



REDRUTH SCHOOL

Health and Safety Policy

This policy was adopted July 2014

The policy is to be reviewed in July 2015

The designated individual is Mrs D Roberts

HEALTH AND SAFETY POLICY

Statement of Safety Policy

For Redruth School a Technology College

1. Redruth School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform students' parents or carers of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section.
7. The school will ensure, as far as it is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than March 2015.

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is Ross Williams

Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;

- Ensuring regular inspections are carried out;
- Kathy Dodd will carry out the inspection each term.
- Submitting inspection reports to governors and/or the LA
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the Head Teacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

Business Manager/Site Manager is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled

Business Manager is appointed with the authority of the Head Teacher to request action from the Contractor where the conditions are considered to be unsafe.

*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the school's "Safety Manager"). In this school these functions have been delegated to: Kathy Dodd

Senior Managers & Faculty/Department Heads

Senior Managers and Faculty/Department Heads have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Headteacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher, the LA or Governors.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;

- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

Specific Health, Safety and Welfare Policy and Procedures

First Aid

The school has assessed the need for first aid provision and has identified that two fully qualified first aiders holding the First Aid at Work Certificate and at least five personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover.

Coordinator:

Mrs D Keast is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the school
 - Reception
 - Technology
 - PE
 - Science
 - Educational Visits
 - Swimming Pool
- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parent's evenings, school-organised fund raising events, etc.)

First aid cover is not provided for:-

- contractors
- events organised by third parties (fetes, evening clubs, etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

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First Aid - Record

First Aider Name	position	Training	Date	Renewal date
Ben Blaber	Creative Arts	Appointed Persons	12 June 2013	12 June 2016
Eugene Clemence	Skills Development	Appointed Persons	12 June 2013	12 June 2016
Helen Larcombe	Creative Arts	Appointed Persons	12 June 2013	12 June 2016
Kath Sweeney	Science	Appointed Persons	12 June 2013	12 June 2016
Mark Leah	Maths	Appointed Persons	12 June 2013	12 June 2016
Naomi Jackman	Science	Appointed Persons	12 June 2013	12 June 2016
Paul Browning	Site Team	Appointed Persons	12 June 2013	12 June 2016
Paul Turnbull	Site Team	Appointed Persons	12 June 2013	12 June 2016
Richard Moyle	DT/Site	Appointed Persons	12 June 2013	12 June 2016
Steve Hammond	Work Experience/Site	Appointed Persons	12 June 2013	12 June 2016
Tim Johnson	History	Appointed Persons	12 June 2013	12 June 2016
Dave Bartlett	PE	Appointed Persons	22nd September 2010	27 January 2017
Donna McAdam	PE	Appointed Persons	22nd September 2010	27 January 2017
Kirsty Treloar	PE	Appointed Persons	22nd September 2010	27 January 2017
Richie Kennedy	PE	Appointed Persons	22nd September 2010	27 January 2017
Rob Farr	Technology	Appointed Persons	22nd September 2010	27 January 2017
Alex Kettlewell	Skills Development	Appointed Persons	27 January 2014	27 January 2017
Chris Phillips	PE	Appointed Persons	27 January 2014	27 January 2017
Suzanne Doble	PE	Appointed Persons	27 January 2014	27 January 2017
David Cutcliffe	Science	Appointed Persons	14 May 2014	14 May 2017
Fiona Hosking	English	Appointed Persons	14 May 2014	14 May 2017
Sharon Eddison	Pastoral	Appointed Persons	14 May 2014	14 May 2017
Tony Dunne	Site Team	Appointed Persons	14 May 2014	14 May 2017
Bev Vowell	Skills Development	Appointed Persons	22nd May 2012	22nd May 2015
Ellie Reeves	Geography	Appointed Persons	22nd May 2012	22nd May 2015
Karen Pearce	Geography	Appointed Persons	22nd May 2012	22nd May 2015
Vanessa Pritchard	BALI	Appointed Persons	22nd May 2012	22nd May 2015
Dagna Keast	Admin	First Aid at Work	5th November 2013	3rd Nov 2016
Tom Hosking	Music	Appointed Persons	14 May 2014	14 May 2017
Debbie Frost	Maths	Appointed Persons	14 May 2014	14 May 2017
Debbie Nicholas	SEN	Appointed Persons	14 May 2014	14 May 2017
Ben Tame	Pastoral	Appointed Persons	14 May 2014	14 May 2017

