

## HWLP

### HEALTH, SAFETY & WELFARE POLICY ARRANGEMENTS

- Part 1: Statement of General Policy on Health, Safety and Welfare
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**Part 1:**  
**Statement of General Policy on Health, Safety and Welfare**

1. The Board of Trustees & Executive Headteacher of Hinchley Wood Learning Partnership (“HWLP”):
  - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors at each school within HWLP.
  - Act in accordance with the general policy on Health, Safety and Welfare of HWLP.
  - Require all staff, in the school community, to act in accordance with the HWLP H&S policy and procedures.
  
2. The Board of Trustees & Executive Headteacher will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
  - A school/workplace in a safe condition.
  - A safe working environment.
  - Safe systems of work.
  - Safe plant and equipment.
  - Safe access and egress to all areas of the school.
  - The safety of articles and substances for use at work and in school.
  - Sufficient instruction and training supervision
  
3. In support of the above, the Board of Trustees & Executive Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into HWLP’s H&S procedures.

		
<b><i>Claudette Atkinson</i></b> <b><i>Co-Chair of Trustees</i></b>	<b><i>Andy Sellers</i></b> <b><i>Co-Chair of Trustees</i></b>	<b><i>Ben Bartlett</i></b> <b><i>Executive Headteacher</i></b>
DATE: May 2021	DATE: May 2021	DATE: May 2021

## **Part 2:**

### **Organisation and Responsibilities for Health, Safety and Welfare**

The following H&S organisational structure, and roles and responsibilities are approved by the Board of Trustees & Executive Headteacher of HWLP. Any reference to a school should be construed as a reference to every school within HWLP.

#### **1. The Board of Trustees**

The Board of Trustees approves the H&S Policy of the school and monitors its successful implementation. The Board of Trustees further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Board of Trustees will specifically:

- 1.1 Include Health and Safety targets in the School Improvement Plan, including,
  - Training for staff, and
  - Revision of policy/procedure
- 1.2 Nominate a Trustee or Local Governing Body member, with appropriate H&S knowledge, as an H&S link between the Board of Trustees and the wider school community, who will stay up to date with school H&S initiatives and inform the Board of Trustees accordingly.
- 1.3 Be informed and updated of the latest H&S legislation, and receive advice and support as and when necessary from appropriate third party H&S experts.
- 1.4 Ensure that an H&S report is at least a termly agenda item for the Finance & Resources Committee (or any successor committee). The report will be circulated, together with Finance & Resources Committee minutes, at the full Board of Trustees termly meetings. This report should include information on:
  - Progress of the H&S targets in the SIP
  - Accident/incident analysis
  - Any relevant H&S information received from third party H&S experts
  - Suggestions for future H&S initiatives.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

#### **2. Executive Headteacher**

As Senior Manager for all school the premises, and of all on and off site school related activities, the Executive Headteacher is responsible for the management of H&S at the school. The Executive Headteacher will advise Trustees of any H&S issue where their support or intervention is necessary and appropriate in order to effect the requirements of this policy. In particular, the Executive Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered, (*as per “core” Risk Assessment schedule, together with any risks identified as specific to the school*).
  - Appropriate control measures are implemented, and that
  - Assessment is monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building.
  - Play equipment.
  - Fire appliances.
  - Boiler/heating systems.
  - Portable electrical appliances.
  - Water systems.
  - First Aid/medical facility and equipment.
  - Premises staff equipment.
  - Curriculum specific e.g. gymnasia and fume cupboards
  - Sports equipment.
- 2.6 An adequate needs analysis of H&S training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Executive Headteacher / Director Finance & Resources H&S awareness
  - H&S Induction training (all new and temporary staff)
  - Emergency/Fire Training for the whole school community.
  - First Aid
  - Risk Assessment
  - COSHH
  - Lifting and handling heavy loads
  - Working at heights
- and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to Trustees.
- 2.10 The school will co-operate and participate in H&S monitoring arrangements.

- 2.11 A designated member of the teaching staff will act as the school's Trips / Educational Visits Coordinator.
- 2.12 Contractors (including grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate deputy Executive Headteacher is suitably instructed to take day to day responsibility for H&S in the absence of the Executive Headteacher.

