positive health and safety culture.
- Ensuring that a training plan is developed which enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
- Provides induction training for new employees including temporary, part time and supply staff.

## **Headteacher's Responsibilities**

The overall responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- Work in conjunction with the Governing Board to revise and update on a continuing basis the Health and Safety Policy.

- Coordinate the implementation of the LA and governors' health and safety and welfare procedures in the school.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Ensure that problems in implementing health and safety policy are reported.
- Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.

Arrange reviews of the working documents and systems that support the policy such as: -

- Procedures
- Provision of first-aid in the school
- The risk assessments
- Off-site visits
- And make appropriate recommendations to the Governing Board
- Put in place procedures to monitor the health and safety performance of the school.
- Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- Develop a health and safety training plan for all employees (SmartLog)
- Maintain and keep up to date the master copy of the Health and Safety Policy together with all accompanying documentation.
- Report to the Governing Board annually on the health and safety performance of the school.
- To secure funding for any identified Health & Safety costs on any health & safety issues of concern.

### **Responsibilities of the Campus Facilities Manager**

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the Campus Facilities Manager, who will:

- Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.
- Liaise with and report directly to the Headteacher/Bursar on all matters of Health and Safety relating to buildings and grounds.
- Ensure the day-to-day implementation of this policy including the maintenance of appropriate risk assessments for school site activities and seeking the approval of the Headteacher for meeting the financial implications of identified control measures.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses in conjunction with the Headteacher with responsibilities for health and safety.
- In conjunction with Headteacher/Bursar with responsibilities for Health and safety Issue updates as required to all holders of health and safety policy documents.
- any financial implications identified by the Risk Assessment process.

### **Specific Risk Areas**

#### Physical Education

- The PE teacher will be responsible for ensuring that health and safety requirements are implemented on a daily basis
- The PE teacher will advise the Campus Facilities Manager and or Headteacher/ Bursar of any health and safety concerns.
- The PE teacher will maintain an up to date copy of the health and safety policy and documents specific to the delivery of the subject.



- An annual H&S audit of PE equipment will be undertaken, and any remedial actions implemented

#### Contractors

- Contractors will have their own health and safety policies, method statements and risk assessments relating to their activities which must be followed on site. In addition, they must make themselves and their employees aware of relevant school requirements, especially in relation to emergency procedures as laid down in the contractor's safety rules.
- The Campus Facilities Manager will oversee work by contractors and ensure that all paperwork is correct.

#### Lone Workers

- Guidance has been issued to all key personnel to ensure safety within their teams. Risk assessments have been carried out for those at risk as set out in the *Lone Working Policy*.

### **Classroom Teacher's Obligations**

The health and safety of students in classrooms is the responsibility of class teachers. Class teachers are expected to:

- check classroom areas are safe;
- check equipment used is safe before use;
- Ensure safety procedures are followed;
- Give clear instruction and warnings to students as often as necessary;
- Report defects to the Campus Facilities Manager;
- Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Campus Facilities Manager/ Headteacher;
- Follow safe working procedures personally.

### **Obligations of all Employees under the Health and Safety at Work Act 1974.**

- To know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- To observe standards of dress consistent and appropriate with safety and/or hygiene;
- To exercise good standards of housekeeping and cleanliness;
- To know and to apply procedures in respect of fire, first aid and other emergencies;
- To use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- To co-operate with other employees in promoting improved health and safety arrangements in the school;
- To co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority.
- To report all accidents, defects, dangerous occurrences and near misses to the Headteacher.

### **Site Team**

- Have a general responsibility for the application of the school's Health and Safety Policy to their own area of work, for the application of the health and safety procedures and arrangements.
- Carry out weekly H & S tours of the buildings, and undertake maintenance tasks which are recorded in the school's Maintenance Log which is checked daily.
- Carry out health and safety assessments of the activities for which they are responsible, and report to the Campus Facilities Manager/Bursar any defects that need attention.
- Will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and students to avoid hazards.

- Will advise the Campus Facilities Manager and Headteacher/Bursar on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

### **School Health and Safety Representatives**

The Governing Board and Headteacher recognise the role of Health and Safety representatives appointed by a recognised trade union. Where there is no union-appointed safety representatives the Headteacher will appoint representatives of employee safety from volunteers in consultation with all staff. Health and Safety representatives must be allowed:

- To investigate accidents and potential hazards.
- To make representation to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace.
- To carry out school inspection within directed time.
- To represent constituents in consultation with enforcement agencies.
- To receive information that inspectors are required to provide.
- To carry out a 'systems inspection' in order to examine policy, procedure and management.

### **Visitors and Other Users of the School**

- Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes, will be made aware of the health and safety responsibilities applicable to them by the teacher to whom they are assigned.

### **Distribution of Health and Safety Information**

- The master copy of the Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the Bursar's office and one other complete copy will be kept by the Campus Facilities Manager. There will also be copies on the MLE. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- Copies of the Health & Safety Policy, together with relevant documents concerning specific areas will be kept by the Leadership Team.
- The Health & Safety policy will be displayed on the Staff Information Board and staff will be expected to familiarise themselves with the contents.
- The Campus Facilities Manager/Bursar will issue updates, new guidance and approved revisions as soon as they become available.
- All new staff including part time, temporary and supply staff will be provided with a copy of the policy and will receive induction training that will include relevant health and safety issues through our school SmartLog system.
- The Health & Safety Law poster is displayed on the Staff Information Board.