Allergies

All staff and children who suffer from allergies will be recorded in the medical conditions annual audit with treatment specified. Emergency actions for severe cases will be posted on the noticeboard in the staffroom, all relevant training taken by staff, and all staff expected to be familiar with procedures. Parents/carers of children new into the school will have to disclose all relevant medical needs of their child.

Treatment of Injuries

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-

NHS DIRECT 0845 4647

and, in the case of pupil injuries, with the parents or legal carers.

Suspected Head, Neck & Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/carer.

In any case where there is any doubt about the pupil's well-being, the first aider is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone)

In addition to the procedures above the school will notify parents/legal carers of any significant injury by way of a telephone call.

Records of notification by telephone to parents will be kept by Mrs D Keast.

Escorting Students to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff, unless the pupil's parent or guardian is in attendance.

The member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the child) unless the child is overly distressed/confused. This decision should be made in consultation with the attending Paramedics and the parent/carer if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

Medicines in School

The school follows Council and DfES guidance on the dispensing of medicines in school.

This school will dispense medication which has been prescribed by a medical practitioner, with written instructions for its use.

This school will dispense non-prescription medication to students only with a parents/carers consent.

The school keeps an "emergency asthma kit"

The School does not keep any other medication.

REDRUTH SCHOOL POLICY FOR MANAGING MEDICINE AND SUPPORT FOR STUDENTS WITH MEDICAL NEEDS

Parents/carers have the prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents/carers, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed.

PROCEDURES FOR MANAGING PRESCRIBED MEDICINE TAKEN DURING THE SCHOOL DAY.

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. Schools should only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist. Medicines should always be provided in the original container as dispensed by a pharmacist and include the instruction for administration.

In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Parents/carers should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber.

All prescribed medicines should be handed directly to Dagna Keast by the parent/carer who will then ask the parent/carer to complete the relevant paperwork i.e. forms 2,3,4,5.

(Dagna/Andrea will administer the medication and provide a note in the child's planner if the child needs to leave lessons at certain times). The medicines will be locked away in the cupboard in the nurses' office. (A spare key is held centrally).

Parent/carers should remove any unused medication from the school.

Schools should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

In the event of Dagna both being absent then one of the first aiders will administer the medication.

ADMINISTERING MEDICINES

No child under 16 should be given medication without their parent/carer's written consent. Any member of staff giving medicines to a child should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instruction provided by the prescriber on the label or container.

If in doubt about any procedure staff should not administer the medicines but check with the parents/carers. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent/carer, if appropriate, or with a health professional attached to the school.

SELF MANAGEMENT – AGREEMENT BETWEEN SCHOOL AND PARENT/CARER

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Agreement for a child to self manage their medication should be taken after discussion with the school nurse and the parent/carer – issues to be considered are the nature of the medicine and the age/maturity of the child. The school nurse will ensure Form 7 is completed.

NON-PRESCRIBED MEDICINES

Staff should **NEVER** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carers. Where a non-prescribed medicine is administered to a child it should be recorded on a form such as Form 5 or 6 and the parents/carers informed.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Redruth school will not hold a supply of non-prescribed medication. If there is a need for a student to take non-prescribed medication the parent/carer must discuss this directly with Dagna.

Non-prescribed over the counter pain relief can be carried in very small quantities (maximum 1 dose) by students and they can administer these themselves with parents/carers agreement.

Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consent form, completed, signed and dated by the pupil's parent or guardian.

