

## Health and Safety Policy

<b>Prepared By</b>	Health and Safety Manager
<b>Approved By</b>	Chief Executive Officer
<b>Approved By</b>	Chair of Board of Directors
<b>Approval Date</b>	04/10/17
<b>Policy Start Date</b>	September 2017
<b>Policy Review Date</b>	September 2018
<b>Policy Review Period</b>	Annual

## Contents Page

	Page No
<b>Part 1</b>	3
Health and Safety Policy Statement by the Board of Directors	
<b>Part 2</b>	
<b>Health and Safety Duties, Roles &amp; Responsibilities of:</b>	
The Board of Directors	4
The Chief Executive Officer	6
The School Leader	8
The Health & Safety Manager	10
The Senior & Middle Leaders	12
The School Site Staff	14
The Teaching Staff & all other School Staff	17
The School Governors	20
Hirers, Contractors and Others	21
<b>Part 3</b>	
Procedures & Arrangements for:	
Accident and incident reporting and investigation	22
Asbestos management	23
Competency	23
Consultation with employees	23
Contractors on Site	24
COSHH – (see hazardous substances)	27
Curriculum Safety	25
Drugs & Medications	25
Display screen equipment (see risk assessments)	29
E- Safety	25
First Aid	25
Fire Evacuation	26
Hazardous Substances COSHH	27
Infectious Diseases	28
Manual Handling	28
New & Expectant mothers	28
Noise	29
Office Safety	29
Portable Electrical Equipment	30
Risk Assessments	30
Safeguarding	31
Site Security	31
Smoking	31
Training	31
Violent Incidents	32
Wellbeing/Welfare	32
Work at Height	32
Working Alone	32
Workplace Inspection	33

## HEALTH AND SAFETY POLICY STATEMENT

The Board of Directors of Hamwic Education Trust recognises that under the Health and Safety at Work Act 1974 it has a duty to ensure, so far as is reasonably practicable, the safety, health and welfare of all persons affected by its activities, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using Hamwic Education Trust premises or participating in sponsored activities. It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of Hamwic Education Trust but is also an essential aspect of the education of its pupils.

The Board of Directors aims to provide a safe and healthy working and learning environment for staff, pupils and visitors. In pursuit of this, we seek to ensure, so far as is reasonably practicable:

- The provision and maintenance of safe workplaces, and safe systems of work.
- Clear definition of responsibilities of employees at all levels.
- Provision of appropriate information, instruction, training and supervision.
- Provision of effective systems of communication on all health and safety matters.
- Adequate opportunities for employee consultation on health and safety matters.
- Co-operation with other organisations in respect of health and safety.

The arrangements outlined in this policy and the various other safety provisions made by the Board of Directors will not prevent accidents nor ensure safe and healthy working conditions on their own. The Board of Directors strongly believe that only the adoption of safe methods of work and good practice by every individual member of staff can ensure everyone's personal health and safety. The Board of Directors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on Hamwic premises or while taking part in sponsored activities.

The Board of Directors will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

**Mr Robert Farmer CEO**



Signed.....

Date: 04/10/2017

**Mr David Ellis Chairman of the Board**



Signed.....

Date: 04/10/2017

## **HEALTH AND SAFETY DUTIES & RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

1.1 The Board of Directors of the Trust hold the status of the employer itself. As such the Board of Directors is responsible for the duties of the employer as laid down in the Health and Safety at Work etc. Act 1974 and its subordinate legislation. Responsibility for H&S is delegated to the School Leader & Governors within their schools with support from Hamwic Managed Services. The Board of Directors will work with the CEO and Managed Services to ensure Hamwic Education Trust is H&S compliant at all times.

1.2 In the discharge of its duties the individual Trust's Board of Directors will:

- (a) Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and approved codes of practices (ACOPs) which are relevant to the work of Hamwic Trust, in particular the Management of Health and Safety at Work Regulations 1999.
- (b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout all Hamwic Education Trust Premises.
- (c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- (d) Ensure that systems are in place to identify and evaluate all risks relating to:
  - accidents
  - health
  - Hamwic Education Trust - sponsored activities (including work experience)
- (e) Ensure that systems are in place to identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- (f) Create and monitor the effectiveness of the management structure.

1.3 In particular, the Board of Directors of the individual Trusts undertakes to provide:

- (a) a safe place for staff and pupils to work including safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate:
  - statutory requirements.
  - codes of practice whether statutory or advisory
- (e) Supervision, training and instruction so that all staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and

which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Board of Directors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the activities which they are carrying out. All training will be regularly updated.

(f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision

(g) adequate welfare facilities

1.4 In so far as is reasonably practicable the individual trust Board of Directors, through the School Leader and the Business Managers will make arrangements for all staff, including temporary staff and those on fixed-term contracts to receive comprehensive information on:

(a) this policy

(b) all other relevant health and safety matters

(c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

## **HEALTH AND SAFETY DUTIES & RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER**

2.1 The CEO will make himself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice. He will allocate roles & responsibilities where applicable. However, responsibility for H&S is that of the Trust Board of Directors the CEO and with support from Managed Services and Headteachers. The Board of Directors will work with the CEO and Managed Services to ensure Hamwic Education Trust is H&S compliant at all times.