### **Accidents, Dangerous Occurrences and Near Misses**

- Immediate first aid accidents involving injury or ill health effects: will be notified immediately to the welfare officer or the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment, authorised staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Headteacher.
- Completion of Accident Book: Staff should ensure that all accidents involving injury or ill health effects are notified to the Welfare Officer with enough information to allow completion of the Accident Book.
- Internal Reporting and Investigation: a member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will

complete the internal report form as soon as possible after the incident and send it to the Campus Facilities Manager/Welfare Officer.

- Compliance with RIDDOR regulations: the Education H&S Advisor will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Guidance is given in L73 issued by HSE. The member of staff will complete the necessary report form (F2508) and, following consultation with the Headteacher, send it to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible.

### **First Aid**

- A list of qualified First Aiders in the school is kept on the Staff Information Board.
- It is the policy of the Governing Board that there will be sufficient numbers of trained First Aiders attending on-site and on off-site trips at all times. Those with current certificated training are listed in on the Staff Information Board. For below 50 employees only an 'Appointed Person' is required, between 50 and 100 employees one First Aider is required and one per 100 thereafter. However, as a special school, Riverside operates on a minimum of one per 20-students basis.
- First Aid boxes are maintained at the locations listed on the Staff Information Board, and on each school minibus.
- The School's Scale 6 TA with responsibility for Manual Handling, Physiotherapy and First Aid, ensures that First Aid box contents are replenished as required.
- A record of treatment given either by the qualified first aiders or the school nurse are used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. (Good records of initial treatment may be valuable if further medical attention is required or if legal action is taken by those involved in an accident).
- Contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the schools' in an emergency. In that event the Manual Handling/First Aid TA must be notified so replenishments can be organised.

### **Occupational Health – Access to Occupational Health Services**

- The school has access to an Occupational Health Service which can provide confidential assistance on a wide range of matters affecting personal health.
- Staff wishing to access this service should discuss the problem with their line manager.
- Where the health of an individual is causing concern for the health and safety of others, the school may refer that person to the Occupational Health Service.

### **Stress at Work**

- The Department of Health has identified the annual cost to employers of 80 million days lost at £3.7b with more than 2500 legal actions annually against employers.
- The HSE has issued guidance in *HSG218 'Tackling work-related stress: A manager's guide to improving and maintaining employee health and well-being'*. It has also issued in conjunction with the Education Service Advisory Committee a guidance document entitled 'Managing work-related stress: A guide for managers and teachers in schools'. Other useful publications from HSE that employees can refer to are '*Work Related Stress – A short guide*' and '*Tackling work-related stress – A guide for employees*'. Management standards for dealing with stress are set out in section 3.10.4.
- The school has appointed a working party that is dedicated to the wellbeing of staff. The working party makes recommendations to SMT regarding initiatives to maintain and enhance staff wellbeing.
- In addition the school employs a counsellor from Clear Circle who comes to the school weekly to meet with individuals or groups of staff according to need.

### **Fire (including Smartlog training)**

- All staff carry out Fire Awareness training annually through the school's Smartlog training system, and records are kept.
- All fire appliances will be checked monthly by site staff and once a year by specialist maintenance personnel and the records kept on Safesmart.
- All fire stop doors must be kept closed unless they are fitted with Dorgards (which will close automatically if the fire alarm is triggered).
- Fire exit doors must be unlocked and easily accessible and open able from within the building. Hold open devices to fitted where practicable.
- The fire alarms will be tested on a weekly basis using a different call point each time and the results are recorded on Safesmart.
- Fire Drills will be held termly or if circumstances change, when the Fire Marshals will record the evacuation time and the general performance of the drill. The Campus Facilities Manager also holds records of fire drills.
- Appropriate members of staff will be trained on how to use relevant fire appliances. Heads of Department and the Campus Facilities Manager will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- Clear instructions are issued to staff regarding the nearest fire call point, fire extinguisher, and the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Wardens and assembly points are set out on the evacuation maps.
- The school is inspected according to statutory timescales by a Fire Prevention Officer to ensure compliance with relevant fire legislation including the Regulatory Reform (Fire Safety) order 2005. . This is organised by the Campus Facilities Manager. Fire risk assessments will be carried out using a competent contractor A Fire risk assessment will be carried in house out termly when carrying out safety tour the will be logged on safe smart (see fire plan).
- During designated school closure periods, a sign-in book is operated to ensure staff on site is logged. The main risk is to site, administrative and technical staff and evacuation procedures are adjusted to ensure their safety. The procedures are kept on the reception desk.

### **Display Screen Equipment (including Smartlog training)**

- All staff carry out DSE training annually through the school's Smartlog training system, and records are kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who use DSE as a significant part of their normal work.
- All staff carry out DSE training annually through the school's Smartlog training system, and records are kept.
- Eye tests should be facilitated for those staff falling within the regulations in accordance with the above guidance (No L26).
- Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet "Working with VDUs".

### **Manual Handling (including Smartlog training)**

- All staff carry out Manual Handling Training annually through the school's Smartlog training system, and records are kept.
- Manual handling causes over one third of all reported injuries. It is the policy of the Governing Board that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE (L23).

