Health and Safety Policy

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05.07.23 16.06.25	V5 V6	Reviewed and change of Site Team roles titles Section 12.2 Allergies and Anaphylaxis	G Smart G. Smart

To be read alongside all relevant Matrix Academy Trust policies and procedures

1. Health & Safety policy statement

1.1 Matrix Academy Trust recognises the importance of ensuring the health, safety and welfare of our employees and students and fully accept our obligations both to employees and others who may be affected by our activities. To meet these obligations, we will:

- ensure that Health & Safety is embedded into all our activities and that effective Health & Safety management systems, are in place;
- ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health;
- consult our employees on matters affecting their Health & Safety;
- promote a positive Health & Safety culture where employees and their representatives are able to raise Health & Safety issues and are empowered to work safely;
- provide information, instruction and supervision for employees to enable them to do their work safely;
- ensure all employees are competent to do their tasks, and are given adequate training;
- provide and maintain safe plant & equipment and ensure that substances are handled and used safely;
- provide an environment in which employees can work without fear of violence, intimidation or threats; and
- regularly review our Health & Safety performance by monitoring and auditing.

1.2 We are committed to continuous improvement in Health & Safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff, pupils and visitors. This will be achieved by effective leadership by Matrix Academy Trust, the Headteacher, teachers and senior staff, participation of all employees and open and responsive communication.

1.3 The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement and it will be available on the school website. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

2. Responsibilities

2.1 Matrix Academy Trust

2.1.1 The Trust Board requires employees to comply with the School's safety management policies and be aware of their responsibilities.

2.1.2 Additionally, the Head of Capital & Compliance, supported by the Hub Facilities Managers will monitor accident and aggressive incidents to identify issues/trends and recommend to the Trust measures to reduce the number of incidents.

2.2 Headteacher

2.2.1 The Headteacher will ensure that those duties detailed within the Health & Safety Duties and Responsibilities section of the Health & Safety policy are carried out and will ensure that relevant staff are made aware of Matrix Academy Trust's Health & Safety Policy as appropriate.

2.2.2 Additionally, the Headteacher will:

- establish Health & Safety objectives and develop plans to achieve them;
- ensure that appropriate resources are available to meet Health & Safety objectives;
- ensure that detailed local arrangements and procedures to protect the Health & Safety of employees, pupils and others are in place;
- ensure that suitable risk assessments and controls are in place;
- promote a positive Health & Safety culture and lead by example;
- ensure that there is effective Health & Safety communication and consultation with employees;
- monitor and review Health & Safety performance;
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents;
- seek professional advice as necessary;

2.3 Leadership Team

2.3.1 The Leadership team will support the Headteacher and carry out the duties detailed in this policy.

2.3.2 The Leadership Team or Hub Facilities Manager/Lead Site Person will:

- support the Headteacher and carry out the duties detailed above in their absence;
- develop and implement local arrangements and procedures to protect the Health & Safety of employees, pupils and others;
- undertake risk assessments, as appropriate, and ensure that suitable controls are in place;
- offer suggestions to improve Health & Safety controls to the Headteacher.

2.4 Educational Visits Coordinator (EVC)

2.4.1 A trained Educational Visits Coordinator (EVC) will ensure that schools follow off-site activities guidance. Their responsibilities include:

- supporting the Headteacher with approval decisions for offsite visits;
- informing the Headteacher of all non-routine visits;
- ensuring that employees involved in educational visits ae aware of their responsibilities regarding offsite visits and have ready access to the guidance/policy and have ready access to it;
- ensuring the competence of employees and volunteers to lead or otherwise supervise a visit;
- ensuring that emergency arrangements are in place and emergency contacts are known for each visit.

2.5 Radiation Protection Supervisor

2.5.1 A Radiation Protection Supervisor (RPS) in each school, supports employees who handle radioactive materials. The RPS will:

- ensure that the school follows the good practice guidance available from CLEAPSS;
- liaise with the relevant Local Authorities Radiation Protection Officer (RPO), who acts as a link to CLEAPSS Radiation Protection Adviser (RPA) service;
- inform the Headteacher before acquiring new ionising radiation sources;
- be directly involved with work using ionising radiations, including practical teaching;
- have and exercise suitable authority to ensure that all such work is carried out in accordance with the school's Risk Assessments and operational procedures ("Local Rules");
- exercise supervision, though need not be present all the time;
- ensure all teachers and technicians (especially new employees) who need to handle or use sources are appropriately trained;
- ensure that the radioactive sources are all accounted for and kept secure;
- ensure that equipment is maintained in good working order;
- ensure regular monitoring is carried out on radioactive sources, their containers and stores;
- ensure that all records required are accurate, up-to-date and kept secure;
- know what to do in an emergency.