The Executive Headteacher may delegate functions to other or single members of staff (e.g. the H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Executive Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **3. Deputy Headteacher**

The designated Deputy Headteacher of Hinchley Wood School will take on the above responsibilities in the absence of the Executive Headteacher.

### **4. Line Managers**

Managers in charge of Curriculum Areas/Departments/Staff/Teams are responsible to the Executive Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Executive Headteacher, and a report to the Executive Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Executive Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New, transferred and temporary staff, including supply staff, GTPs or voluntary helpers, will (if not supervised by school employees) receive basic H&S advice.
- 4.9 First aid provision is adequate and in date.
- 4.10 Students are given relevant H&S information and instruction
- 4.11 H&S is a regular item on department agendas.

## **5. Teaching Staff (Including supply)**

Teaching staff are responsible for the H&S of all students under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the students that they are supervising.
- 5.2 That appropriate safety instructions are given to all students prior to commencing practical sessions, if necessary giving special lessons, e.g. use of equipment in DT lessons
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 That they know the emergency procedures.
- 5.5 Where relevant, that all Personal Protective Equipment (PPE) is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice and are serviced under contract with Surrey Commercial Services.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.
- 5.9 That they set an example by personally following safe working practices.

## **6. Premises Supervisor**

The Premises Supervisor is responsible to the H&S Coordinator (see 7 below) and in particular will ensure:

- 6.1 Carrying out the risk assessments set out in Section 22 of this document in conjunction with the H&S Coordinator.
- 6.2 The prompt removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.3 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.4 That periodic H&S inspections are carried out at a timescale agreed by the Executive Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as Trustees, H&S Coordinator etc.).
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any PPE issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by HWLP and in line with national guidelines.

## **7. Health and Safety Coordinator**

The Executive Headteacher has nominated a Health & Safety Coordinator (the Director of Finance and Resources of Hinchley Wood School) to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Executive Headteacher accordingly. Specific functions of the H&S Coordinator may include but are not limited to:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Executive Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Executive Headteacher of any deficiencies.
- 7.3 Carrying out, with the Executive Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills, weekly fire call point tests, monthly and annual testing of emergency lighting.
- 7.5 Advising the Executive Headteacher of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Executive Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff, where applicable) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

#### **8. All Employees (including temporary staff & volunteers)**

All employees have a legal responsibility under the Health & Safety at Work Act to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of PPE provided for safety or health reasons.
- 8.6 Follow all relevant codes of safe working practice and local rules.
- 8.7 Report any unsafe working practices to their Line Manager.

#### **9. Health and Safety Committee**

The school has established a Finance & Resources Committee which meets six times a year. One of the responsibilities of the Committee is to have strategic oversight of H&S issues including provision of information to staff, training for staff and supervision and reporting procedures. Minutes of the Finance & Resources Committee are copied to Trustees for termly Board of Trustees meetings. Membership of the Committee may include:

- 9.1 The Committee will invite a designated H&S Governor to provide periodic reviews of H&S activity within the schools in the Trust
- 9.2 The Committee may invite school staff to attend meetings (e.g. Deputy Executive Headteacher/H&S Coordinator, Premises Supervisor)

**Approved by Board of Trustees:      June 2010**

**Last Review:                                      May 2021**

**Next Review:                                      June 2022**

### **Part 3: Arrangements and Procedures for Health, Safety and Welfare**

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

#### **1. Accident Reporting, Recording & Investigation**

The principal first aider reports to the Executive Headteacher and also reports under RIDDOR as required. Details are recorded using the RIDDOR website incident reporting system. Investigation will be undertaken by the H&S Coordinator/Premises Supervisor and a report will be seen and signed by the Executive Headteacher or a designated Deputy Head.

#### **2. Asbestos**

The Asbestos Survey Record is kept by the Premises Supervisor in the site office. Arrangements are in place to ensure contractors and others such as the Premises Supervisor have sight of survey VIA CDMs prior to starting any work on the premises. Instruction to staff not to drill or affix anything to walls without first obtaining approval from the Premises Supervisor, through checking the survey and confirming that no ACMs are present, is in place. Staff should report damage to all surfaces. In an emergency, the area will be closed to all, at which point a professional company will be called to deal with the problem. This area will remain closed until advised that all is safe.