- The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- All staff carry out Manual Handling training annually through the school's Smartlog training system, and records are kept

### **Hydrotherapy Pool**

- Staff will be trained in hydrotherapy pool safety according to the requisite timescales for training and refresher training in sufficient numbers to ensure that all classes using the pool has always has the required number of trained staff in attendance.
- The guidance contained in the school's Hydrotherapy Pool Policy is based on The HSE document "Managing Health and Safety in Swimming Pools". It also takes into account as a pool operator, The Management of Health and Safety at Work Regulations 1999 (MHSWR)3, which articulates that an assessment of the risks which may affect employees, and others, as a result of the activity, must be carried out.
- Everyone involved in the provision of hydrotherapy at Riverside is made aware of all guidelines and procedures to ensure the safe and effective use of pool facilities at all times. It is a requirement, that all staff and service users in the school, who use the hydrotherapy pool, must read a copy of the Policy before using it and adhering to its content.

### **COSHH – Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

- Risk assessments required under COSHH will be undertaken on all hazardous substances. Competent persons will only carry out these assessments. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed. The assessments and required actions will follow the guidance set out in the Approved Code of Practice (ACOP L5). The assessments will be carried out on COSHH 365 an online tool that takes you through the procedure and access relevant COSHH data sheets.
- In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the (Chemicals Hazard Information and Packaging for Supply) Regulations 1994-2000 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
- COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- Copies of COSHH risk assessments and Data Sheets including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
- As a general principle it is the policy of the Governing Board that, wherever possible, safer alternatives be considered when purchasing hazardous substances.
- The COSHH in relation to curriculum areas such as Design & Technology, Science, Art, and Food Technology are the responsibility of the teachers concerned.

### **Asbestos**

- It is the policy of the Governing Board that any staff employed at the school on any material that either contains or may contain asbestos shall undertake no work of any kind. The Control of Asbestos Regulations 2012 (ACOP & Guidance L127) requires that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements, which may be a desktop survey, has been carried out by the OHS. The responsible person will keep a copy of the results of that survey i.e. The Campus Facilities Manager.

- All contractors must sign to confirm they have checked all available information in the Asbestos Log before commencing work on site and comply with the requirements of the Construction (Design and Management) Regulations 2007.

### **Electricity at Work**

- The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.
- Fixed installations will be inspected and tested by a competent authority at 5 yearly intervals and in the event of a fault developing.
- Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable equipment in offices and other low risk environments"
- In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Campus Facilities Manager.
- Staff should ensure that all electrical appliances have up-to-date PAT testing stickers attached before use.

### **Emergency Procedures Evacuation**

- Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified (See Evacuation Procedure). The Headteacher will determine when it is safe to re-occupy the buildings. (See Fire Plan).
- A PEEPS Fire plan should be completed for visitors and staff.

### **Bomb Threat**

- In the event of a warning the Headteacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- Police will be informed.
- Any suspicious objects should be reported to SMT/Campus Facilities Manager or Headteacher. Under no circumstances should the object be touched or moved.

### **Glass and Glazing**

- Doors, which can be pushed open from either side, all have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk they are made of safety material or otherwise protected against breakage.

### **Inspections, Reporting, Monitoring, Audit and Review of Performance**

#### Inspections

- General inspections (Safety Tours) take place at least once per half-term with the Campus Facilities Manager, the Bursar, the Headteacher, the H&S Governor and the school's H&S union representatives and notes taken.

#### Reporting

- All staff are aware – and are regularly reminded –that they should make an entry into the Site Maintenance Log in The Lounge the Headteacher and Bursar will send low-level concerns to the site team, and high-level concerns to the Campus Facilities Manager for entering in the Site Log.

- H&S is a standing item at each of the twice-weekly morning staff briefings.

#### Monitoring

- The Safety Committee meets at least once per half-term and usually following the half-termly inspection so that any issues found can be addressed.
- The Headteacher monitors the school's performance on Health and Safety issues.
- The Governing Board receive a report on the review and audit of Health and Safety from the Headteacher at least annually, and any interim significant Health and Safety issues arising are reported to the Board.

#### Audit and Review of Performance

There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Board

### **Management of Health and Safety**

- Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Campus Facilities Manager. These will be available to all employees and stored on the MLE.
- The Governing Board ensures that health and safety is an integral part of the daily operation of the school and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions.

### **New Plant, Machinery and Equipment**

- The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1992 (PUWER) and the ACOP L22. It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- Second-hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Campus Facilities Manager, who will not grant such permission unless sure that all Health and Safety requirements have been satisfied.

### **Noise at Work**

- The Noise at Work Regulations 1989 – as amended 2005 – requires employers to assess and minimise the risks associated with exposure to high levels of noise. There is an Approved Code of Practice (L108) on the implementation of these regulations issued by the HSE.
- In the school environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and ride on grounds maintenance equipment.
- As a general rule the regulations will not apply where noise levels are below 85dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

### **Health Surveillance**

- It is not considered that any employees on site are subjected to continued exposure to any substances, which are so hazardous as to require their health to be monitored.

## Legionnaires Disease

- Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets that can be inhaled.
- A legionella risk assessment will be carried out by a water treatment company annually. The company will take samples of domestic water supplies for microbiological testing three times per year. All water tanks will be chlorinated annually.
- Hot and cold water systems will be flushed through after holiday periods or if area in used infrequently to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. Shower heads and taps will be disinfected and descaled monthly in conjunction with temperature readings This will be undertaken by the site staff or the Contractors assigned by the Campus Facilities Manager.