Mrs D Keast are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

All medication will be kept in a secure location, which is a locked cupboard in medical room

Medical Log

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed, which will include:-

- name of pupil
- name of medication
- "use-by" date
- dose
- time
- date
- signature of dispenser
- comments/reactions

Medical Procedures

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for students with particular conditions and these are detailed in individual care-plans.

Off-Site Activities

The school has a policy and procedure for off-site activities which, includes the assessment of medical needs of all involved in the trip.

Accidents

Reporting Officer

Mrs D Keast is responsible for the collection of information and the completion of the On-Line Accident Report. In her absence, this role will be fulfilled by Miss A Daddow.

All accidents must be reported to the reporting officer.

The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to students which result in a major injury or death
- Accidents to students which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to students which may have resulted from a premises/equipment defect
- Accidents to students during structured activities

- Accidents to students where first aid treatment has been provided.

All other incidents will be recorded in the school's Day Book/Incident Log.

Accident Investigation

All accident reports will be seen by Mr C Martin or Mrs K Dodd, who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Head Teacher and the Health and Safety Governor.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

Fire

Fire Officer

The person responsible for organising the school's fire precautions is Mrs K Dodd in her absence, Mr C Martin will fulfil this role.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

All Staff

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Evacuation and Registration Procedures

- As per fire policy

Electricity

The school will undertake to secure the inspection and test all portable electrical appliances by a competent person at least once per year.

All test certificates will be kept in the Site office for the duration of the life of the appliance.

Coordinator

Mrs K Dodd is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The coordinator is also responsible for liaising with Cornwall Council to arrange for a whole school fixed wiring inspection.

All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to Mrs K Dodd for repair/replacement.

Work Equipment

Kathy Dodd will be responsible for overseeing the purchase of all work equipment.

All equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase, consideration must be given to

- the installation requirements
- the suitability for purpose
- the positioning and or the storage of the equipment
- maintenance requirements (contracts & repairs)
- training and use of equipment

Staff must not use new items of work equipment unless appropriate training has been given.

School Security

Site Manager is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, skylights etc are secured.

Site Manager is responsible for carrying out checks of the premises during the school holidays.

School Staff/Governors Responding To Call Outs

Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know the situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The following person Mr C Burberry are the school's nominated representative who will respond in an out of hours call out.

The school will assess the risks to those individuals and introduce suitable control measures to ensure that all risks are minimised.

Call Out Arrangements

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

Security Firm Personnel Attending – The schools facilities are currently managed by the school who currently have a contract with Kestrel Guard. They respond to alarm activations in conjunction with the Site Team.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No employee is expected to enter a building where it is believed that there is a significant risk.

A copy of the procedures introduced to control these risks will be kept in Main office.

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

Working Alone

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which, are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the Main office.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Headteacher/Business Manager.

Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school the following are trained in team teach techniques. A specific policy, aimed at the control of students, has been adopted.

Alex Kettlewell

Sharon Eddison

Eugene Clemence

Debbie Nicholas

Arrangements for Supervision of Students

The school will be open from 8.30 am to 2.50 pm on weekdays during term times. Between these times supervision will be provided. Students will not be allowed on site outside these times, unless engaged in supervised activities.

The School publishes a duty rota of staff. This is mandatory. Staff cover, areas of school accessible to students before school at breaks and lunchtimes. Students are briefed on areas, where they are allowed and ones which, are out of bounds, these areas are regularly checked by staff. At the end of school, staff supervise the bus park

and the loading of buses. Parents have a clearly demarcated area for collecting and dropping off students. Senior staff are on call at the end of each day to deal with problems if a pupil has not been collected.

Risk Assessment

The school will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software.

Kathy Dodd is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors. The following staff in each department responsible for ensuring that risk assessments are carried out:-

Technology	Mrs J Brian
Science	Mrs J Thomas
P E	Mr C Bonds
Premises	
Work Experience	Mr S Hammond

All faculties have a health & safety folder this contains the relevant risk assessments which is seen and signed by all staff. Copies of risk assessments are available from the Main Office.