2.6 The Head of Capital & Compliance and Hub Facilities Manager(s)

2.6.1 The Head of Capital & Compliance and Hub Facilities Manager(s) will:

- ensure all contractual work and maintenance carried out on Trust school's premises is coordinated appropriately;
- ensure strict procedures are laid down for building, refurbishments and renovations;
- ensure that good communication exists within schools with regard to Health & Safety matters;
- ensure competent persons or specialist consultants are engaged as necessary; to advise on Health & Safety issues requiring specialist consultation include Asbestos, Legionella, sampling, monitoring and audit.
- Hub Facilities Manager(s) will report all H&S and Compliance issues to the Trust's Head of Capital & Compliance.

2.7 Site Management

2.7.1 The Multi Site Senior Facilities Supervisor/Facilities Team will:

- ensure the school has all building services registers e.g. asbestos register, Fire Risk Assessment and Legionella Risk Assessment in place and up to date. Any identified hazards will be communicated through Directors of Learning and Heads of Department;
- ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons;
- ensure that the fire logbook is completed and kept up to date;
- carry out regular water temperature checks and other measures to control water safety;

- carry out regular visual checks of any asbestos containing materials;
- carry out daily visual site inspections;
- deal with contractors on a day to day basis ensuring the correct permits to work have been issued and filed accordingly;
- ensure any equipment, machinery or product received for direct school use is accompanied by adequate information and instruction prior to use (Manufacturer data sheets or user manual);
- ensure the Headteacher is informed prior to contractors entering the school site to carry out maintenance, servicing or contracted works;
- ensure the safe treatment and dosage of the swimming pool and the safe storage of substances used to maintain the pool;
- ensure the building is secured at night;
- ensure Health & Safety inspections/walkabouts are completed on a regular basis;
- report any Health & Safety issues to the Headteacher.

2.8 Directors of Learning/Heads of Department/Heads of House

2.8.1 All Directors of Learning/Heads of Department will:

- ensure that all health and safety concerns, defects and hazards within their departments are immediately reported to the Senior Facilities Supervisor;
- ensure all employees under their control receive instruction regarding their duties in relation to Health & Safety;
- produce and regularly review risk assessments for their departmental areas;
- ensure all employees under their control have received adequate training to undertake their duties efficiently and effectively;
- ensure that they are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas;
- ensure a departmental safety policy has been published and adopted, which defines safe working practices within the department, all employees including new employees, supply and teachers must be aware of these arrangements;
- carry out regular safety inspections of their department, priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include the use of chemicals and substances.

2.9 Senior Catering Employees

2.9.1 Senior catering employees will:

- be familiar with food safety procedures and what they mean for catering employees work activities;
- adhere to and work in conjunction with any policy statement, Health & Safety regulations and guidance issued by the Health & Safety Executive or Environmental Health;
- ensure they are familiar with the Food Safety Act 1990 and implications in relation to their Schools;
- ensure they inform the Headteacher or Senior Facilities Supervisor of any safety concerns, hazard or defect;
- ensure that all employees (new and current) are aware of Health and Food Safety practices and procedures within the kitchens.

2.10 All Employees

2.10.1 All employees will ensure that they:

- take reasonable care of themselves - this includes having a tidy and safe working area;
- do not put their colleagues at risk;
- co-operate with their manager on Health & Safety matters – including attending any Health & Safety training appropriate to their role;
- follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided;
- follow all verbal and written instructions they are given regarding safe working;
- do not interfere with or misuse anything provided for Health & Safety purposes (guards on machines, signs on the wall, etc.); and
- inform their line manager about any Health & Safety problems or loss/damage to safety equipment;
- report any accident, incident, or near miss to their line manager, Headteacher, Hub Facilities Manager or Lead Site Person immediately; and
- not carry out any work unless they are competent to do.

