

Health and Safety Manual

January 2019



Adopted by: **[insert school name]**

.....
Signed by Chair of Governors

.....
Signed by Headteacher

Date of Adoption: 1 January 2019

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1. INTRODUCTION

As the employer of staff, the Boleyn Trust (the “Trust”) has the overall responsibility for the health, safety and welfare of all staff, pupils and visitors in the School. The Trust recognises that decisions about workplace health and safety should take into account the views / priorities of the workforce.

The Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation (the “Act”). The Trust will ensure that appropriate policies are in place and kept up-to-date.

To this end, the Trust appoints its own Health and Safety Manager and external consultants as required to advise the Trust, its staff and its schools on all related matters and to provide the Trust and the schools with up-to-date information in relation to its Health and Safety responsibilities.

This manual is largely dependent upon the total co-operation of every person who works in each School in the Trust. The Trust expects all employees to co-operate in ensuring the health and safety of all staff, pupils and visitors. The responsibility for the implementation of this Trust policy at School level rests with the Headteacher, whilst the Chief Operating Officer through the Health and Safety Manager is responsible for monitoring its implementation.

Each and every member of staff of the Trust and its schools must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as under the Trust’s Health and Safety Policy.

The organisation and arrangements through which the Trust, the School Headteacher and staff aim to fulfil the requirements are set out in the following manual together with a series of named related procedural documents.

The Trust will ensure that sufficient resources are allocated by it and its schools to ensure as far as is reasonably practicable that employees, pupils, visitors and contractors are kept healthy and safe.

1.1. OUR HEALTH & SAFETY AIMS:

- to ensure that the school is considered as a safe and healthy place in which to work;
- to provide plant, equipment and systems of work that are safe and minimise the risk to health as far as reasonably practical;
- to raise awareness among all users of the school as to their responsibility for managing the health & safety of themselves and others;
- to provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
- to ensure the dissemination of all relevant information from relevant bodies and organisations to the correct user[s];

- to regularly monitor and review safety procedures throughout the school; and
- to create, maintain and update a central repository of relevant health and safety information.

The Trust will support its schools in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil the Trusts monitoring role and to initiate and review health and safety policies and procedures, a Central Health and Safety Committee will be established at Trust wide level, which will cover all the schools within the Trust. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (consultation with employees) Regulation 1996(as amended). This committee will meet termly. The Local Governing Body will report to the Central Health and Safety Committee on all Health and Safety matters.

Although overall accountability for health and safety lies with the Trust, the Headteacher is responsible for the day-to-day health and safety of staff and pupils in individual schools. The Headteacher will then delegate some functions to other staff, for example School Business Managers / School Site Managers / Supervisors / Caretakers etc.

The Local Governing Bodies of schools within the Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Management Team of the school and other staff of the Trust to support and promote good health and safety management.

The following Health and Safety Policy, Procedures and Guidance is required for adoption by all Trust schools.

Note: Any part of the Boleyn Trust Health and Safety Manual and its supporting forms must not be amended in any way, either to add to or delete any part of the form other than simply completing the form with school specific details. If required an additional form can be attached to any one of the supporting forms so long as it is clearly stated that this is in addition to the Boleyn Trust form.

The Trust is responsible for the overall Health and Safety Manual and Policies.

[Enter Name Here] is responsible for ensuring that school specific operational and strategic Health and Safety documentation is up to date and communicated to staff appropriately.

[Enter Name Here] is responsible for ensuring that all key safety procedure documents have been brought to the attention of all members of staff.

Throughout this document, reference is made to **Safety Guidance Documents (SG)** and **Risk Advice Notes (RAN)**. These form part of our safe operating procedures and used as appropriate to support our schools in the practical day to day management

of many aspects of school safety. Copies of these documents are available to all staff by using the following link and login credentials:

Website: <http://sharezone.ajginternational.com/home>
Username: sharezone@boleytrust.org
Password: BoleynTrustE138SA

2. COMPETENT PERSON

2.1. AJ GALLAGHER

The Boleyn Trust has contracted Gallagher Risk Management Solutions to provide Health and Safety Services. The service provided by Gallagher Risk Management Solutions will include the provision of a health and safety consultancy service allowing Gallagher Risk Management Solutions to act as the Trust's named Competent Person as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

A certificate of Health and Safety Services from Gallagher is located **[Enter Location]**

Gallagher is the brand name of Arthur J. Gallagher & Co – a global insurance broker, risk management services and consulting firm headquartered in Rolling Meadows, Illinois.

