

Health and Safety Policy



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Executive Headteacher	Jo Anderson

This policy is written to comply with the Independent School Standards and is based on the National Curriculum and Ofsted framework.



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1. HEALTH AND SAFETY STATEMENT OF INTENT

At the Maples, we regard health and safety as a priority. We are committed, through strong, visible leadership, to promoting and achieving safe and healthy conditions in our workplace. We aim to create an environment where risks are reduced, accidents are eliminated, and health is protected. This applies not only in the context of our employees but also in respect of all others involved in or who could be affected by its activities. Our objectives will be achieved by senior management taking responsibility and committing the necessary resources, as defined by the organisation, to ensure the success of this policy.

This will be achieved, so far as is reasonably practicable, by:

- Meeting the requirements of the Health and Safety at Work Act 1974 and other relevant legal obligations imposed, to maintain healthy and safe conditions.
- Ensuring formal risk assessments are conducted, documented, and communicated to the relevant parties/employees.
- Providing and maintaining plans and systems of work that are safe and without health risks.
- Ensuring the safety and reduction of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Providing such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Consulting with employees on matters affecting their health and safety.
- Preventing accidents and cases of work-related ill health.
- Providing safe access and egress.
- Appointing competent personnel to advise on compliance with statutory duties and to undertake reviews of the policy as necessary.
- Aiming for continual improvement of our health & safety management performance, through a process of regular monitoring and review.
- Promoting health and safety as a fundamental element throughout all levels within the organisation.
- Having adequate means of communication for employees whose first language is not English.
- Co-operating fully with relevant enforcement authorities and any other relevant external agencies.
- Recognising the duty to co-operate and work with other employers to ensure the continued health and safety of all those at work.



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To help achieve these objectives and to ensure our workers recognise their duties under health and safety legislation whilst at work, they are informed of their duty to take reasonable care for themselves and for others who may be affected by their acts or omissions. These duties are set out in an employee safety handbook, which is issued to each employee.

2. PURPOSE AND SCOPE

The health and safety of all pupils, staff and anyone else who visits the school is of the highest priority.

The school recognises that achieving and maintaining high standards of safety requires that the school's staff, pupils and visitors are aware of and discharge their respective responsibilities.

This policy aims to show how the Executive Headteacher, Headteacher and all other staff members discharge their duties under the Health and Safety at Work Act 1974, which requires anyone working on school premises to conduct themselves in a way so that they pose no risk to their own or any other person's health and safety.

The Executive Headteacher and Senior Leadership Team are committed to ensuring the Health and Safety of everybody involved in the school.

We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises, and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who work in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a recurrence.

3. RESPONSIBILITIES

The Executive Headteacher:

- Retains overall responsibility for the implementation of the school's Health and Safety Policy.
- Assesses, on a daily basis, potential hazards and risks to health and safety.
- Conducts or organises regular safety inspections and risk assessments.
- Initiates action on reported hazards and accidents.
- Maintains accurate training records of all staff.
- Assists teaching staff in preparing safe working spaces and practices as appropriate to the teaching environment.
- Provides adequate statutory first aid facilities.
- Establishes and maintains effective emergency evacuation procedures.

Teachers and all other staff:

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- Take reasonable care of their own and others' health and safety.
- Co-operate with the Executive Headteacher on all safety matters.
- Assess the classroom environment (areas and equipment) before commencing teaching.
- Risk assessments to be carried out for all outing venues prior to the outing.
- Familiarise themselves with the young person's risk assessment and any identified behaviour management strategies.
- Wear their identification badge clearly displayed.
- Report hazards to the Executive Headteacher or School Business Manager.
- Encourage pupils and visitors to comply with the Health and Safety Policy.

4. RISK MANAGEMENT

The aim is to eliminate or reduce risks that are judged to be potentially harmful. In 'Risk Management', we are looking to manage the person's exposure to those risks (staff, pupils and other parties) that will enable them to function well in the environment.

The Maples' approach to risk-taking is for use by all staff employed by the school. Risk is a major focus of work within our organisation.

We aim to promote good practice which leads to recognisable benefits for people who are members of our school community.

This means we need to:

- Ensure that there is a consistent approach to risk management by the staff of the Maples.
- Help to develop a coordinated approach to risk management with other agencies.
- Ensure that specific risk management issues relating to all staff and pupils within the whole school setting are addressed.
- Ensure a consistent approach and review to risk management across the Maples.