2.2 In addition to the general duties, which all members of staff have, he will be directly responsible for the implementation and operation of the Hamwic Education Trust Health and Safety Policy within his areas of responsibility. This may be delegated down to the Trust H&S Manager

2.3 As part of his day-to-day responsibilities he will ensure, within the area under his control that:

- (a) safe methods of working exist and are implemented
- (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
- (c) staff and others under his jurisdiction are instructed in safe working practices
- (d) new employees are given instruction in safe working practices
- (e) regular safety inspections are made of his area of responsibility as required by the Policy or as necessary
- (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- (g) all office machinery and equipment is adequately guarded
- (h) all office machinery and equipment is in good and safe working order
- (i) The standard of health and safety throughout the Hamwic Education Trust is monitored to, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (j) all the signs used meet the statutory requirements
- (k) all health and safety information is communicated to the relevant persons

2.4 He will ensure that risk assessments are carried out for activities within his area of responsibility and that the findings of the assessments are communicated to all those who may be affected by the work.

2.5 As the CEO he will ensure that sufficient funds are kept available to enable the requirements of this policy to be met. He will also ensure that where works required on site involve the use of external contractors, that sufficient funds are made available for the work to be carried out safely.

## **HEALTH AND SAFETY DUTIES OF THE SCHOOL LEADER**

The overall responsibility for H&S is that of the Trust Board of Directors, the CEO and Headteachers supported by Managed Services. The Board of Directors will work with the CEO and Managed Services to ensure Hamwic Education Trust is H&S compliant at all times.

3.1 As well as the general duties which all members of staff have (see7.) School Leaders working with managed services will ensure the implementation of the policy and development of safe working practices and will take all reasonably practicable steps to achieve this end through managed allocation of duties to the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

3.2 The School Leader is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the School Leader will, in conjunction with Managed services

- (a) Have a working knowledge of the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of Hamwic Education Trust.
- (b) Ensure, at all times, the health, safety and welfare of staff, pupils and others using school premises or facilities or services or attending or taking part in sponsored activities.
- (c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using our premises and facilities.
- (d) Ensure safe working practices and procedures throughout, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- (e) Consult where appropriate with members of staff, including schools Health and Safety representatives on health and safety issues.
- (f) Carry out periodic reviews to ensure that the requirements of the policy are being met.
- (g) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- (h) Encourage staff, pupils and others to promote health and safety.
- (i) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- (j) Encourage all employees to suggest ways and means of reducing risks.
- (k) Collate accident and incident information and, when necessary, carry out accident and incident investigations.



(l) Monitor the standard of health and safety throughout school, including all activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.

(m) Monitor first aid and welfare provision.

(n) Monitor the management structure, along with the governors.

3.4 To enable the School Leaders to meet the above duties the DHT, SLT, staff & the school site staff will assist with the day to day implementation of the policy.

**All members of staff are reminded that there are legal duties placed on employees by the Health and Safety at Work etc. Act 1974. Breach of these duties could therefore lead to disciplinary measures and could result in legal action.**

## **HEALTH AND SAFETY DUTIES OF THE H&S MANAGER**

As well as the general duties which all members of staff have (see p7) the H&S manager working within managed services will ensure the implementation of the policy and development of safe working practices and will take all reasonably practicable steps to achieve this end by supporting the School Leaders. The H&S Manager will develop & implement H&S best practice, ensuring the academy complies with current H&S legislation.

The H&S Manager will:

4.1 Advise the CEO on the preparation and review of the company's safety policy for health, safety and welfare, including the organisation and arrangements for carrying out the policy.

4.2 Give advice to the CEO & Board of Directors as requested on:

- (a) legal requirements affecting health, safety and welfare
- (b) prevention of injury and damage
- (c) provision, selection and use of protective clothing and equipment
- (d) working methods, equipment or materials which could reduce risks
- (e) health and safety factors affecting the selection of plant, equipment and contractors

4.3 To communicate all relevant information to the Health and Safety Executive of dangerous occurrences, major injury accidents when requested, in accordance with RIDDOR

4.4 Assist in any communications with the Health and Safety Executive and/or contractors as required.

4.5 Carry out investigations of serious accidents and recommend action to prevent recurrence when requested.

4.6 Provide advice on training requirements and arrange training courses where requested and also carry out training as & when needed

4.7 Endeavour to establish an understanding that compliance with the regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.

4.8 Assist in preparing risk assessments and method statements, when requested to do so.

4.9 Keep Hamwic Education Trust advised of:

- (a) co-operation on safety matters
- (b) safety training required
- (c) meetings attended and information which is relevant
- (d) general comments and recommendations

4.10

Attend meetings with managers to discuss the overall safety performance of the company and what further steps need to be taken to achieve continuous improvement.

(a) Produce 3 reports a year for submission to the Board of Directors.

(b) Carry out all the duties defined in the H&S Managers job description.

## HEALTH AND SAFETY DUTIES OF SENIOR & MIDDLE LEADERS

5.1 Heads of Departments, SLT, Senior Staff and all Managers will make themselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice, which are relevant to the work of their area of responsibility.

5.2 In addition to the general duties which all members of Staff have (see 7.1); they will be directly responsible to the School Leader within their school as necessary. They have day-to-day responsibility for the implementation of the relevant aspects of the policy within their departments and areas of responsibility.