## New and Expectant Mothers

- The guidance issued by the HSE: *'New and expectant mothers at work – A guide for health professionals'* will be followed – also the advice and guidance laid out in Appendices 1 and 2 to this Policy - .....

## Bullying

- Bullying of any employee will not be tolerated and will be regarded by the Governing Board as a disciplinary issue.
- The Department of Enterprise, Trade and Employment for Northern Ireland have created a booklet entitled 'Procedures for Addressing Bullying in the Workplace' have produced a useful 'Code of Practice' and management in dealing with such incidents will follow its contents.

## Drugs and Alcohol

- Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of others the matter will be dealt with in accordance with the approved Drugs and Alcohol Policy.
- Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

## Smoking/Vaping

- Riverside School operates a no-smoking or vaping policy. There is no smoking or vaping in any part of the school or the grounds.

## Violence at Work

- Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSC Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence (*also see Appendix 3 to this Policy*).

## Personal Protective Equipment

- The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.



- The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times. Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

### **Safety Representatives**

- Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.
- The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees.
- Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989
- The Governing Board will fulfil these obligations though the Headteacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety meetings, and development of risk assessments, disseminating information and assisting in developing training needs.

### **Site, Building and Staff Security and Safety**

- The site is securely fenced but where it is not possible to secure the whole site strategically placed CCTV cameras provide a deterrent to unauthorised access. Each building is provided with appropriate security locks in order to reduce unauthorised access. It is important that entry doors are closed and not wedged open.
- Separation of Vehicular and Pedestrian movement: The Campus Facilities Manager/Site Staff will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians
- The Campus Facilities Manager/Site Staff will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians
- Separate access will be delineated for pedestrian access, which removes as far as reasonably practicable the risk of contact with moving vehicles.

### **Staff IDs and Lone Working**

- All staff will wear personal badge identification that includes a photograph.
- Staff working either in isolated parts of the building and/or out of normal hours should follow the Lone Working policy.
- Cleaning staff should sign in with the site staff on commencement of work and sign out at the end of their shift.

### **Visitors**

- Visitors must sign in at reception and will be issued with a visitor badge that must be returned on leaving the site. Emergency evacuation procedures are also supplied and they are advised to stay with the person responsible for the visit.

### **Statutory Inspections and Examinations**

- Statutory inspections and examinations of gas appliances, boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. In addition, annual inspections of any outdoor equipment must be carried out. The Campus Facilities Manager who will confirm that arrangements for inspection and examination are made by the due dates will hold the register of these.

## Supervision of Students

- The Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for students during lessons, extended schools activities and off-site activities.
- The Headteacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break-time and lunchtime.
- All staff will share the responsibility for ensuring that students adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.
- Staff supervising students in and around practical rooms i.e. in science laboratories, gyms and sports hall, technology rooms, etc. will be responsible for ensuring that students' behaviour is safe and in accordance with the school code of conduct
- Staff supervising students during programmed extended schools activities should ensure that they have risk-assessed both the activity and venue (template available – all school classrooms are risk assessed for their current purpose with qualified staff using equipment). In addition, students should be registered using the standard template provided and should be escorted from the site at the end of the activity.

## Minibuses

- The school has three minibuses, one with a tail-lift.
- Regarding drivers, the school follows the guidance contained in '*Driving school minibuses. Advice for schools and local authorities. September 2013*'. None of the three minibuses weigh more than 3.5 tonnes so staff need not undergo a test or acquire a qualification so long as they fulfil the pre-1997 and post-1997 driving licence requirements. A record is kept of all checks required for each member of staff who drives the minibuses.
- All drivers allowed to drive the minibuses are insured through the local authority transport department.
- Any member of staff who has been advised not to drive their own vehicle must advise the headteacher immediately.
- Drivers are responsible for safety checks of the minibus before embarking on trips (see Minibus Policy for details).
- Staff are responsible for the safety of all passengers, including the wearing of seat belts – full guidance can be found in the Minibus Policy.
- The policy also details accident procedures, and breakdown and recovery procedures.
- The office manager holds an ongoing MOT schedule with dates for each minibus.

## Training

- All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan that will be approved by the Governing Board.
- Staff training records will be logged using the SMARTLOG administration system and compliance data will be made available to the Headteacher.

## Training Plan

The training plan will cover:

- *Induction Training* Every effort must be made to ensure that all new staff receives appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.

- Management Training The Governing Board recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.
- Specialist Training the Headteacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties.
- Fire Training all members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary this will be carried out on safe smart, practical training on the use of firefighting equipment and alarms (see fire plan). Training records to be kept on SmartLog.

### Visitors

Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 2 Fire Procedures.

### Off-site Educational Visits/Activities/Residential School Journeys

- A good practice guide has been issued by the DFE entitled 'Health and Safety on Educational Visits' which must also be followed and there is a borough guidance booklet that forms the basis of the school policy.
- Any teacher wishing to participate in an off-site visit must follow the school's Educational Visits Policy. They must submit a request for permission (from the leadership team) together with a risk assessment signed by the Headteacher and the delegated member of staff before the visit is due to take place within the recommended time scales.