We recognise that:

- Risk should be acknowledged and made explicit (i.e. staff to sign to evidence their awareness of specific risks, where applicable).
- Training and supervision should be given to all staff involved in risk management.
- The recording systems must include identified risks, possible consequences and the agreed action plan.
- There should be an active plan for monitoring and reviewing.

Risks often arrive unexpectedly; however, the more conscious and sensitive the staff are to early warning signs, the easier it is for them to raise concerns before they become serious. The more likely it is that a serious risk can be avoided.

It is, therefore, vital that staff are encouraged to look for early warning signs of risk as part of their day-to-day practice and report them, such as through handovers to colleagues, recording

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appropriately, liaising with relevant agencies, and seeking advice and guidance from other professionals.

When working with vulnerable children, in both assessing and responding to their needs, we recognise that there will be risks inherent in meeting them in ways that support the young person's choice, dignity, presence in the community, and opportunities to develop, grow, and make a contribution.

Our practice will therefore:

- Provide a clear and accountable decision-making process.
- Have a process that can justify why decisions were made.
- Provide support to those who make decisions and manage risk situations (through supervision).
- Provide a framework for training in risk assessment and management.

Definition of high-risk activity

- a) Activities for pupils which present significant or unusual hazards to their safety or welfare, such as: horse riding, climbing and abseiling, go-karting and canoeing, require reasonable risk assessment and positive control measures.
- b) Any high-risk activity provided or arranged for pupils must be supervised by persons holding the relevant qualifications, such as the qualification for instructing or supervising pupils awarded and accredited by the recognised national body for the activity concerned.

5. RISK ASSESSMENT

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities within the school and during school visits.
- Some individual pupils will have individual risk assessments completed by the school, with additional information on the school's own pro-forma. Behaviour management strategies are identified to assist teachers in managing behaviour.
- They are all available on the school's central server for staff to inspect and refer to prior to commencing teaching.
- The Executive Headteacher will ensure that staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments should be reviewed regularly in the light of incidents and guidance.
- Risk assessments for school trips should be reviewed each time the trip takes place.

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6. ACCIDENT, INCIDENT AND ILL HEALTH

The prevention of accidents, incidents and ill health is at the heart of our day-to-day operations at The Maples.

We have a comprehensive risk management system that mitigates risk and strives to protect our staff and pupils.

Should they occur, accidents are recorded in the school accident book and reported to parents/carers and key staff, as appropriate.

Sensible and safe behaviour is promoted to pupils by all members of staff, and any dangerous or risky behaviour displayed by pupils will be addressed and dealt with.

For more information, please also see our First Aid Policy and Infection Control Policy.

7. ADVERSE WEATHER

For more information, please refer to our Adverse Weather Policy, which outlines the procedure to follow in the event that the weather affects the normal operations of the school.

8. ALCOHOL AND DRUGS

The Maples Employee Handbook states the school's stance on alcohol and drugs.

9. ASBESTOS MANAGEMENT

A full asbestos survey has been carried out and a report produced.

Should any work be carried out on the fabric of the building, the report and experienced construction managers would be consulted.

10. CONSTRUCTION DESIGN AND MANAGEMENT

The collection of buildings underwent a complete renovation in 2022.

If any further work needs to be carried out, the services of a qualified architect – Croft Architecture – and an experienced building company – Heronceau Refurbishment – will be commissioned.

11. CONSULTATION WITH STAFF

All staff have a responsibility to report health and safety concerns to the Executive Headteacher.

The Executive Headteacher passes these concerns to the administration team, who are responsible for arranging a speedy resolution.

It is the Executive Headteacher's responsibility to ensure that these concerns are actioned.



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The Proprietor carries out a monthly health and safety site check, which is then passed to the Executive Headteacher, who will oversee actions.

12. CONTROL OF CONTRACTORS

Should contractors need to visit the site, they are first asked to attend when the pupils are not present, i.e. before or after school, at weekends, or during the school holidays.

If they need to be on-site whilst the children are present, a risk assessment is carried out, risks mitigated, and appropriate health and safety and visitor procedures are followed.

Checks are made to ensure that all contractors are qualified to carry out the tasks.

The quality of the work is checked and all relevant paperwork is sought.

13. DISPLAY SCREEN EQUIPMENT

Risk assessments are carried out in relation to the use of display screen equipment and appropriate measures are taken.

Advice is given in the Maples H&S Handbook to prevent risk from using display screen equipment.

14. EDUCATIONAL VISITS

The main areas for action concerning educational visits are summarised below. The full guidance document will be used when any off-site visit is proposed.