5.3 They will take a direct interest in the health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

5.4 As part of their day-to-day responsibilities they will ensure that:

- (a) Safe methods of working exist and are implemented throughout their department.
- (b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- (c) Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- (d) New employees working within their department are given safety induction which will include instruction in safe working practices.
- (e) Regular safety inspections are made of their area of responsibility as required by the Head or H&S Manager/site manager as applicable, or as necessary to meet the requirements of the policy, e.g. PE equipment.
- (f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- (g) All plant, machinery and equipment in the department in which they work is adequately guarded.
- (h) All plant, machinery and equipment in the department in which they work is in good and safe working order.
- (i) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- (j) Adequate stocks of appropriate Personal Protective Equipment (PPE) for the use of staff and pupils, as appropriate, within their area of responsibility are maintained and readily available.
- (k) First aid arrangements and firefighting equipment are provided and readily available in the department in which they work.

- (l) Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled as directed in the H&S Policy on the Control of Substances Hazardous to Health.
- (m) They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (n) all signs used meet the statutory requirements
- (o) all health and safety information is communicated to the relevant persons
- (p) Any safety related training requirements identified as necessary, for persons within their area of responsibility to carry out their duties under the policy, are brought to the attention of the Head or Finance Director or H&S Manager as appropriate.
- (q) They report any health and safety concerns to the School Leader, or H&S Manager or site staff.

5.5 They will carry out risk assessments for the work or activities carried out by staff or pupils within their area of responsibility. These will include general risk assessments as required by the Management of Health and Safety at Work regulations 1999 and specific assessments as detailed in other health and safety regulations e.g. COSHH (within science labs).

5.6 Educational supervisors organising off site visits are to ensure that the relevant arrangements within this policy are adhered to. Risk assessments for visits/activities are to be submitted to the Head (copied to the H&S Manager) for approval prior to the event.

**All members of staff are reminded that there are legal duties placed on employees by the Health and Safety at Work etc. Act 1974. Breach of these duties could therefore lead to disciplinary measures and could result in legal action.**

## **HEALTH AND SAFETY DUTIES OF SCHOOL SITE STAFF**

6.1 As well as the general duties which all members of staff have (see 7.1) site staff have responsibility for the day-to-day implementation of the policy as allocated by the School Leader.

6.2 Site staff will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the activities of the schools.

6.3 They will take a direct interest in health and safety policy and in helping other supervisors, members of staff, and others to comply with its requirements.

6.4 As part of their day-to-day responsibilities they will monitor that staff within his/her area of responsibility are ensuring that:

- (a) Safe methods of working exist and are implemented throughout their departments.
- (b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- (c) Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- (d) New employees working within their department are given instruction in safe working practices.
- (e) Regular safety inspections are made of their area of responsibility as required by the Policy or as necessary.
- (f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- (g) All plant, machinery and equipment in the department in which they work is adequately guarded.
- (h) All plant, machinery and equipment in the department in which they work is in good and safe working order.
- (i) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work and that appropriate protective clothing and equipment, first aid and firefighting equipment are provided and readily available in the department in which they work.
- (j) Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled as directed in the Policy on the Control of Substances Hazardous to Health.
- (k) They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health

and safety and alert the School Leader/H&S Manager of those who consistently fail to consider their own well-being or the health and safety of others.

(l) All the signs used meet the statutory requirements.

(m) All health and safety information is communicated to the relevant persons.

6.5 They will receive any health and safety inspection reports of either internal or external origin and ensure they are distributed as necessary and are acted upon.

6.6 They will ensure that risk assessments are carried out for activities within their area of responsibility by the relevant Head of Department and will monitor that risk assessments are being submitted where they are required from contractors working at schools.

6.7 They will ensure that hirers, contractors and others who use the premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.8 They will ensure, so far as is within his/her control, that school buildings are maintained in good order and in compliance with any health and safety statutory requirements.

6.9 They are to ensure that electrical safety is maintained through a rolling programme which will include the test and examination of both the fixed electrical installation and portable appliances by a competent person.

6.10 They will carry out risk assessments (and where applicable produce method statements) for the work carried out by staff within his area of responsibility. These will include general risk assessments as required by the Management of Health and Safety at Work regulations 1999 and specific assessments as detailed in other health and safety regulations (COSHH, manual handling, noise etc.).

6.11 They will assess the competence of all contractors employed to work at the school and will ensure that prior to their starting, they have adequate risk assessments in place for the work to be done, which provide sufficient controls for the protection of all pupils, staff and visitors.

6.12 They are, if needed to be one of the designated responsible persons for fire safety within the school. In assisting with/ carrying out this role he/she is to ensure that:

(a) a fire risk assessment is in place for school premises and is regularly reviewed as necessary  
(b) Adequate precautionary measures as identified as necessary by the fire risk assessments are maintained. Specifics of such measures will be detailed in the fire risk assessments for each area but will, as a minimum, cover:

- (i) provision and maintenance of means of detecting fire and raising the alarm
- (ii) provision and maintenance of means of fighting fire in order to enable safe evacuation of the buildings
- (iii) provision and maintenance of clearly signed escape routes (including emergency lighting where applicable) which are free of obstruction

(c) Emergency action plans are in place and that fire drills are regularly practiced.