Safe Working Procedures

The risk assessments will be used to develop safe working procedures, which must be followed by all staff. These are also in the Faculty Health & Safety folders. Copies of safe working procedures are available from the Main Office.

Personal Protective Equipment (PPE)

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff and students.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

Business Manager/main office will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required you may wish to refer to H & S Services for advice)

In addition Business Manager will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

Staff when issued with PPE, persons are required to wear where identified by Risk/COSHH assessments, keep it clean, store it correctly and report any faults so that replacement can be provided.

The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the school and copies are available in the COSHH file from Kathy Dodd.

COSHH Coordinator

Kathy Dodd is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff, who are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

The coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contractors such as cleaners and caterers and from builders, decorators, flooring specialist etc) where persons may be affected by their use on site or the storage of such substances/materials may need to be controlled.

In addition, any hazardous substances/materials being used by artists, crafters, etc must have appropriate COSHH assessments before being used in the school.

All Staff

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment. Medication for personal use by members of staff must also be kept in a secure location E.g. Handbags; etc containing such items must be locked away and not be left in the classroom where the students could gain access to them.

Violence and Aggression

Statement

The Council recognises that it has a duty to protect the safety and well-being of all staff who deal with customers in difficult and potentially confrontational situations. The Council will ensure that it takes suitable steps to remove or reduce the likelihood and effect of violent or abusive behaviour towards any employee and will take all necessary steps to demonstrate that this behaviour will not be tolerated.

Application

This Policy applies to all Council operations and establishments where workers are undertaking work which interfaces with the public where there could be a foreseeable risk from violent or abusive behaviour. This can include employees who do not come face to face with the public but interface on the telephone and includes verbal abuse.

There are a number of areas within the council where employees are required to deal with the public and undertake work where they could be considered at potential risk from violent or aggressive attacks:

- Providing a service to the public e.g. one-stop shop services, housing officers, revenues officers, staff in leisure centres, call centres
- Cash transactions – e.g. Car Park Enforcement Officers, One-stop shops, Leisure Centres, Libraries
- Enforcement activities e.g. planning officers, environmental health officers, trading standards
- Carers – Adult Social Care, Social Workers, Supported Housing Officers, Teachers
- Representing the Authority e.g. Elected Members

However, this list is not absolute but is provided as a guide for areas of work known to represent a heightened risk.

Requirements

The Council will ensure

- Early recognition and assessment of the risk to employees and other affected by the Council's undertaking when violence or aggression could be reasonable foreseeable.
- Incorporate the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas and other procedures/ management systems.
- Where significant risks are identified, put in place suitable control measures to remove or reduce those risks and establish effective communication and monitoring of control measures.
- Effective communication between management and their staff to raise awareness of Violence and Aggression risks.

Set up effective assessment and monitoring tools to evaluate the effectiveness of local arrangements put in place to minimise the risks related to Violence and Aggression.

- Encourage individual responsibility to recognise and inform management of hazards and risks associated with Violence and Aggression
- Provide readily accessible system to inform staff of persons known to present a violent or aggressive risk to staff especially for lone workers interfacing with the public. This should include a procedure to inform those on the list of the reasons and provide appeals procedure.
- Set up effective emergency arrangements and reporting systems to protect employees from foreseeable violent or aggressive attacks.
- That all incidents and near misses are reported and investigated for the purpose of improving safety and preventing recurrences.
- Where appropriate the persons responsible for the violent or abusive behaviour are informed that this is not acceptable and that they have been put on a register of potentially violent or aggressive persons for the Council's staff.
- Maintain a register of individuals known to present a potential risk due to violent or abusive behaviour towards the Council's employees.
- Ensure that employees interfacing with the public have ready access to the register of individuals who are known to present a potential risk due to violent or abusive behaviour towards Council's employees
- Set up support systems for staff affected by incidents of violence and aggression including counselling where appropriate.