#### **3. Contractors**

Contractors are selected for work based on price, availability and reliability based on the school's prior experience. Larger jobs will be subject to competitive quotes. Once a contractor has been selected the Health and Safety Coordinator will make arrangements for the induction of contractors, arrangements to exchange health and safety information and agree safe working practices, risk assessments and method statements. Up to date certificates of Public Liability Insurance are periodically obtained from contractors. The Premises Supervisor will be the person responsible for monitoring contractors' working methods. Staff will report any concerns via the Maintenance Support email address and it will be escalated to the contractor by either the Premises Supervisor or the Health and Safety Coordinator.

#### **4. Curriculum Safety (including out of school learning activity/study support)**

All departments are required to ensure that teaching staff undertake suitable (written where appropriate) risk assessments prior to commencing hazardous activities. Generic risk assessments can be used as long as they are in our name. Departments are required to ensure that staff have the proper qualification requirements to teach certain activities, and to be familiar with relevant documents e.g. the BAALPE document "Safe Practice in Physical Education and School Sport" for PE.

#### **5. Drugs & Medications**

Parental requests are required for medicines to be administered. These medicines are stored with the Principal First Aider. Student reception staff are trained to meet the

required level of understanding. Lockable storage arrangements are in place and recording administration is in place. The folder entitled “Students’ Health and the Administration of Medicines’ is in place and kept by the Principle First Aider in their office.

#### **6. Electrical Equipment (fixed & portable)**

Fixed wiring at every school is checked every fifth year and was last checked in 2017 (HWS) and 2016 (HWPS) through examination by a competent person. The Premises Supervisor maintains the record of inspection which is kept in his office. PAT is carried out no less than every other year. There are no limitations on bringing personal items to school. In this case the Premises Supervisor should be notified of such so that a test can take place. Any defective equipment should be reported to the Premises Supervisor so that the item can be assessed for repair, removal or renewed.

#### **7. Fire Precautions & Procedures (and other emergencies)**

- The Director of Finance and Resources is responsible for undertaking and reviewing the fire risk assessment.
- This is carried out annually. A copy of this assessment is available to Trustees.
- The frequency and arrangement of drills and procedures to be followed are constantly being assessed. We will have an evacuation at least once a term.
- Staff with special responsibilities: Fire Officer – Director of Finance and Resources; Responsible Officer for the assembly point – Assistant Headteacher (Ms Katy Cullen).
- Maintenance of fire exits /escape routes are checked on a daily basis as part of the locking up routine. The record sheet is signed every day and can be found in the red sleeve under the main fire panel.
- Maintenance of fire extinguishers is carried out annually by AllSave Ltd. The Premises Supervisor retains all inspection certificates.
- Calling the Fire Service - the Fire Service will be called by the Alarm Monitoring Service if they are unable to contact a school employee on the call tree to establish whether the alarm is false or not. The fire alarm is tested weekly. The signed record can be found in the red sleeve under the main fire panel. Rotation testing of break glass call points is done at the same time.
- Sample testing of emergency lighting is conducted monthly with an annual 3 hour test. Records will be kept in the fire record book.

#### **8. First Aid**

Names and locations of trained appointed first aid staff and first aid boxes can be obtained from the Principal First Aider and are displayed on notices around the school. Location of first aid boxes - this information can be obtained from the Principle First aider. The Principal First Aider is responsible for checking and restocking of equipment etc. They will also summon the ambulance and accompany children to hospital. Cover in the event of absence is provided by the staff in the student reception. Training & retraining of first aiders is done via an outside agency and is monitored by the Principle First Aider.

#### **9. Glass & Glazing**

All glass in doors and side panels is glazed in safety glass BS 6206. All and any replacement glass is of the same safety standard BS 6206.