3. External Consultants

3.1 This section of the policy explains Matrix Academy Trust's Health & Safety management system.

3.2 Matrix Academy Trust and its Schools use the services of external consultants to provide advice and professional guidance in the following areas:

- Walsall MBC Health & Safety Team – External Advice & Audit
- RCK Ltd – Construction and Refurbishment work
- Various Legionella Consultants – Water Safety & Legionella testing & monitoring
- Various LEV Consultants – Local Exhaust Ventilation and Fume Cupboards
- Harper Environmental – Asbestos Monitoring
- Department for Education's Risk Protection – Main Trust insurance
- Zurich Municipal – Motor and Engineering insurance
- Various Gas Consultants – Gas appliance & plant servicing
- Various Lift Consultants – Passenger lift servicing
- BEA Fire Safety – Fire Risk Assessments
- Rockingham Pools/S Foster Leisure Services – Swimming Pool Servicing
- NCC National Cleaning Consultants – Cleaning Contract Monitoring
- Prime FMB - Cleaning Contract Provider
- FSL – Project Management

4. Monitoring

4.1 Each School will undertake a range of **active** and **reactive** monitoring of Health & Safety performance.

4.2 **Active monitoring** – will include regular inspections of the workplace by the Hub Facilities Manager/Lead Site Person and Site Staff to ensure Trust premises and systems of work are safe.

4.3 As part of active monitoring, the Trust and each school will carry out regular Health & Safety inspections/audits in accordance with the Health & Safety Policy.

4.4 External audits of Health & Safety management systems will also be carried out by Walsall MBC Health & Safety Team.

4.5 **Reactive monitoring** – will include regular reviews of accident, near misses, aggressive incidents and hazard reports to ensure appropriate remedial action is taken to help prevent recurrence.

5. Accidents and aggressive incidents

5.1 All employees are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.

5.2 Any incident subject to RIDDOR (i.e. fatality, specified injury, over-seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE's Incident Contact Centre without delay. The Hub Facilities Manager(s)/Lead Site Person is responsible for reporting all incidents subject to RIDDOR.

5.3 Other, non-RIDDOR, incidents will also be recorded locally by each school.

5.4 All incidents will receive an appropriate level of investigation by line managers. Serious incidents will be investigated by a person nominated by the Headteacher.

5.5 Accident and aggressive incidents will be monitored and reported to the Headteacher and Chief Executive in order to identify issues/trends and put in place measures to reduce the number of incidents.

6. Asbestos management

6.1 An asbestos management survey has been carried out by a competent asbestos surveyor for each school and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Any areas not surveyed are presumed to contain ACMs and should be managed accordingly.

6.2 The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACMs have been removed).

6.3 A risk assessment has been carried out and an asbestos management plan has been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained employees. All monitoring is recorded.

6.4 Any removal of, or work carried out on ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions. When ACMs are removed, the asbestos register will be updated and evidence of air testing is kept to show that the area was safe for reoccupation.

6.5 The Senior Facilities Supervisor is nominated to manage any ACMs on site and has attended asbestos awareness training. Other employees who deal with ACMs or who may come into contact with them will also receive training.

6.6 Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Hub Facilities Manager or Lead Site Person.

6.7 A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.

6.8 If ACMs are accidentally damaged, the school will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

7. Control of contractors

7.1 The school will ensure that any work done by contractors is safe and does not put the Health & Safety of employees or others using the premises at risk. The Hub Facilities Manager(s)/Lead Site Person will also ensure that contractors are informed of any issues on site that might affect their Health & Safety.

7.2 Where commissioning work independently the Hub Facilities Manager(s)/Lead Site Person will ensure that appropriate Health & Safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.

7.3 For projects that last more than 30 days or involve 500-person days of construction work, the school will ensure that a Principal Designer and Principal Contractor is appointed to advise on Health & Safety issues during the design and planning phases of construction work.

7.4 Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school may also carry out its own risk assessment based on the information provided.

7.5 A Contractor Job Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.

7.6 High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.

7.7 Contractors will be shown the Asbestos Register, if appropriate. Contractors must ensure that they share all relevant information with any sub-contractors they use including any site rules.

7.8 Regular site meetings will be held for larger projects.

8. Control of Substances Hazardous to Health (COSHH)

8.1 Wherever possible, we will use non-hazardous products in Trust Schools;

8.2 All hazardous substances used in each School will have a COSHH assessment undertaken before they are brought into use.

8.3 An audit will be carried out and an inventory kept to ensure all hazardous substances used in the School have appropriate assessments that are reviewed regularly.

8.4 All hazardous substances will be stored appropriately and securely when not in use.

8.5 Employees will be informed how to use products safely and will receive training if appropriate.

8.6 Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, employees must use it.

8.7 Hazardous substances used in Science and Technology are covered by assessments and model procedures provided by CLEAPSS.