The Maples SLT must satisfy themselves that a risk assessment has been carried out, that appropriate safety measures are in place and that training needs have been addressed for the off-site visit. We will also ensure that:

- The visit has a specific and stated objective.
- Plans for the visit comply with regulations and guidelines, including the Maples Health and Safety Policy document.
- The visit organiser reports back after the visit.
- The responsible officer at the Maples is informed about less routine visits well in advance.
- Proposals for certain types of visit, which could include visits involving an overnight stay or travel outside the UK, will be properly assessed before permission is given for them to take place.

The visit organiser will make sure that:

- Visits comply with regulations and guidelines provided by the Maples and the Health and Safety policy.
- Group leaders are competent to monitor the risks throughout the visit.
- They are clear about their role if taking part in the visit as a group member/supervisor.

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- Follow the instructions of the group leader, who will have sole charge of the visit.
- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit begins.
- The risk assessment has been completed and appropriate safety measures are in place.
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered.
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- The group leader or other staff members are suitably competent to instruct the activity and are familiar with the location/centre where the activity will take place.
- Group leaders are allowed sufficient time to organise visits properly.
- Supervisors on the visit are the appropriate people to supervise the pupils.
- Ratio of supervisors to pupils is appropriate.
- The Executive Headteacher has approved the visit.
- Parents/Carers or others have signed consent forms.
- Arrangements have been made for the medical needs and special needs of all pupils.
- Adequate first-aid provision will be available.
- The mode of travel is appropriate.
- Travel times out and back are known, including pick-up and drop-off points.
- There is adequate and relevant insurance cover.
- The organiser has the address and phone number of the visit's venue and a contact name.
- An Maples contact has been nominated and the group leader has details.
- The group leader, group supervisors and nominated Maples contact have a copy of the agreed emergency procedures.
- The group leader, group supervisors and the Maples contact have the names of all the adults and pupils travelling in the group and the contact details of parents/carers, staff and other supervisors' next of kin.
- There is a contingency plan for any delays, including a late return home.

Group leader

One member of staff, the group leader, will have overall responsibility for the supervision and conduct of the visit and should take into account the health and safety of the group. The group leader should have been appointed or approved by the responsible officer for the Maples. The group leader should:

- Obtain the responsible officer's prior agreement before any off-site visit takes place.
- Make sure the visit complies with The Maples' regulations, guidelines and policies.
- Appoint a deputy.
- Clearly define each group supervisor's role and ensure all tasks have been assigned.
- Be able to control and lead young pupils of the relevant age range.



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- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place.
- Be aware of child protection issues.
- Ensure that adequate first-aid provision will be available.
- Undertake and complete the planning and preparation of the visit, including the briefing of group members and parents/carers if applicable.
- Undertake and complete a comprehensive risk assessment.
- Review regularly undertaken visits/activities and advise the responsible office for the Maples where adjustments may be necessary.
- Ensure that staff and other supervisors are fully aware of what the proposed visit involves.
- Have enough information on the pupils proposed for the visit to assess their suitability, or be satisfied that their suitability has been evaluated and confirmed.
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group.
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Ensure that group supervisors have details of the Executive Headteacher.
- Ensure that group supervisors and the Maples have a copy of the emergency procedures.
- Ensure that the group's staff and other supervisors have the details of pupils' special educational or medical needs, which will be necessary for them to carry out their tasks effectively.

15. ELECTRICITY AT WORK

All staff are expected to visually check equipment before use and report damage and remove it from the area with a notice saying "Faulty - Do Not Use".

In addition, all appliances are tested by a contractor and a certificate is held listing all tested and serviceable equipment.

A list is held of all electrical appliances.

Staff should note that particular care needs to be taken with extension leads to avoid trailing wires.

No electrical equipment should be introduced into school from home without being PAT tested and with the prior agreement of the Executive Headteacher.

Each building undergoes an annual electrical check.

16. E-SAFETY

E-Safety is a priority and taught explicitly in our curriculum. Please see the separate policy.



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17. FIRE SAFETY

The persons responsible for health and safety on the premises will complete a fire risk assessment and review it annually. Fire alarm tests will take place weekly. An evacuation exercise will take place at least once a half term and as soon as possible after any new intake of pupils is admitted to the school, and a log of each fire practice will be recorded. Fire doors/and extinguishers should always be freely accessible. Fire alarms are tested weekly and the procedure in case of fire is as follows:

- 1) Raise the alarms by ringing the firebell.
- 2) Evacuate the premises.
- 3) Call the fire brigade by telephoning '999'.
- 4) Report to the assembly point.
- 5) Once outside, do not attempt to re-enter the premises until the Fire Brigade allows you to do so.