## **10. Hazardous Substances**

Rules on selection and use of substances: advice is taken from the hazard data sheets and the Consortium of Local Education Authorities for the Provision of Science Services ("CLEAPSS") Hazcards; these are kept within the relative departments along with their risk assessments. CLEAPSS is fully incumbent with COSHH.

Staff training (in safe use) is ongoing. Selection and use of protective equipment - this again is advised within CLEAPSS.

Storage arrangements: We have dedicated storage for: 1/poisons, 2/flammable, 3/all other liquids. Use of mechanical controls is once again dictated via CLEAPSS. COSHH storage containers are lockable and are held within a locked room.

Name of Radioactive Protection Supervisor: Alex Bishop.

Name of Radioactive Protection Advisor: Carstens & Robertson Ltd.

## **11. Health and Safety Advice**

External advice is taken in respect of specific areas of H&S, as and when deemed appropriate e.g. a survey re: managing Legionella within our water systems. (Prior to the return of students post Covid lockdown, the water systems of both schools were professionally flushed out).

## **12. Housekeeping, cleaning & waste disposal**

Arrangements to ensure premises are kept clean: the cleaning is held in house in HWS and largely contracted out at HWPS. All cleaning is done on a daily basis to a school wide specification by a crew of cleaners. To minimise accumulation of rubbish, we have several 1100 litre containers that are for recycling and a 3.5 ton compactor for all other rubbish. Veolia is the contractor that removes and disposes of the waste from the compactor.

Arrangements for wet floor cleaning to minimise risks of slips: all wet work is carried out after school hours and at weekends. Signage is put up at all times. Means of disposing of glass: this is done by putting in the compactor in a clearly marked box .

Arrangements for snow shifting: gritting is carried out when necessary. Security/location of external waste bins: all bins are kept away from the school when full. Bins that are being filled are also kept at several metres distance from school buildings.

## **13. Handling & Lifting**

Arrangements are such that almost every day some lifting is undertaken that is not banned under the manual handling operations regulations 1992. It does however target operations that show significant risk. Assessments to identify such risks should be undertaken to minimise any such risk in manual handling tasks. Premises staff received periodic reminders in relation to safe manual handling (circulation of relevant HSE guidance). Premises Staff are reminded to conduct a safety inspection of lifting aids such as sack barrows, pump trucks and bogies. Separate assessments and training are needed for the lifting of students. This should only be carried out by the fully trained first aiders as supervised by the Principal First Aider. All Staff who are not Premises staff are periodically reminded

## **14. Jewellery**

The school has a clear policy on students wearing jewellery. Jewellery must not be worn

during PE or DT lessons.

#### **15. Lettings/shared use of premises**

When a club or person (Hirer) makes a booking, they receive a pack containing evacuation notes in case of fire, our terms and conditions plus restrictions on use of equipment and accessible areas.

Major bookings: it is the responsibility of the client to employ their own staff and provide first aid provision. Telephone contact details provision is in the sports reception.

#### **16. Legionella Prevention**

A competent person will regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems'. The written risk assessment and control measures are the responsibility of the H&S Coordinator.

All taps in the school are flushed during holidays and half terms and the temperature of the hot water taps are tested and recorded at the same time.

#### **17. Lone Working**

Safe working practices/rules for staff who work alone: Every task is monitored to see if a second person is needed. There is no working alone at height. Weekend jobs are restricted to washing / cleaning minibuses and sweeping out the bike sheds or similar low risk tasks. Contact arrangements: all Premises Staff have a telephone contact number for other members of the Premises Staff.

#### **18. Maintenance / Inspection of Equipment**

Details of what equipment requires periodic inspection / servicing:

Gas fired boilers and appliances: serviced every 6 months

Lifts: every 6 months

Fixed wiring system: every 5 years

Portable Appliance Testing ("PAT"): at least two yearly

Fire alarm serviced – full site twice a year

Emergency lighting: monthly / annually

Fire extinguishers: annually

Fire call points weekly

Fume cupboards and chemical store: annually

Trees: periodically each year

Air Conditioning units: semi-annually

Gymnasium and DT equipment: annually

Access equipment (e.g. ladders): annually

Guards, safeguards and safety devices: annually

All school escape route doors and passageways: daily

Fire panel: daily

#### **19. Personal Protective Equipment (PPE)**

Selection of equipment which is suitable: PPE is supplied by the school as required. PPE (e.g. ear guards/safety glasses) are checked by the user prior to use and replaced as required.