- (d) Adequate numbers of staff are trained in the use of any firefighting equipment provided.
- (e) Number of fire marshals are trained to enable the safe evacuation of all areas of the site.
- (f) A fire log is maintained to record that regular checks are made to ensure that the fire precautions required remain effective.
- (g) Any deficiencies in the above provisions are brought to the attention of the School Leader/ H&S Manager.
- (h) Where temporary works are being carried out (by either school maintenance staff or external contractors) that may introduce additional fire risks that are not included within the existing fire risk assessments, that a temporary works fire risk assessment is completed. Such works may also require the use of a hot works permit, in which case it will be issued and controlled by the contractor carrying out the work.
- (i) Should an unforeseen hazard or situation occur while carrying out the work, which has not been identified in the risk assessment, **stop work** and report the fact to the School Leader and /or the H&S Manager so that the additional control measures required can be identified.
- (J) Remain particularly alert to your surroundings, ensuring that you do not inadvertently put yourself in a position where you may be exposed (or expose others) to a high risk situation (potential fall from height, contact with electricity, confined spaces, disturbing asbestos etc.)

**All members of staff are reminded that there are legal duties placed on employees by the Health and Safety at Work etc. Act 1 974. Breach of these duties could therefore lead to disciplinary measures and could result in legal action.**



## **HEALTH AND SAFETY DUTIES OF ALL MEMBERS OF TEACHING STAFF & ALL OTHER SCHOOL STAFF**

7.1 All staff are to make themselves familiar with:

- (a) The general requirements of the Health and Safety at Work etc. Act 1974.
- (b) Any other health and safety legislation and codes of practice which are relevant to the department in which they work.

7.2 All staff are:

- (a) To take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
- (b) To co-operate with the employer, School Leader or in the case of Managed Services the CEO so far as is necessary, to enable the employer to meet his statutory duties regarding health, safety and welfare.
- (c) Not to knowingly or recklessly interfere with, misuse or abuse anything provided by the employer in the interests of health and safety.
- (d) To ensure staff, pupils and others under their jurisdiction are instructed in safe working practices.

7.3 All staff are to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

7.4 In particular all members of staff will:

- (a) Be familiar with the safety policy and any and all safety requirements as laid down by the Board of Directors.
- (b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- (c) See that all plant, machinery and equipment is adequately guarded.
- (d) See that all plant, machinery and equipment is in good and safe working order.
- (e) Not make unauthorised or improper use of plant, machinery and equipment.
- (f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- (g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- (h) Report any defects in the premises, plant, equipment and facilities which they observe.

- (i) Take an active interest in promoting health and safety and suggest ways of reducing risks.
- (j) work in compliance with the control measures indicated within the risk assessment for the work they are doing. If you have not seen the risk assessment for the work you carry out, bring this to the attention of your line manager.

**All members of staff are reminded that there are legal duties placed on employees by the Health and Safety at Work Act etc. 1974. Breach of these duties could therefore lead to disciplinary measures and could result in legal action.**

### **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a. Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b. Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time.
- c. Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d. Ensure the use of personal protective equipment and guards where necessary.
- e. Make recommendations to the Assistant School Leader, the School Leader or the H&S Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g. Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the premises without authorisation.
- h. Regularly check their classrooms for potential hazards and report any observed to the Site Manager.
- i. Report all accidents, defects and dangerous occurrences (including near misses) to the H&S Manager at Managed Services & the Site Manager.

## **STUDENTS**

Students, in accordance with their age and aptitude, are expected to:

- (a) exercise personal responsibility for the health and safety of themselves and others
- (b) observe standards of dress consistent with safety and/or hygiene
- (c) observe all the health and safety rules of their school and in particular the instructions of staff given in an emergency
- (d) use and not wilfully misuse, neglect or interfere with things provided for their health and safety

## HEALTH AND SAFETY DUTIES OF SCHOOL GOVERNORS

The overall responsibility for H&S is that of the Trust Board of Directors, the CEO and Headteachers, supported by Managed Services. The Board of Directors will work with the CEO and Managed Services to ensure Hamwic Education Trust is H&S compliant at all times. However, each school governing body retains a duty of care to all of its staff & pupils. Usually, each governing body will elect one or two governors as being responsible for its H&S duties.

### **Outline of role:**

The role of the health and safety governor can be incorporated into the responsibilities of the Finance and Premises Committee. The selected H&S governor(s) will work alongside the Managed Services Health and Safety Manager. Generally, the Head Teacher will be responsible for the day to day management of the school's health and safety policy and the communication of its requirements.

The governing body has the responsibility to monitor the policy and, if necessary, to require additional actions. The governing body will ensure compliance by the following ways:

- Ensure the school has a health and safety policy.
- Ensure the school complies with legislation and follows best practice in the management of health and safety.
- Ensure there are adequate health and safety resources available to meet health and safety requirements.
- Governors must meet with the Managed Services Health and Safety Manager to make at least one health and safety inspection of the school premises per year and have one meeting per year to discuss school H&S issues.
- Governors must ensure schools implement the recommendations of the inspection report.
- Ensure the school keeps the governing body informed of health and safety issues within the school.
- Ensure staff and pupils/ students are not exposed to unacceptable risks, and that significant risks are adequately controlled.
- Governors should have monitoring procedures in place for health and safety, either through direct observation or via discussions during the governors' meetings.
- Ensure teachers integrate all relevant aspects of safety into the teaching process and, where necessary when carrying out link governor reports check H&S is mentioned where applicable.
- Governors keep themselves informed by reading new materials and information relating to health and safety matters received into the school or published in educational health and safety publications.
- Ensure that any issues are discussed at the full governing body meetings.
- Governors will attend appropriate H&S training.