Training

The Council will provide information, instruction and such training as appropriate to ensure that staff required to work on their own are competent. This also needs to ensure they are aware of any associated risks and how to reduce the occurrence and deal with affects of violence and aggression at work. Training in the prevention and management of violence (not only for those staff identified as working in high risk areas) will be made available for all staff that come into contact with clients, public and visitors. This training should cover such topics as:

- Causes of violence
- Recognition of warning signs
- Handling aggression
- How to diffuse potentially violent and aggressive situations
- Body language
- Personal behaviour

- Interpersonal skills
- The Council's policy and procedures on Violence and Aggression at Work
- Security procedures e.g. location of panic buttons and operation of safety devices such as personal alarms
- Encouragement to report incidents and the procedures to follow
- Support mechanisms for those employees affected by incidents

Responsibilities

Senior Managers

Have a responsibility to:

- Ensure that managers have undertaken risk assessments and have suitable safe working procedures in place for employees dealing with the public.
- Ensure suitable control measures are implemented to remove or reduce significant risks that are identified.
- Ensure that adequate monitoring and emergency response arrangements are in place and monitored.
- Ensure their managers follow the procedures for reporting and dealing with individuals placed on the register of potentially violent or abusive persons
Review violent and aggressive incident statistics, identify trends and take action as appropriate.
- Ensure suitable and sufficient insurance cover is provided with regards to personal injury to employees

Managers

Have a responsibility to:

- Ensure that the requirements of this policy are fulfilled.
- Undertake assessments of risk to employees and other due to violence and aggression associated with their areas of work
- Ensure suitable control measures/safe working procedures are implemented to remove or reduce significant risks that are identified.
- Ensure that all employees are provided with adequate emergency equipment and are able to raise the alarm as far as is reasonable practicable.
- Ensure that lone workers are provided with adequate training to ensure they are able to operate safely and have the skills to recognise and defuse potential violent situations.
- Ensure they consider other working practices which might impact on the levels of aggression or violence experienced by staff and take all reasonable steps to reduce this as far as reasonable practicable.
- Ensure employees understand the need to report concerns about safety associated with violent or abusive behavior.
- Ensure serious incidents are reported in the correct manner and individuals are put on the register of violent or abusive persons and where appropriate reported to the police.

- Ensure employees have access to the register of potentially violent or abusive individuals and that this is used when undertaking potential confrontational activities.
- Support staff affected by violent or aggressive attacks to ensure the effects are reduced as much as possible

Employees

Have a duty to:

- Comply with the Council's policy.
- Comply with any instructions provided for reasons of health and safety.
- Follow any monitoring system provided for their safe and they take care of themselves to ensure that incidents of violence and aggression are reduced to a minimum.
- Attend any training provided for health and safety.
- Report any incident for which this policy applies
- Report any concerns or failures in safety systems.

Health Safety and Wellbeing Team

Have a responsibility to:

- Ensure that managers have undertaken risk assessments in to potential violence and aggression and have suitable safe working procedures in place.
- Advise on suitable monitoring and emergency arrangements available
- Investigate incidents in accordance with the Reporting and Investigation of Incidents Procedure.
- Monitor the register for violent or abusive individuals and advise and assist in the maintenance of this register.
- Provide occupational support to those affected by violent or abusive behaviour.

These duties will be monitored by the Council through its management and appraisal processes. Where necessary the Council will take appropriate action to ensure that these duties are fulfilled.

Monitoring

These requirements of this Policy will be monitored by way of a risk-prioritised process of auditing, regular inspections periodic self-audits

The training and responsibilities of individuals will be monitored by the Council through its management and appraisal processes.

Confirmation

Name _____

Please confirm that you have read and understood the attached safety policy by signing and returning this sheet or clicking the read receipt on the email.

Signed _____

Date _____

Please return to Kathy Dodd