The full guidance pack with forms is included in the Educational Visits policy

### Work Experience Placements

- The Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm.
- Employees will be covered by this policy.
- The school will ensure that all placement locations are suitable having regard to Health and Safety legislation, taking into account the following matters: -
  - *The inexperience, lack of awareness of risks and immaturity of young persons.*
  - *The fitting and layout of the workplace or workstation.*
  - *The nature, degree and duration of exposure to physical, biological and chemical agents.*
  - *The form, range and use of work equipment and the way it is handled.*
  - *The extent of the health and safety training provided to young persons.*
  - *The risks from agents or other processes carried out at the workplace.*
  - *The risk to the young person's health and safety must be assessed.*
  - *The protection measures to be taken.*
  - *Any risk notified to him/her by any other employer sharing the same workplace.*
  - *Any work beyond the young person's physical or psychological capacity.*
  - *Any work involving harmful exposure to agents, which are toxic, carcinogenic, and mutagenic or have chronic effects. Involving harmful exposure to radiation*
  - *Extreme heat or cold*
  - *Noise or vibration*
- *The appropriate procedures to be followed in the event of serious and imminent danger and the names of the competent persons who implement the procedures.*

## **NEW AND EXPECTANT MOTHERS – RIVERSIDE SCHOOL**

### **1. PURPOSE**

Riverside School and its Board of Governors is aware of the potential susceptibility of new and expectant mothers to certain risks that may arise during their studies and course related work. All reasonably practicable steps will be taken to safeguard the health and safety of expectant mothers and their unborn children, as described below.

### **2. DEFINITIONS**

A 'new and expectant mother' is defined in law as a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

'Given birth' is defined as having delivered a living child or, after 24 weeks of pregnancy, a stillborn child.

Risk Assessment (RA) is a legal requirement as specified in the Management of Health and Safety at Work Regulations 1999. There is an individual and ongoing need to take account of the physiological changes during pregnancy.

### **3. PROCEDURE**

#### **3.1 Notification of Pregnancy – Member of Staff's Duty**

Female members of staff have a responsibility to notify one of the school's deputy headteachers in writing should they become an expectant mother. Only then can the school assess the risks to the expectant mother.

the member of staff should pass on any advice from her registered medical practitioner or midwife that could affect the assessment of her risk at University, or during practice / clinical educational placements.

#### **3.2 Notification of Birth – Member of Staff's Duty**

Newly-appointed staff should notify the deputy head if they have given birth within the previous six months or are breastfeeding. If any member of staff continues to breastfeed for more than six months, she must notify the deputy head leader so that this will be included in the Risk Assessment (RA).

#### **3.3 Risk Assessment**

Immediately after notification by a member of staff that she is pregnant, or returning to work within six months of giving birth or whilst breast feeding, a specific and individual RA must be completed by the personal tutor or appointed person.

This must be reviewed with the expectant or recently delivered member of staff and the appropriate identified actions applied. Additional advice may be sought from the Occupational Health Adviser.

It is noted that risks may arise from several sources including physical, biological, chemical agents, working conditions and processes.

The RA should be regularly revisited to ensure that any changes in the condition of the expectant/new mother are dealt with.

The physiological changes must be taken into account when assessing the risks, these might include:

- morning sickness;
- backache associated with prolonged periods of sitting or manual handling;
- haemorrhoids and varicose veins associated with posture;
- ready and easy access to toilets;
- increasing tiredness as the pregnancy develops;
- balance as size increases;
- tiredness due to disturbed nights;
- ready and easy access to private facilities for lactation purposes;
- separation anxiety.

The purpose of completing the RA is to develop awareness of personal and professional requirements for safety for the individual student and the educational institution. Each party can identify appropriate and reasonable measures that may be taken, need to control reduce or eliminate risk and, by acting on the findings, to demonstrate that personal and institutional duty of care has been fulfilled. High-risk work/activities should not be carried out until suitable controls are introduced, the work should only proceed when any remaining risks are acceptable.

### **3.4 Specific Hazards and Risks**

The medical condition of each new / expectant mother needs to be considered on the basis of advice from her doctor or midwife where necessary.

The following are some of the main specific hazards that are associated with new and expectant mothers at work that may need to be eliminated or else adequately controlled. The RA should consider these and any others that may be identified within an area of work:

slips, trips and falls – the increasing size of a pregnant woman may adversely affect her balance, so slippery or uneven stairs, floors, paths etc are a particular concern;  
standing or sitting for long periods;  
mechanical – vibrations/movement – including travel;  
manual handling – lifting, twisting, etc.;  
excessive noise;  
exposure to radiation – non-ionising and ionising;  
extremes of temperature;  
infectious or contagious disease, e.g. German measles, Listeriosis;  
harmful substances – exposure to other people's tobacco smoke, lead, organic mercury chemicals;  
display screen equipment – IT work stations;  
working hours – duration per day, late and night working (suspension on medical certificate);  
work-related stress – working conditions, excessive workloads, travel during rush hour.

### **3.5 Preventative and Protective Action**

If a risk remains after reasonable preventative and protective actions were taken, then the personal tutor or appointed person, the pregnant worker, Personnel services and the appropriate Occupational Health Advisor must liaise to consider other alternatives to control or reduce the identified risk eg:

Adjusting the studying / working conditions or hours if it is reasonable to do so and would avoid

the risks.

Or, if these conditions cannot be met

Identifying and offering suitable alternative course consideration.