Please see the Fire Safety Policy and Fire Emergency Plan, along with the Fire Risk Management Overview.

18. FIRST AID

All staff are trained in first aid, with several staff having specific pediatric first aid training.

For more information, please see our First Aid Policy.

19. FOOD SAFETY

We have a fully qualified catering manager providing food on-site daily for our staff and pupils. Our kitchen complies with the relevant legislation and has a five-star rating for hygiene.

If our pupils are participating in cooking:

- a risk assessment is completed;
- staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- close supervision will be appropriate for riskier parts of the cooking process, such as taking food in or out of hot ovens and using knives.
- pupils who have a history of self-harm will be very closely monitored when using a knife and all knives will be kept in a locked cupboard in the kitchen when not in use.

Any food preparation must be done in compliance with health and hygiene regulations.

20. HAZARDOUS SUBSTANCES

The use of hazardous substances in school will be kept to a minimum.

The designated member of staff will complete a COSHH assessment for all hazardous substances used on the premises. The COSHH folder is kept in the school office.

All cleaning products are stored by the cleaning staff and locked away.

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The keys for the locked cupboard are kept in the school office.

21. HEALTH AND SAFETY TRAINING

All staff carry out basic health and safety training, including fire safety. A detailed training matrix is maintained to track training and identify areas for improvement and refresher training.

22. HOUSEKEEPING AND CLEANLINESS

Cleaners are employed to clean the building daily. They follow a set process that includes deep cleaning spaces during the school holidays.

23. INFECTION CONTROL

Please see the Infection Control Policy.

24. LONE WORKING

Please see the Lone Working Policy.

25. MANUAL HANDLING

The Workplace (Health, Safety and Welfare) Regulations 1992 and the Manual Handling Operations Regulations 1992 cover lifting and related activities, including holding, carrying, lowering, pushing, and pulling. They also extend to lifting and assisting people.

Common hazards are the manual movement of loads and frequent forced or awkward movements of the body, leading, for example, to back injuries and severe pains in the hand, wrist, arm or neck – repetitive strain injury. Moving materials mechanically is also hazardous and people can be crushed or struck by material when it falls from a lifting or moving device or is dislodged from a storage stack.

All staff will therefore make sure that:

- Design of tasks suits the work to the person, not the person to the job, where possible, so that manual handling is avoided where a safer way is practical or there is risk of injury.
- A risk assessment will be carried out on any significant manual handling tasks.
- Staff who complete manual handling tasks will have suitable and sufficient training.
- Assessment is made of the risk of injury from any manual handling operation that can't be avoided.
- The risk of injury is reduced so far as is reasonably practicable.
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- Where appropriate, individual programme area Health and Safety Policy statements will reflect the above guidance on Manual Handling for staff, pupils and visitors and include arrangements for safe working practice, instruction and training if necessary.



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26. MEDICINES ADMINISTRATION

Please see our Administration of Medicines Policy

27. OVERSEES WORKERS

All relevant checks are carried out in relation to the KCSIE guidance.

28. NEW AND EXPECTANT MOTHERS

A risk assessment is carried out on all expectant and new mothers.

29. PPE

Appropriate PPE is provided for tasks that require it, such as first aid and personal and intimate care.

30. RISK MANAGEMENT AND LEADERSHIP

Please see our Health and Safety Risk Management System that details roles and responsibilities.

Please see Risk Assessment Policy.

31. TRANSPORT

We are proud to have our own transport fleet that provides daily door-to-door pick-ups for our pupils.

The welfare of our staff and pupils is paramount, and to this end, we have a comprehensive system that ensures their health and safety.

Please see our Minibus Risk Assessment, Minibus Policy and Minibus Emergency Procedure, and our detailed procedures for more information.

32. SITE SECURITY AND INTRUDERS

All staff and pupils are encouraged to be aware of strangers on the premises. Entrances to the building are to be kept closed at all times.

Visitors

If a visitor is unknown, identification should be requested. Visitors are asked to enter only by the front door.

Where the person is a legitimate visitor, the member of staff should do the following:

- identify the person and determine their purpose or need for being on the premises;
- escort the person to reception and make sure that they check in as a visitor and that they are aware of the procedures for visiting in future;
- If a visitor has not followed the correct procedure, the person signing them in should report the incident to the person responsible for security arrangements.
- visitors must be signed into the visitor's book and visitor's badges issued where appropriate.