8.8 Hazardous substances used by the cleaners will have assessments undertaken by their employer, who will make the assessments available to the School.

9. Display screen equipment (DSE)

9.1 A DSE assessment will be carried out for all employees who regularly use DSE (such as desktop computers and laptops) constantly for periods of time longer than 1 hour, using DSE Self- Assessment pro forma.

9.2 The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required for use with DSE.

9.3 Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

10. Emergency Planning and Business Continuity

10.1 Each school has a Crisis Management and Business Continuity plan in place.

10.2 Regular checks will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.

10.3 SMART Response Policy in place across the Trust (formally Lockdown). Policy includes Resources and Training Videos. Policy created in conjunction with West Midlands Police.

11. Fire & Evacuation Procedures

11.1 Each school will ensure that a fire risk assessment is carried out on the premises by a suitably trained competent person. The assessment will be formally reviewed by a competent person at least every two years.

11.2 Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.

11.3 Personal emergency evacuation plans (PEEPs) will be carried out for any employees or pupils requiring one due to disability or ill health.

11.4 Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.

11.5 All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular, there will be a weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person.

11.6 A Fire Evacuation Plan will be produced and appropriate employees will be appointed and suitably briefed to act as fire marshals.

11.7 Fire safety drills will take place at least once per term.

11.8 All employees receive an annual fire safety briefing; new employees must be briefed as part of their induction process.

11.9 Pupils will be briefed on the evacuation procedure at the start of the school year.

11.10 Contractors will be given information on what to do in case of fire and employees will assist visitors to exit premises should an emergency arise.

12. First Aid and supporting pupil's with medical conditions

12.1 Each School will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.

12.2 All staff to be aware of Allergies and Anaphylaxis through training provided by The Key (Benedicts Law)

12.3 In addition to first aid at work (FAW) trained employees, we will have an appropriate number of Emergency First Aid at Work (EFAW) or Paediatric First Aid at Work (PFAW) trained employees.

12.4 Assessments will ensure that we have enough trained employees available to cover offsite visits and other activities.

12.5 Sufficient funds will be allocated to fund first aid training and any equipment required.

12.6 The Headteacher will ensure that all first aiders are suitably trained and that their certification is up to date.

12.7 First aiders will attend HSE approved initial and refresher first aid training as required.

12.8 First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.

12.9 First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.

12.10 All employees will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. Employees must also be aware of emergency procedures and the requirement to report all incidents.

12.11 Each School will follow the Department for Education statutory guidance "Supporting pupils at school with medical conditions" and produce an appropriate policy.

13. Legionella (water safety)

13.1 A Legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly. Any remedial work identified by the risk assessments will be addressed.

13.2 We have a written scheme to manage the risk from Legionella which includes the following controls:

- Weekly flushing of little used outlets by Caretaking employees
- Monthly temperature checks by a competent contractor
- Quarterly de-scaling of shower heads by a competent contractor
- Annual water sampling by suitably qualified contractor
- Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk.

13.3 Appropriate staff, e.g. Senior Facilities Supervisor, Facilities Team and Hub Facilities Manager(s) will receive awareness training.

14. Manual handling

14.1 Wherever reasonably practicable, the need for hazardous manual handling activities will be avoided. Where hazardous manual handling tasks cannot be avoided, an assessment of the risk of injury will be undertaken.

14.2 Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.

14.3 Handling equipment, such as trolleys and pallet/sack trucks, will be made available.

14.4 All employees will receive manual handling awareness training.

14.5 Employees required to undertake hazardous manual handling tasks will receive specialist training. Employees involved in moving and handling of pupils will receive specialist training.

15. Occupational health and work-related stress

15.1 Referrals to occupational health regarding stress issues should be made as soon as possible by the Headteacher.

15.2 Schools will monitor for signs of stress (e.g. increased absenteeism) and may carry out a confidential survey of employees, using the HSE's 'Indicator Tool' to help identify any work-related stress issues. An action plan will subsequently be drawn up to address any issues highlighted by the survey.

15.3 Each school's Headteacher has an open-door policy to address work related stress where employees can discuss any issues.

16. Off-Site Visits

16.1 Each school has an Educational Visits Policy and will follow the procedures that form part of it.

16.2 Each school will have a trained Educational Visits Coordinator (EVC) who will check all trips are conforming to the guidance and standards. Pre-site visits will be carried out whenever possible.

16.3 Where appropriate the School will ensure that Walsall Council's Resilience Unit (Emergency Planning) is made aware of any high-risk activities that are undertaken.