In the UK, Gallagher has more than 4,500 employees specialising in risk management and insurance solutions for corporate, commercial and personal customers. Through a regional UK network of customer-focused branches in more than 50 locations, and its specialty London market operations, Gallagher offers tailored insurance programmes and coverage for both UK and international clients.

Boleyn Trust schools can access SHAREzone, an extensive e-library of continuously updated school-specific policies, documents, guides, toolkits, templates, risk assessments and more. In addition, schools will have access to our schools risk-management helpline, risk audits, bulletins and newsletters, fire-risk assessments, consultancy, and an annual summary.

SchoolSHARE also includes an e-Learning online training platform, enabling staff to work through relevant topics at convenient times, plus training courses in key risk areas such as asbestos awareness, manual handling, working at height, business continuity planning and fire safety.

To log into SHAREzone, please use the follow link and login credentials:

Website: <http://sharezone.ajginternational.com/home>
Username: sharezone@boleyntrust.org
Password: BoleynTrustE138SA
Helpline: 0800 612 9949

3. RESPONSIBILITIES

3.1 RESPONSIBILITIES OF THE TRUST

The Trust as the employer has overall responsibility for the Health and Safety policies and procedures in the School.

The Trust's Finance, Audit and Risk Management Committee, on behalf of the Board of Trustees, will:

- take into account the Trust Health and Safety Statement;
- approve and review regularly the Trust's Health and Safety Manual and supporting documentation, and its implementation in each School;
- satisfy itself that each School is implementing the Trust's Health and Safety Manual and supporting documentation;
- require each School in the Trust to have Health and Safety as a Standing Item on their Governing Body Agendas;
- expect each School to appoint a competent Health and Safety Representative (HSR) to advise on the implementation of the Health and Safety Manual and procedures in the School, and to ensure that the training of relevant School staff is kept up-to-date;
- satisfy itself that each School is implementing the Trusts management system to prompt and record the carrying out of necessary health, safety and security tasks in line with the Trust policy; and
- receive and consider audits from each School and determine any necessary response.

3.2 RESPONSIBILITIES OF THE SCHOOL AND LOCAL GOVERNING BODY

The School should aim to ensure that so far as is reasonably practicable:

- all employees are safeguarded in respect of health, safety and welfare whilst at work safe systems and effective procedures are in place to protect the health, safety, security and welfare of employees, pupils, and the health, safety and security of visitors to the School, including parents, contractors' and members of the public affected by the work of the School;
- arrangements are in place in the School to ensure that no work is carried out by staff in the School or by contractors that is liable to expose the Trust, employees, pupils, visitors or members of the public to hazards of health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place, and arrangements for securing proper health and safety of employees and anyone on the School site affected by their work;
- Senior Leadership Team (SLT) managers in the School are suitably trained
- sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the School site or outside the School if engaged in School business;

- sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards;
- Have regard to the Trust Statement of Intent, and the provisions of this policy;
- establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- ensure that all departments (and areas of management) have the correct policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils and visitors in their departments.
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils;
- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, pupils or visitors or the public, and where necessary appropriate training will be given;
- ensure the provision of means of access and egress which are safe and without risks to health;
- ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- ensure that it has and maintains up-to-date fire safety procedures and documentation, and that all employees and pupils (and as far as is practicable visitors) are familiar with them;
- develop safety awareness among all employees and pupils and to promote individual responsibility for health and safety at all levels of staff and pupils (as appropriate to the age of the pupil)
- ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous and reasonable review by managers at all levels;
- appoint a competent Health and Safety Representative (HSR) to oversee the implementation of the School's health & Safety Manual and procedures;
- delegate sufficient resources to ensure adequate documentation is provided, stored and regularly updated;
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- make reports as directed to the Trust on the implementation of its health and safety policies and procedures.