Besides undertaking an individual RA for an expectant or new mother the school will, as far as is reasonably practicable, act on all information and findings as described above, and where possible provide the pregnant or nursing mother with suitable rest facilities. This in practice can be any type of room that can provide a clean and private environment, i.e. First Aid room, empty office.

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**New and Expectant Mothers Risk Assessment  
Appendix 4**

NEW AND EXPECTANT MOTHERS – RISK ASSESSMENT – RIVERSIDE SCHOOL

RISK ASSESSMENT DOCUMENTATION

**Corporate  
Health & Safety  
Team**

SUBJECT AREA OF ASSESSMENT:

REF. No.:

DEPARTMENT:

SECTION:

**COMPLETION SHEET**

Ref.	Risk Level (See Appendix 1)	Actions to be taken	Target Date

*Signed:*

*Title:*

*Date:*

*Signed:*

*Title:*

*Date:*

**PART 1. LIST OF SUBJECTS**

REF. No :

<b>Subject Ref N°</b>	<b>List of Subjects (Activity, process, location etc.)</b>
1	Infection
2	Workstation, Posture and Movement
3	Manual Handling
4	Fatigue and Stress
5	Welfare Facilities
6	Shock and Vibration
7	Violence
8	Chemicals
9	High Risk Activities
10	Other (specify)



**PART 2. RECORD OF RISK ASSESSMENT**

Subject Ref N <sup>o</sup>	Hazard Ref. N <sup>o</sup>	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See Appendix 1)	Further action required
1		Infection.	German measles, chickenpox, TB, Hepatitis, animal diseases etc can harm the unborn child.	Employee.	Unless employee is known to be immune, redeploy or arrange maternity suspension from work that creates higher risks of infection than normal living.		
2		Workstation, Posture and Movement.	Changing shape and muscle tone can impair ability to adopt safe working postures, movements etc.	Employee.	Redeploy or arrange maternity suspension from work where changes create risks from cramped position, muscle strain, loss of balance, fatigue etc.		
3		Manual Handling.	Changes to body shape, posture, muscles and ligaments increase risks of lifting injuries.	Employee.	Avoid/control lifting.		
4		Fatigue and Stress.	Excessive physical and/or mental demand may raise blood pressure.	Employee.	Manage work to control physical and mental demands. Provide seating and rest facilities.		
5		Welfare Facilities.	Toilet, rest or private facilities for milk expression may be too remote.	Employee.	Discuss needs with individual and make reasonable adjustments to work/hygiene/rest facilities as necessary.		
6		Shock and Vibration.	Violent or repeated impacts may increase risk of miscarriage.	Employee.	Redeploy or arrange maternity suspension from work creating such risks (e.g. machinery).		

**PART 2. RECORD OF RISK ASSESSMENT**

Subject Ref N <sup>o</sup>	Hazard Ref. N <sup>o</sup>	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See Appendix 1)	Further action required	
7		Violence.	Blows to body may injure unborn child.	Employee.	Redeploy or arrange maternity suspension from work with potentially violent people.			
8		Chemicals.	Some chemicals harm the unborn child.	Employee.	Assess and control.			
9		High Risk Activities.	Ionising radiation, extremes of pressure or temperature, etc.	Employee.	Activities other than routine low-risk work must be assessed and controlled by competent person(s).			
10		Other (specify)						
Signed:  Signed:				Title:  Title:			Date:  Date:	
DATE OF NEXT ASSESSMENT								

### **Appendix 3**

#### **VIOLENCE AT WORK – RIVERSIDE SCHOOL**

The Health and Safety Executive (HSE) defines workplace violence as ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’ and states that it can include verbal abuse or threats as well as physical attacks.

HSE statistics also show that teaching and education professionals have a higher than average rate of violence at work.

#### **Responsibilities of all staff**

All members of staff have a responsibility to co-operate with the school’s leadership team and follow instructions in relation to health and safety matters.

#### **Preventing assaults – risk assessment**

The school will conduct risk assessments in relation to any assaults on members of staff. The risk assessment will be kept under regular review and updated as necessary.

The risk assessment procedure involves:

- establishing the risk of violence and assault on members of staff
- considering the risk of stress and/or secondary trauma which arises from working in fear of violence and assault
- taking steps to remove these risks
- where removal of the risk is not possible, reducing the risk by any necessary changes in working practices or by introducing appropriate protective and supportive measures.

Control measures taken to reduce the risk of violence and assault may include, but are not limited to: the provisions of alarms for staff; revision of lone working and/or emergency procedures and changes to the working environment such as improved lighting or room layout.

Where the behaviour of an individual student presents a demonstrable and ongoing risk to the health, safety and wellbeing to other members of the school community, the student’s Behaviour Profile will be thoroughly revised, including any recommended engagement with other agencies.

Incidents that will result in a revised Behaviour Profile will include, but are not limited to:

- a student carrying out – or threatening to carry out – any form of physical or sexual assault, whether in or outside of the school
- a student is found to be carrying a weapon, or threatens to bring a weapon into school – such as a knife, ball-bearing gun etc.

The school will inform all members of staff of the outcome of the risk assessment (including any relevant student behaviour risk assessments), and ensure that this information is included in the induction for all new members of staff, including supply teachers and staff employed via an agency.

The school will monitor the effectiveness of control measures by monitoring incident rates and equality characteristics of staff affected by assaults, and through meaningful engagement with the workforce and their trade union representatives.