17. Premises, plant and equipment – maintenance, servicing and inspection

17.1 All plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.

17.2 Each School will ensure that Portable Appliance Testing (PAT) will be carried out at recommended intervals or more frequently if the equipment suffers a lot of wear and tear, by a suitably trained person.

17.3 Any statutory or other testing required during the year will be carried out as part of each schools planned preventative maintenance.

17.4 Only competent persons/contractors (e.g. Gas Safe registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment. All inspections/tests are recorded and inspection certificates retained.

17.5 A servicing register will be used as a checklist/aide memoire to ensure that all necessary maintenance and formal inspections are taking place and that accurate records are being kept. The Hub Facilities Manager(s)/Lead Site Person will check the servicing records at regular intervals to ensure that appropriate testing is carried out.

17.6 A formal defect reporting procedure is in place for employees to report defects with each school's premises, plant or equipment. All defects/faults should be reported to Caretaking employees by email. The Senior Facilities Supervisor will ensure that the fault is rectified, using approved contractors if necessary.

18. Risk assessment

18.1 Each school will ensure risk assessments are carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.

18.2 Directors of Learning/Heads of Department will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Employees will be made aware of any assessments that affect them.

18.3 Each school will ensure risk assessments are reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every two years.

19. School security

19.1 Each School has palisade fencing, CCTV and aggressive planting around the perimeter to deter trespassers and unwanted visitors. Caretaking employees will carry out regular grounds maintenance to control risks from overhanging branches, etc., that may compromise security, and contractors will be used when required.

19.2 All visitors arriving at the school must report to reception, sign the visitors' book and are issued with a visitors' badge.

19.3 Enhanced DBS checks are required for all visitors/contractors who regularly come on to our premises and may have contact with pupils.

20. Slips & trips

20.1 Risk assessments have been undertaken to help prevent slips and trips in each school, these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors;

20.2 Employees will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning) if a spillage occurs that cannot be cleared promptly, a Facilities Team member must be informed immediately.

20.3 Good housekeeping is to be practiced by all employees and designated walkways are kept free from obstacles (e.g. trailing wires).

21. Swimming Pool

21.1 Each school should ensure risk assessments should be in place for all swimming pools.

21.2 Trained/competent employees take charge of the day to day management of the pool and have should receive appropriate training.

21.3 The pool water and plant is checked daily by Facilities Team, to ensure the pool remains safe to use – checks include: pH, chlorine levels, dissolved solids, air and water temperatures.

21.4 Safety equipment, including: lifesaving ropes, reach poles, foil blankets, and signs are provided in accordance with our risk assessment/HSE guidelines.

21.5 A Standard Operating Procedure (SOP) and Emergency Action Plan (EAP) have been produced and copies are posted in the vicinity of the pool. All users and supervisors of the pool are made aware of the procedures.

22. Training

22.1 Each school will ensure that all employees, including temporary and agency employees, are competent and are given appropriate Health & Safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).

22.2 All employees will receive a Health & Safety induction when they first start working at the School.

22.3 Key health & safety competencies required within the School will be determined by use of a training matrix. Employees will be trained in accordance with the matrix as appropriate.

23. Vehicle movements on site

23.1 Each school will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.

23.2 Wherever practicable, there will be separate pedestrian and vehicle access on to each school site and all gates will be supervised during peak times (e.g. start & end of school day).

23.3 Designated pathways will be provided with suitable barriers (e.g. fencing) where required to protect pedestrians from vehicle movements.

23.4 Speed limit signs, limiting speed to 5mph or less, are displayed on site. Speed restrictors (e.g. sleeping policemen/humps) are installed, as appropriate, to slow down vehicles on site.

23.5 Designated parking bays are established on each school site.

24. Working at height

24.1 Each school will carry out a risk assessment for any work at heights. Appropriate access equipment is to be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment.

25. Violence and aggression/lone working

25.1 Each school will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.

25.2 A ‘Violence and Aggression’ poster will be prominently displayed in reception at each school stating that the school will not tolerate violence and aggression towards

employees.

25.3 New employees will be made aware of the school's lone working arrangements during their induction.

25.4 Appropriate front-line employees will receive conflict resolution training.

25.5 The Trust has a separate 'Use of Reasonable Force and Control' Policy for dealing with situations were intervention is required to prevent a child from hurting themselves, others or damaging property.

25.6 All incidents of violence and aggression on employees will be reported (see Accidents and aggressive incidents, above) and investigated by the so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.