Intruders

An intruder on the premises can present a significant risk and may or may not be a safety hazard. Not all intruders will mean harm or intend to act maliciously. Some intruders may merely be individuals who have not followed established visitor procedures. To protect the pupils who are in our care, the Maples staff will make every effort to keep the premises secure from intruders and make sure that all staff, pupils, visitors, volunteers and parents/carers are aware of procedures in the event of an intruder being found on the premises.

Any member of staff who observes an individual who appears suspicious or out of place should approach the individual (if safe to do so) and ask their name and purpose. Wherever a member of staff feels that an intruder may present a safety threat, they should arrange for back-up and approach the person in pairs. While determining the status of an intruder, every effort must be made to ensure that the pupils in our care are safe, feel secure and continue to be engaged in their routine activities.

Where the intruder is a stranger who may pose a safety hazard, staff should do the following:

- Politely challenge the intruder and ask why they are on the premises.
- If they are not legitimate visitors, ask them to leave.
- If the person refuses to leave the building in a peaceful manner, inform them that the police will be called.
- If the intruder appears agitated, irrational or threatening, try to calm them by talking in a calm, reassuring voice while a colleague calls the police.
- Depending on the circumstances and the attitude of the intruder, the police should be called to report the incident.
- If the police are called and the individual leaves or attempts to leave prior to the police arriving, staff should not attempt to detain or restrain the person physically. Still, they should inform the responding officers that the individual has left the building, the direction they took and the means of transport.
- Security should be reviewed immediately.
- Log the incident and actions as soon as possible.

33. VIOLENCE AND HARASSMENT

Violence at work includes any incident in which an employee is abused, threatened or assaulted, physically or verbally, by any person in circumstances arising out of, or during his or her employment.

The difficulties relating to violence, which staff may experience whilst performing duties at work, are recognised by The Maples and this procedure gives practical support with the aim of reducing incidents.

The Maples has duties and responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Therefore, for the safety and well-

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being of its staff, we must take steps to ensure that, as far as is reasonably practicable, staff are protected from violence, including:

- verbal or physical abuse of staff, including any form of harassment;
- threats made to staff when carrying out their duties;
- physical assault upon staff during the exercise of their duties;
- attacks on or damage to the property of staff resulting from the exercise of their duties.

Specific steps for the Executive Headteacher

- assess the extent of the problems faced by staff;
- identify areas of risk;
- review and, if necessary, modify systems of work;
- ensure that staff at risk receive training to defuse potentially violent situations;
- ensure that staff who have been assaulted or abused are debriefed and, where appropriate, given access to trained counsellors;
- monitor and analyse violent incidents, taking appropriate action as necessary.

Specific Steps for teachers and all other staff, who must:

- consider their own safety and that of colleagues.
- familiarise themselves with policies and procedures, guidelines and instructions issued by The Maples.
- report all incidents of violence or threatened violence to the Executive Headteacher.
- record details of incidents, as required by the Maples.
- participate in any training which is available to them.
- contribute to any reviews or enquiries held into incidents with which they have been involved.
- make use of all available support and counselling as provided by the Maples.

Preventing a violent situation

The best way to handle a violent situation is to prevent it from happening. Although it cannot always be anticipated, there are several early warning signs that staff should be aware of. The following are common signs and symptoms, which may be evident in another person prior to the onset of possible violence;

- the person becomes tense and agitated, and their voice pitch and volume increase.
- replies to questions are abrupt and may be accompanied by gestures or the use of offensive language.
- the person shows signs of being under the influence of alcohol, drugs or solvents.
- muscular tension in the face and limbs.
- skin colouring, i.e. flush to face and neck.

Handling a Potentially Violent Situation



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- good observations and sensitivity in recognising signs of tension, frustration and anger are essential.
- retaining the impression that the situation is under control but allowing the aggressor plenty of space, both personal and verbal;
- being aware of body language, being controlled and confident and maintaining a relaxed stance, eye contact and a calm, reassuring voice;
- not using offensive language, threatening or using physical force. Not touching a person who is arguing with you (in law, this could amount to an assault);
- if the person cannot be calmed down, staff should remove themselves from any immediate risk, get help from colleagues, or alternatively, call the police.
- If the violent attack is directed at the property, control should be attempted if there is no risk.
- When it is essential for staff to defend themselves against attack, any action must be limited to the use of reasonable restraint, sufficient to prevent their own injury or to enable escape.