## **HEALTH AND SAFETY DUTIES OF HIRERS, CONTRACTORS AND OTHERS**

8.1 When school premises or facilities are being used out of normal school hours for a sponsored activity or a non-school related activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

8.2 When the premises are hired to persons outside the employ of the individual trusts it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives and that they will not without the prior consent of individual trusts, Hamwic Education Trust, School Leader or the Local Governing Body (LGB)

- (a) introduce equipment for use on school premises
- (b) alter fixed installations
- (c) move or remove fire and safety notices or equipment
- (d) take any action that may create hazards for persons using the premises or the staff or pupils of the schools

8.3 All contractors who work on our premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with its requirements.

8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the H&S Manager & site manager is to take such actions as are necessary to prevent persons in his care from risk of injury.

8.5 Contractors carrying out work on our premises must provide the Managed Services H&S Manager and/ or Site Manager with all relevant documentation relating to their safe working procedures and methods of work on site (i.e. Risk Assessments and Method Statements) prior to starting work. They must also ensure that their workforce reads and understands these procedures prior to commencement of their works. The items of information may include:

- (a) risk assessments/method statements
- (b) COSHH assessments
- (c) health and safety policy/statement
- (d) copies of insurance certificates (employers and public liability)
- (e) evidence of competence
- (f) lifting equipment certificates of thorough examination/test if applicable
- (g) declaration of intention to comply with the requirements of the Hamwic Trust health and safety policy

8.6 Certain specialist contractors (e.g. asbestos removal) may be asked to provide additional information relevant to legislation for their particular sphere of activity.

## **PROCEDURES & ARRANGEMENTS**

### **INTRODUCTION**

The following procedures and arrangements have been established at Hamwic Education Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to Hamwic Education Trust. More detailed written procedures are found in the H&S Manual & on the intranet. **For the avoidance of doubt reference to these master documents should always be made when dealing with any issues relating to Health & Safety.**

A full H&S Induction will be carried out to all new staff. There are also H&S guidance leaflets available at each school for visitors & Contractors.

### **ACCIDENT/INCIDENT RECORDING/REPORTING**

Staff will be informed at induction about accident/incident reporting procedures. Even minor accidents can result in future issues and great care must be taken to ensure they are recorded immediately. Staff will also be reminded that the proper recording of accidents/incidents is in their own interests.

**STUDENTS/ PUPILS** – All accidents to Pupils/students involving injury are to be recorded. This will initially be by using the minor accident form or by using the online accident forms.

Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative. These will be reported to the H&S Manager at Managed Services on 02380 786833.

**STAFF** – All accidents to staff are to be recorded and this will be done by immediately inputting information on the online **JHS1** form.

**VISITORS** – All accidents to visitors other than students are to be recorded and this will be done by immediately inputting information on the online form.

**NEAR MISS INCIDENTS** – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an online accident/incident form is to be completed.

**VIOLENT/ BEHAVIOUR INCIDENTS** – These include violence, bullying and harassment. Employees must feel secure in their work and this is facilitated by the introduction of safe guidance procedures. Attention will be given to an effective lone working system which e.g. includes the reporting in and back up arrangements for staff carrying out home visits, especially where there may be a risk of violence. An online violent incident form must be filled out at all times.

Physical safety of staff is more important than the security of buildings or cash. Hamwic Education Trust will do all it can to ensure the safety of the staff is met. Employees involved in violent incidents will always have the opportunity to discuss what has happened in detail with the manager and with colleagues and counselling will be offered.

## **ASBESTOS**

Hamwic Education Trust recognises its duty to manage asbestos and as such a survey of all of our premises has been carried out by competent persons to identify any potential Asbestos Containing Materials (ACMs) and establish an asbestos "register". Each individual school has a copy of their asbestos register held in the main office, where you sign in.

All staff, visitors & contractors should ask to see a copy of it and sign to say they have read it. A copy is also available on the main reception area at each school.

Members of staff are also to be made aware of any ACMs identified within their department and are to report any noted damage to them immediately to the Site Manager who will arrange for any remedial action necessary, to be taken.

The Asbestos Management Plan (AMP) is also kept by the Site Manager and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

## **COMPETENCY**

All staff appointed are considered to be competent to perform the tasks they are given. Specifically, with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of students. For each job/role basic competency requirements are included in the job description but for health and safety the Trust will cover this in an induction programme for whole School staff and subject specific H&S requirements.

## **CONSULTATION WITH EMPLOYEES**

Hamwic Education Trust has a legal duty to consult with employees on health and safety issues. The committee facilitates consultation on Health and Safety Policy, training matters raised by employee representatives and strategic issues. If you have any issues, concerns or general questions please consult with your H&S Representative, your School Leader or the H&S Manager.