### **Liaison with the police**

Riverside has access to an on-site Community Police Officer. It is through them that the additional help police may need to be requested when incidents occur.

Liaison with the police may also be required to address violent incidents within the wider community or within the vicinity of the school. For instance, the school may report concerns about potential dangerous activity, such as knife crime, to the police, for further investigation.

### **Reporting procedures**

The school ensures that all assaults against members of staff are recorded, even if they initially appear trivial.

The school records any assaults on members of staff, monitor this data and make it available to all staff and the recognised trade unions. The school will ensure all staff are made aware, at regular intervals, of the reporting procedures.

A written report should be completed as soon as practically possible following a violent/abusive incident or following a threat of violence. The member of staff will be given as much time as is necessary out of their normal duties to complete their report. Once completed, the form will be passed to the member of staff's line manager who is responsible for ensuring it is processed and recorded, and action taken in accordance with this policy.

Additionally, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the school is responsible for reporting the following to the HSE:

- all accidents to members of staff resulting in deaths or 'specified injuries' (list available at: [hse.gov.uk/riddor/specified-injuries.htm](http://hse.gov.uk/riddor/specified-injuries.htm))
- all accidents which result in an member of staff being off work due to injuries for more than seven days
- all accidents to non-members of staff which result in them being killed or taken to hospital and which are connected with work.

Any violence or abuse in relation to one or more protected characteristic (age, disability, gender reassignment, race, religion or belief, sex and sexual orientation) may constitute illegal harassment under the Equality Act 2010.

### **Procedures to follow if an assault occurs**

If a member of staff is assaulted or threatened with assault, the following action will be taken:

- The member of staff will be allowed to access a private area for as long as necessary following the incident.
- The member of staff will be advised to contact their trade union, if they have not already done so.
- The member of staff's line manager and the head teacher should be informed of the incident as soon as possible. The head teacher must inform the local authority of the incident through the Accident/Incident Reporting Form.
- Where required, medical treatment will be sought for the member of staff. The school's designated first aider will be asked to provide assistance, and further medical treatment assessment sought as necessary (eg at hospital or from their GP).
- The school will pay any reasonable charges (eg from a doctor, dentist or optician) that may be incurred following the assault.
- In the case of physical injuries, if at all possible, photos should be taken.

- The member of staff should also be encouraged to seek an appointment from the school's Occupational Health provider. Occupational Health assistance can be sought following both physical and verbal assaults, as there may be stress and anxiety arising from an incident.
- Professional counselling services will be offered to the member of staff by the school, with the school paying the cost of the counselling.
- The incident will be recorded, as soon as possible after the incident, in line with the procedures set out in this policy.
- The head teacher is responsible for ensuring written statements are taken from the member of staff, any witnesses and the assailant (where applicable) as soon as possible following the incident. A copy of all statements taken in relation to the incident will be provided to the member of staff and their trade union representative.
- The head teacher will conduct an investigation into the incident, or will delegate this responsibility to a member of the leadership team. A report will be produced following the investigation, and agreed with the member of staff. A copy will be retained by the school, and the manager with responsibility for health and safety. If the assault is being reported to the police, they will also receive a copy of the report.
- Following the incident, the risk assessment will be reviewed by the head teacher, in conjunction with the school. In cases where the assault was carried out by a student, their Behaviour Profile will be thoroughly reviewed.
- If a member of staff suffers an assault away from their normal workplace, but the assault arises in the course of, and via the performance of, their professional duties, support will be provided via this process.

### **Dealing with weapons**

If a member of staff has grounds to suspect that a student is in possession of a weapon, or there has been an incident involving a weapon, they should immediately inform their line manager or a member of leadership team. Members of staff are not expected to, and should not, deal with the incident on their own.

The head teacher will make a decision about whether the student should be searched, with or without their consent, referring to the school's confiscation policy and Department for Education (DfE) guidance (available at:

*[gov.uk/government/publications/searching-screening-and-confiscation](http://gov.uk/government/publications/searching-screening-and-confiscation)*

If a weapon is found, or the student refuses to co-operate, the police should be called immediately. If a weapon is found during a search before the police have arrived, it should be seized and kept in a safe, secure place until the police arrive.

If a student is found to be in the possession of a weapon, the disciplinary policy will be instigated and an individual student risk assessment will be undertaken. Depending on the circumstances of the incident, sanctions may include exclusion on a temporary or permanent basis.

### **Assaults by visitors/intruders**

In the case of an assault by a visitor or intruder, the manager dealing with the incident will in the first instance inform the police, requesting their prompt attendance, and ensure that all staff and students are safe and secure, following the procedure in this policy for responding to incidents.

If abusive, aggressive or insulting behaviour or language from a parent presents a risk to staff or students, or makes them feel threatened, schools have common law powers to bar the parent in question from the premises. If a bar on a parent is deemed necessary, this will be put in writing, giving the parent a formal opportunity to put forward their views before the bar is made permanent. Following any representations from the parent, the bar will be confirmed or removed.

Furthermore, it is a criminal offence, under section 547 of the Education Act 1996, for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. It also allows for the removal and prosecution of any person believed to have committed the offence. Therefore, in cases where the assailant is known (including if they are a parent), a letter will be sent stating that their behaviour is unacceptable, and they are no longer permitted to come onto the premises in the future without an appointment. If they do persist in entering the school premises and displaying unreasonable behaviour they will be treated as a trespasser and will be liable to prosecution.