#### **20. Playground Safety**

Inspection and maintenance of play areas is carried out on an ongoing basis by the Premises Department, reporting in to the Premises Supervisor.

#### **21. Reporting Defects**

The Premises Supervisor records hazards and defects including maintenance. All staff report any problems using the Maintenance Support email address. All health and safety issues must be reported to the Maintenance Support / Premises Supervisor for immediate attention. The Premises Supervisor will arrange for contractors as required or for the work to be carried out by a member of the site team. All work is fully recorded and is kept by the Premises Supervisor.

#### **22. Risk Assessments**

The Premises Supervisor in conjunction with the H&S Coordinator maintains a set of core risk assessments. Arrangements for undertaking special RA's of individual care plans (such as for staff who are pregnant or who have health problems) is undertaken by our Personnel Officer or Principal First aider, as appropriate. Arrangements for periodic review of RA's are undertaken by the H&S Coordinator.

#### **23. School Trips/ Off-Site Activities**

The designated Trips / Educational Visits Coordinator is responsible for the rigorous monitoring of all planned trips and offsite activities.

#### **24. School Transport**

Authorised drivers of school minibuses must have held a full licence with no more than 9 points for 2 years or more; all drivers must be over 21 and be approved by the Health and Safety Coordinator. Drivers cannot receive reward or remuneration for driving a school minibus. All potential drivers have to complete a driving test with the designated person to confirm their competence. A copy of their licence is kept on file and this is checked periodically. The Premises Supervisor is responsible for ensuring the regular servicing of all minibuses.

#### **25. Staff Consultation**

H&S is an agenda item three times a year on the Finance & Finance & Resources Committee which itself meets six times a year. Staff know to use the Maintenance Support email address to raise issues of concern and the Premises Team know to make all H&S issues the immediate priority.

#### **26. Staff Health & Safety Training and Development**

The Health and Safety Coordinator arranged for all staff to receive a copy of the Roles and Responsibilities document in the event of the fire alarm going off. Fire drills are carried out each term. The Health and Safety Co-Ordinator sends out regular, practical H&S reminders to all staff. Establishing minimum health and safety competencies for certain

activities is carried out by the Head of Department (e.g. use of hazardous substances, use of VDUs).

**27. Supervision (including out of school learning activity/study support)**

The school has a staff duty rota for before and after school, plus breaks and lunch times to ensure that students are never left unattended. All after-school activities are registered and have staff in attendance.

**28. Use of VDUs / Display Screens**

The IT Department carries out periodic assessments on all VDUs that are in significant use. This would include a DSE Assessment. Advice on maximum time to be spent on VDU without a break is also discussed.

**29. School Security**

There are specific rules for maintaining site security e.g. keeping doors shut on magnetic locks, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, special training requirements, requirement for all staff to report all incidents of verbal and physical violence.

**30. Violence to Staff**

Employees have the right to work in a safe and non-hostile environment and the school will ensure that students receive the quality of education to which they are entitled. The school will not be compromised by the negative behaviour of a minority of students or visitors. Examples of negative behaviour include, but are not limited to:

- Verbal aggression/harassment
- The persistent use of foul and abusive language and/or gestures
- Physical violence or the threat of physical violence
- Any behaviour resulting in a member of staff feeling intimidated, threatened and/or concerned about their safety

The school will treat all students and visitors with dignity and respect. Staff have the right to be treated with dignity and respect in return. The school will not tolerate violence in any form, including the use of foul or threatening language, towards employees.

**31. Working at Height**

Steps and ladders will only be used by trained Premises staff. Premises staff are required to read and acknowledge that they have read and adhere to the guidance issued by the HSE regarding Working at Heights. Access equipment is always inspected prior to use and tagged annually. Working at height means carrying out any work that is off the ground and only trained staff can carry out these tasks.