## **CONTRACTORS ON SITE**

It is the policy of the Trust to insist that regular contractors carrying out works on site are CRB checked. However, it realises that temporary/short notice works may need to be done. Therefore, to ensure the safety of our pupils the following will be adhered to.

a) Where contractors are carrying out construction work for schools which will last more than one day in duration, the work area will be established as a construction site and will be fully fenced off to provide a clearly segregated work area for the contractors and prevent unauthorised access. The boundaries of the work area will be agreed between the contractor carrying out the work and the Site /H&S Manager. If contractors require access within site but outside of the segregated area, they are to contact the Site Manager/staff to arrange for the personnel who require being outside of the site boundary, to be escorted by a member of staff.

(b) Contractors carrying out short term work on site (one day or less in duration) will be escorted by a member of staff at all times. The Site Manager will arrange this with the cooperation of the head of department where the work is being carried out.

The Contractor must provide a Risk Assessment and, where applicable, a "Method Statement" for their work with an explanation of the manner by which it will be put into effect, in addition to other specific information requested by the H&S /Site Manager to assist in assessing any Contractors competence. The suitability of the documentation received and competence of the contractor will be assessed by the H&S Manager prior to work commencing. The documentation at Appendix 13-16 of the H&S Manual found on the intranet will be used to gain and assess the documentation and contractor competence.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site. The schools will provide details of its safe systems of work to the contractors where relevant, fire evacuation procedures and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of the main policy will/has also been provided to them. The contractors must be issued with a visitors pass and advised that it must be worn at all times.



## **CURRICULUM SAFETY**

### **(Including out of school learning activity/study support)**

Teaching staff will undertake to complete written risk assessments prior to commencing any hazardous activity, or when using specific equipment for the delivery of the curriculum.

The PE Manager will undertake training for safety in PE and new legislation met with regard to completion of risk assessments for physical activities in school. All out of school clubs will complete and risk assessment of their activities.

## **DRUGS & MEDICATIONS**

The school policy for administration of medicines is outlined in the school prospectus. Any medication that is administered requires parental agreement and agreed dosage must be signed by the parents/guardians. When administered, the time, amount and who administered the medication is recorded in a book. All medicines are kept secure in the Medical Room and if necessary in the fridge. Only prescribed medication will be administered. See the trust and individual schools first aid policy and safe guidance procedures for further information.

## **E-SAFETY**

Hamwic Education Trust schools have a separate policy for E-safety. The policy indicates there is a whole trust approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users. Further guidance can be found in the staff manual and should be read in more detail.

## **FIRST AID**

The schools will carry out a first aid risk assessment for their school & ensure there are enough first aiders for each of its sites. A list of staff holding a first aid at work certificate is on notices displayed around the individual schools or available from the school main office.

**FOLLOWING AN ACCIDENT** - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance. In cases involving pupils/ students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. E.g. in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised. A bumped head form must be filled in for younger pupils.

**RECORDING** - Any accident where first aid is administered to is to be recorded on the minor accident form or the online accident form.

**FIRST AID BOXES/MATERIALS** - First aid boxes are kept on site and these only contain approved materials. A list of approved materials is in the H&S Manual for Schools. The boxes are available for use by all staff/adult visitors on site. The FAW or appointed person is responsible for checking that first aid kits are kept well stocked. This is also delegated to staff in charge of technicians in the DT, science and PE departments. First aiders should keep a record of supplies used for treatment purposes and inform the relevant person as soon as possible so that stock can be replaced / ordered. All School vehicles are to carry appropriately stocked first aid kit, which is checked and restocked by the person responsible for the general maintenance of the vehicle.

**INJURIES INVOLVING BLEEDING** - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in/next to the first aid box.

### **FIRE EVACUATION**

All staff are expected to know what to do in the event of a fire and what measures are required to reduce the fire risk as far as possible. This will be done through regular fire drills and induction. To assist in achieving this, all induction sessions will include fire safety awareness. (See individual school H&S Policy for more specific school details). Fire drills will be carried out to ensure that staff are familiar with the procedures as they are updated. In addition, fire notices and posters will be positioned around site.

Any interference with any safety systems within the schools (e.g. blocking fire exits) will be regarded as a serious breach of Health and Safety Regulations.

The following is a summary of the procedure:

- Anyone discovering an emergency situation should press the nearest “break glass” to activate the Fire Alarm.
- When the fire alarm sounds all persons should leave the building by the nearest exit. Lifts should not be used.
- Walk quickly to the assembly point and stay there unless requested to do otherwise by the Fire Marshal. Assembly points are noted on the Evacuation Notices displayed around the School sites.
- Do not stand near any buildings. Assembly points are a safe distance away from the building.
- Do not re-enter the building until instructed to do so. Obey instructions issued by the Fire Officer, School Leader and Fire Marshal.

### **BASIC FIRE SAFETY RULES**

There are a number of basic fire safety rules, many of which are no more than tidiness and good housekeeping:

- (a) Combustible materials, such as cardboard boxes and packaging materials should not be kept about the school unless they are specifically required for some purpose. When such materials are not in use, they are to be kept in a designated storage area.