Preventive Measures in the Workplace

The potential for violence can be reduced by:

- receiving visitors in all locations courteously.
- providing welcoming reception areas without sacrificing security.
- ensuring that people waiting are kept informed of any delays.
- treating visitors professionally, fairly and with dignity.
- giving reliable information, admitting any uncertainties and never hesitating to apologise if a mistake has been made.

Working alone in outside locations

- Wherever necessary, a means of raising the alarm should be provided to staff who work on their own in isolated situations or who and are at a significant risk of violence.

Staff Travelling Alone

Mobile staff may be subject to violent situations when working outside their vehicles, or following a vehicle breakdown or road traffic accident.

- mobile staff are recommended to report at regular intervals to their base and should make particular effort to maintain contact in the above situations.
- staff should not hesitate to contact the police should they feel in danger while away from their base.
- Staff should, on no account, give lifts to hitchhikers during working hours.

Training

CPI training is provided to staff on how to handle violent or potentially violent situations at work.

In practical terms, the training raises awareness of:

- causes of aggressive behaviour.

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- recognising potential violence at an early stage.
- defusing violent or potentially violent situations.
- self-protection techniques.
- understanding company guidelines and policies.

Procedures for dealing with assaults

- All incidents should immediately be reported to the Executive Headteacher.
- In the event of any physical injury or shock, treatment should be sought for the victim as soon as possible.
- The Executive Headteacher should investigate the assault, collect evidence and prepare a factual account of events, which should be recorded in the incident log.
- The incident log/accident report form should be completed as soon as possible, providing details of the incident, including the date, time, circumstances, and other relevant information. The incident must be recorded even if there is no injury.
- Where the assault on an employee was carried out by a fellow employee, the Oak's disciplinary procedure will be invoked.

After care

- A sympathetic and supportive attitude must be displayed towards victims of violence.
- Counselling or referral to a counselling service should be offered via the Maples personnel section.
- The victim's line manager and colleagues should consider the possible after-effects on the victims prior to and on return to work.
- After the incident has been dealt with, the manager should arrange an informal debriefing session with all staff to discuss the incident and the lessons to be learnt from it.

Monitoring

- All cases of verbal abuse, threats and assaults must be reported to the Executive Headteacher, as the information will enable incidents to be monitored and any necessary steps taken with the aim of preventing a similar incident from happening again.
- Analyses of incidents/accident report forms will be undertaken termly in order to build up a picture of violent occurrences, from which lessons may be drawn and appropriate action taken and this should be reported to the Proprietor by the Executive Headteacher.
- A review of preventive measures should be taken at regular intervals. Where there is no improvement, alternative methods should be considered.
- The appropriate risk management groups should be involved when revising security arrangements.

34. WELFARE AND THE WORKPLACE

To reduce the build-up of stress, we note and appreciate the work of all staff, both individually and collectively, through:

- individual discussions with regard to successes between senior staff and a member of staff;



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- staff meetings in which achievements are noted and commended;
- open discussions of stress as an issue in staff meetings and individual discussions;
- stress issues raised are taken seriously and a solution found where possible;
- support is offered via the 'buddy', peer support system and by senior leaders via welfare checks;
- workload is monitored and openly discussed;
- expectations of staff are fair and reasonable;
- sickness absence is recognised as an essential early warning measure of increased stress.

35. WORK EQUIPMENT

Senior leaders will monitor the quality of work equipment as part of their health and safety monitoring.

If any staff member deems equipment to be substandard, it will be removed or replaced and reported to senior staff.

36. WORKING AT HEIGHT

School staff will not be asked to work at height, and any tasks which require working at height will be done so by external, trained staff.

These tasks will be carried out after school hours, at weekends or in school holidays.

Guidance is given about working at height in the Maples Health and Safety Handbook.

37. INTIMATE CARE

The school has a detailed Intimate Care Policy that ensures all such care is carried out in a sensitive and safe manner. All staff are trained in intimate care.

38. LOCKDOWN PROCEDURE

In the event of an intruder or incident that is deemed to pose a significant risk to those on site, a lockdown procedure will be initiated.

The code phrase ... will be issued via the school radio system and all staff and pupils will immediately follow the procedures below:

- Lock all doors if possible.
- Barricade doors with heavy furniture where possible.
- Close windows and blinds.
- Move to the centre of the room.
- Position all individuals under tables.
- remain still and quiet until further instructions are issued via the radio.



The Maples – Health and Safety Policy

Only the code phrase ... will signify the end of the lockdown.