### **Assaults by students**

Assaults on staff may be physical or sexual (sexual harassment is defined as 'unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment'. It may take the form of unwanted verbal, non-verbal or physical conduct of a sexual nature and it is unlawful under the Equality Act 2010.

If a member of staff is assaulted by a student, the student's conduct will be dealt with via the school's Behaviour Management Policy. The student may be removed from lessons and isolated from other students. Behaviour sanctions, including exclusion may also be required, depending on the student's understanding of the process.

A fixed term exclusion may be necessary in order to investigate the circumstances around the assault. As part of this process, the individual student's Behaviour Profile will also be reviewed and the outcomes of this process shared with all members of staff that have contact with the student in question. One of the school's DSLs (Designated Safeguarding Leads) will also be consulted following an assault by a student as there may be child protection issues to consider

### **Incidents within the school vicinity**

The school will also consider the risk of violent incidents, such as knife crime, not occurring directly on the school premises but in the wider vicinity of the school. The risk assessment will consider the possibility of such incidents occurring, and whether violent incidents have previously occurred in the community. However, school staff will not be required to monitor public areas outside of the school vicinity, and if there are concerns about criminal or dangerous activity taking place, the police will be contacted. If a violent incident occurs that impacts on the school, such as one involving knife crime, the following steps will be undertaken:

- The head teacher will convene a rapid response meeting with the police. This is particularly important if there is a continuing risk, for instance, if the perpetrator is still at large.
- Counselling will be offered in the aftermath of the incident to the whole school community (staff, students and parents).

### **Support for victims**

Members of staff who have experienced an assault will be permitted paid time off to meet with their trade union representative, the police, legal counsel and to attend court if necessary.

If the member of staff sustains an injury arising from an assault at work, and it is necessary for them to take sick leave, the school will advise them of their additional entitlements to sick pay for those suffering injury at work in accordance with section 4, paragraph 9 of the Burgundy Book.

Following an injury, the school will also provide the member of staff with advice on the prospects of obtaining compensation through the Criminal Injuries Compensation Authority, and will offer assistance in making and pursuing an application where appropriate.

Following an assault, the school will discuss with the member of staff whether they feel ready to return to their normal duties and advice will be sought from the school's occupational health provider. If the member of staff is not able to complete their normal duties, arrangements will be made for amended duties. For instance, a reduced timetable or shortened working hours. The member of staff will receive their normal salary during any period of amended duties.

The school will compensate the member of staff for any damage to their personal property or clothing as a result of the assault. The school will also reimburse any prescription charges incurred by the member of staff as a direct result of the assault.

The school acknowledges that members of staff may experience stress and/or anxiety following an assault or arising out of the threat of assault. The school will offer and pay for members of staff to attend counselling following an assault. The member of staff will receive paid time off from work during normal working hours to attend counselling.

#### **Definitions in this policy:**

- *'assault'* refers to any form of violent conduct against a member of staff. It may be physical, psychological, sexual and/or verbal. It also refers to threats of and attempted assault of any kind, and includes abuse and threats made via the telephone or via social media. Behaviours associated with assault may include, but are not limited to: hitting, pinching, biting, spitting, swearing, offensive gestures and unwanted physical contact such as unnecessary touching.
- *'secondary trauma'* refers to the potential impact on staff of chronic exposure to working with students suffering from unregulated stress. This can lead to a replication in the adult of similar regulatory, processing and social disorders as those experienced by the student.
- *'manager'* includes the head teacher, members of the senior leadership team, DSLs and line managers.
- *'member of staff'* refers to all members of staff including those employed on fixed term contracts, supply teachers employed via an agency or directly by the school, trainees and student teachers, apprentices and contractors employed by the school.

**Appendix 4**

**VIOLENCE AT WORK  
RISK ASSESSMENT METHOD**

In order to assess a risk associated to a hazard, two factors need to be considered:-

*i - the possible severity of the outcome*

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability
Major injury or long term absence
3 day injury or temporary disability
Minor injury

*ii - the likelihood of the outcome to occur*

How likely is it that the severe outcome will occur. Five categories are defined:-

<b>Likely</b>	A repetitive occurrence should be expected
<b>Probable</b>	Foreseeable
<b>Possible</b>	Could occur sometime
<b>Remote</b>	Unlikely, though conceivable
<b>Improbable</b>	Almost negligible

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.



	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3 day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

<b>VERY HIGH</b>	Unacceptable risk - immediate action required
<b>HIGH</b>	Risk reduction required - high priority
<b>MEDIUM</b>	Medium risk - action required so far as is reasonably practicable
<b>LOW</b>	Low priority - further risk reduction may not be feasible or cost effective
<b>VERY LOW</b>	Low risk - no further action required

*For other safety-related Riverside policies see the following on the school website:*

**Behaviour Management Policy**

**Educational Visits Policy**

**Fire Safety Policy**

**First Aid/RIDDOR Policy**

**Hydrotherapy Pool Policy**

**Intimate Care Policy**

**Lone Working Policy**

**Manual Handling Policy**

**Medication at School Policy**

**Safeguarding and Child Protection Policy**

**Staff Wellbeing Policy**

**Use of Chillout Rooms Policy**