- (b) Corridors, stairways, entrances and exits are to be kept clear and, in particular, kept free of combustible materials. Stairways and corridors, which form part of escape routes, **must always** be kept clear.
- (c) Classroom displays and work displayed in corridors are to be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
- (d) Waste-paper bins are to be made of metal or other non-combustible materials.
- (e) Hamwic Education Trust operates a **NO SMOKING** policy for the school.
- (f) Stock rooms for stationery and other combustible materials are to be kept tidy & securely locked.
- (g) Boiler rooms must be kept clean, clear and locked.
- (h) Electrical equipment must be used properly and kept in a safe working order. Electrical points are never to be overloaded and wiring must be checked regularly.
- (i) Clothing and costumes used for school plays and shows are highly inflammable. These must never be placed close to any heat source, e.g. floodlights, candles or other stage lighting.
- (j) General rubbish bin storage areas must be kept locked

#### **PEEP**

We will ensure that Personal Emergency Evacuation Plan (PEEP) Appendix 39 of the H&S Manual will be carried out so that children & staff who require assistance, because of a physical, disabling or medical condition, are safely evacuated in the event of an emergency situation. Please notify your line manager if you need to discuss this further.

#### **HAZARDOUS SUBSTANCES COSHH**

The requirement to assess hazardous substances either in use or created by schools' operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant subject areas or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with line managers or the subject leaders.

Staff are to be aware that they must not bring substances onto site without approval. Cleaning chemicals used by cleaners must be kept in a locked cupboard and there were material data sheets in place for these substances.

## **INFECTIOUS DISEASES**

Hamwic Education Trust follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on Infection Control in Schools and other Child Care Settings'.

## **MANUAL HANDLING**

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation can I move the objects where I need to safely and without risks to health? Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance. Within the Academy the following written assessments are in place.

### **MANUAL HANDLING – STUDENTS**

All students who may need to be lifted or supported are assessed using the manual handling assessment forms for Schools. The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

## **NEW AND EXPECTANT MOTHERS**

Hamwic Education Trust recognises when carrying out risk assessments for its undertakings that in general, the risks to new and expectant mothers are to be considered and the findings of the assessment communicated to the employees.

As soon as an employee has given written notification that she is pregnant, has given birth in the last six months or is breast feeding, the H&S Manager must be informed. A specific risk assessment will be carried out for that person by the schools or with support from the H&S manager.

This risk assessment must consider any medical advice given by the employees GP or midwife and will pay particular attention to any of the following that may be applicable:

- (a) Manual handling.
- (b) Standing or sitting for long periods of time.
- (c) Exposure to infectious diseases.
- (d) Exposure to lead.
- (e) Work related stress.
- (f) Workstations and posture.
- (g) Exposure to radioactive material.
- (h) Threat of workplace violence.
- (i) Long working hours.
- (j) Excessive workplace noise.
- (k) Exposure to hazardous substances.

(l) Compliance of employees with the Company's smoking policy.

This risk assessment will be regularly reviewed to ensure that it remains valid. Employees will be afforded the following maternity rights:

- Paid time off work for antenatal care. An appointment card or other document showing that an appointment has been made will be required (with exception of the first appointment).
- Maternity leave.
- Statutory maternity pay.
- Protection against unfair treatment in the workplace.
- Employees returning to work after maternity leave should inform their School in writing if they intend to breastfeed. Employees are requested to make this notification as early as possible to allow further risk assessment and arrange suitable facilities. This will be a private, safe and healthy location. Though not a legal requirement, the school will endeavour, where required and possible, to also provide safe and hygienic storage for expressed milk.

## **NOISE**

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise assessment in the Trust will identify areas with a high level of machinery as potentially exceeding the noise levels appropriate. If staff have any questions on Noise levels, they should initially speak to their line manager or subject leader who will refer the matter on to the H&S Manager if unable to resolve it.

## **OFFICE SAFETY**

Individual Trust's recognises that if the school's office environment is not properly maintained some office workers may be affected resulting in them experiencing some forms of ill health (e.g. headaches, lethargy, eye, nose, and throat problems) and with that in mind, we will monitor the office environment and investigate any adverse effects. To prevent such ill health in the office we will ensure the following issues are addressed:

### **VENTILATION**

Schools will ensure there is adequate ventilation. For most of the offices requirements, opening windows or doors will provide adequate ventilation.

### **WORKSTATIONS**

Workstations will be assessed in accordance with the relevant section of this policy.

### **TEMPERATURE**

We will ensure a comfortable temperature is maintained.

### **LIGHTING**

We will provide adequate lighting. Where possible, the offices will have natural lighting where reasonably practicable. Where artificial lighting is used it should be sufficient so as to avoid visual fatigue and prevent glare and reflection into the employee's eyes.

### **NOISE**

See more detailed notes under noise

## **MAINTENANCE**

All offices are provided and maintained in accordance with the Workplace (Health and Safety) Regulations 1992 as a minimum. We will ensure that all office machinery is sited and maintained correctly and is serviced regularly. Staff required to use office machinery will be given training and instruction in its use, relevant to the safety aspects of the equipment.

## **STORAGE**

High shelving should be avoided, or if not, use of proper facilities provided to enable staff to reach items safely. Storage units/shelving should be inspected at regular intervals for damage and overloading. The Site Manager will ensure that shelving is marked with its Safe Working Load to ensure it is not overloaded.

## **PORTABLE ELECTRICAL EQUIPMENT**

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment. **All staff and students are not allowed to bring any private electrical equipment.**

## **RISK ASSESSMENTS**

Risk assessment process is on-going. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the trust or amended to make them site specific.

This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by risk assessment which involves competent staff in supervision and problem solving. In all cases staff, students and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

**COMPUTER WORKSTATION ASSESSMENTS** - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' (See H&S Manual) for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claim forms available from the school main office, and payment for a basic set of glasses where they are required mainly for use with DSE.

**FIRE** – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. A fire drill will be carried out once a term or more often (but not less) as the School Leader deems it necessary.

All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building; fire extinguishers are provided to aid escape if required & if you are competent to use them.

## **SAFEGUARDING**

The schools have a separate policy dealing with the safeguarding & protection of children and young people and a school CPLO has been appointed. All staff need to be aware of the policy, a copy of which is included in the Staff Handbook. Child Protection will be included in induction and a more detailed training session will be carried out once a year. DBS checks will be obtained.

## **SITE SECURITY**

The School Sites have been assessed against the information contained in the H&S Manual and security issues are regularly reviewed. If staff have any questions on Security they should initially speak to their line manager or Subject leader who will refer the matter on to the H&S Manager if unable to resolve it.

## **NO SMOKING POLICY**

Hamwic Education Trust has a 'No Smoking' Policy which bans smoking in all schools. This is to encourage and promote a clean, safe and healthy environment in which staff and students can work. Smoking materials present a potential fire hazard in the schools and research has also indicated that there are risks to health from 'passive smoking'.

Staff who are smokers must refrain from smoking on all school premises. It is the responsibility of all line managers/supervisors to ensure that the No Smoking Policy is applied.

## **TRAINING**

It is the policy of Hamwic Education Trust to ensure that employees are given adequate instruction, information and training to carry out their jobs safely and without risks to health, in accordance with the individual Trusts legal obligations.

These obligations are written into the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Employees have a duty to attend relevant health and safety training courses (Section 7 of the Health and Safety at Work Act 1974).

New employees will have a H&S Induction before starting work, they will also be trained on the use of relevant equipment they will use and employees are advised to read the Staff Handbook and new staff induction guide in order to become familiar with Trust policies and procedures.

Employees are also advised of their duties under Section 7 of the Health & Safety at Work Act etc. Act 1974 and under Regulation 14 of the Management of Health and Safety at Work Regulations 1999.

In summary these duties are to:

- take reasonable care for your own health and safety and that of others who may be affected by what you do or do not
- co-operate with your manager on health and safety, and reporting promptly any situation you believe to be unsafe
- correctly use work items provided to you, including personal protective equipment, in accordance with training or instructions; and
- not interfere with or misuse anything provided for your health, safety or welfare.

## **VIOLENT INCIDENTS**

Employees must feel secure in their work and this is facilitated by the introduction of safe guidance procedures.

Whenever there is the potential for a violent or aggressive incident, a risk assessment must be carried out and recorded as a legal requirement, and action taken to reduce the risk to a tolerable level that is as low as reasonably practicable. The risk assessment must identify risks from all sources including clients, general public, client's family and friends, and visitors or other parties that have the potential to become involved.

Physical safety of staff is more important than the security of buildings or cash. Individual Trust's will do all it can to ensure the safety of the staff is met. Employees involved in violent incidents will always have the opportunity to discuss what has happened in detail with their line manager and counselling will be offered.

Any incidents of violence must be recorded on the violent Incident report form and a copy sent to the H&S Manager at Managed Services.

## **WELLBEING /WELFARE**

The wellbeing of staff is seen as an integral part of Hamwic Education Trust's H&S responsibilities. The individual Trust Board of Directors have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across all trust as a whole. All staff have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the School Leader or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools' absence policy.

## **WORK AT HEIGHT**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a work at height assessment.

**Staff must not work at height alone on school premises.**

## **WORKING ALONE POLICY**

Staff should not work alone at the school sites due to the many risks involved, such as personal assault, accident or sudden illness. Any member of staff wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers. If you arrive at the school outside of normal school hours and find another colleague is already in the building, let



them know you are on site. If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going.

However, if this is not possible and you urgently need to access the Premises you must advise the Premises Team of when you intend to arrive and leave. An appropriate text to confirm safe arrival and departure should also be sent to allow monitoring of safe working to take place.

- Do not work at heights on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not do any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of your nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone with you.
- If working after dark, carry a torch.
- Park your car at the front of the building where there is an external light. Move it there whilst there are still others on site if you are planning to work late.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and your estimated time of arrival home.
- If you arrive at the school and find any sign of intruders, do not enter the building. Instead, call the police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the police.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

See the lone working policy & safe guidance procedure

### **WORKPLACE INSPECTION**

An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992. The Trust will undertake a yearly inspection and the individual schools will undertake regular inspections, to identify defects within the workplace. The schools also have an electronic help desk reporting system to report defects & hazards to the site managers.

**If you have any concerns about your work place, please report them to the relevant persons identified within your place of work.**

**REMEMBER EVERYONE IS RESPONSIBLE FOR HEALTH & SAFETY. IF YOU ARE IN DOUBT ABOUT ANYTHING PLEASE ASK YOUR SCHOOL LEADER / LINE MANAGER.**

**FOR FURTHER GUIDANCE PLEASE CONTACT THE H&S MANAGER ON 07889 602896.**