The Schools Local Governing Body will ensure that:

- Suitable and sufficient risk assessments of buildings and work activities are undertaken and a written record of the assessments are kept and appropriate control measures required are implemented 'so far as is practicable'.
- Sufficient funding is allocated for health and safety e.g., in respect of training, protective equipment, any remedial work/service and maintenance of building;

- Inspection reports, including those from trade union health and safety representatives are considered and acted upon;
- Health and Safety is a standing item on all agenda's;
- An annual health and safety report is published;
- A positive health and safety culture is established and maintained.

3.3 RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher will ensure:

- To report any Accidents / Incidents / Near Misses (after consultation with the Health and Safety Manager / Chief Operating Officer) as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- To complete an accident / incident / near miss investigation where appropriate and implement actions required to eliminate / reduce the risks to the health and safety of people and buildings / equipment etc.;
- That suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed annually or upon change of circumstances;
- For high-risk activities, safe systems of work are identified via a risk assessment;
- Adequate and appropriate first-aid provision;
- Information and advice on health and safety is acted upon and circulated to staff and governors;
- Regular inspections are carried out with reports submitted to the Governing Body and Boleyn Trust Health and Safety Manager.
- An annual report is provided to the Governing Body;
- There is co-operation with the Trust in meeting its legal requirements in respect of monitoring of health and safety practices and procedures;
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons;
- Staff are provided with equipment and other resources to enable their work to be undertaken safely;
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties;
- There is co-operation, with, and provision of necessary facilities for trade union health and safety representatives; and
- Appropriate tasks are delegated to the School's Site Manager / Supervisor and other premises staff.

3.4 RESPONSIBILITIES OF ALL SENIOR MANAGERS

Deputy / Assistant Headteachers and School Business Managers / Office Managers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

3.5 RESPONSIBILITIES OF THE SITE MANAGER / SUPERVISOR / CARETAKER

The Site Manager / Supervisor / Caretaker will ensure that:

- Safe means of access and egress are maintained;
- The premises are kept clean and that adequate welfare facilities are provided;
- Safe working arrangements are in place when contractors are working on the premises;
- Adequate security arrangements are maintained;
- Adequate fire safety arrangements are implemented;
- Regular testing and maintenance of mechanical and electrical equipment including portable equipment takes place;
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella;
- All premises-related accidents / incidents / near misses are recorded and investigated;
- Regular inspections of the premises takes place. With safety representatives invited to take part and records kept;
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

3.6 RESPONSIBILITIES OF THE HEALTH AND SAFETY MANAGER

The Health & Safety Manager is the H&S professional lead within the Trust and is responsible for:

- The development of Trust health and safety policies, procedures and management arrangements to ensure that the Trust meets its statutory obligations;
- Recommending and taking the lead in the implementation of health and safety objectives, priorities and performance indicators;
- Contributing to the development of a Trust health and safety plan;
- Monitoring and auditing health and safety performance;
- Reporting on health and safety matters to the Trust Health and Safety Committee and other committees as required;
- Providing health and safety advice and support to members of the Trust, including specialist advice on fire safety, asbestos management and statutory compliance relating to the built estate;
- The provision of general health and safety training for staff, and students where appropriate;
- Co-ordination of accident/incident investigations, the provision of advice on remedial actions, and the analysis of incident statistics in order to advise on preventative intervention strategies;
- Liaison with the Health and Safety Executive (HSE) and other enforcement agencies on all matters relating to health and safety at the Trust.

The Health and Safety Manager after consultation with the Chief Operating Officer will have the authority to stop or suspend any Trust activity, if they consider it necessary to prevent accidents or cases of ill-health.

3.7 RESPONSIBILITIES OF ALL EMPLOYEES

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the School will act responsibly to ensure that:

- understand and use the School reporting systems;
- know and understand Trust's Health and Safety policy;
- observe all Health and Safety rules and procedures set out by the Trust and the School and use all health and safety equipment provided;
- participate in assessing risks and the management of identified risks;
- follow all relevant codes of safe working practice and local rules;
- report (through the School's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- participate in any relevant paid training; and read the Trust's Health and Safety policy and any associated sub-policies, and sign and date the School's logbook to indicate that he/she has done so. The following statement should be used: 'I have read the Trust's Health and Safety Manual and any supporting documentation and understand my responsibilities.' **(Appendix 1)**;
- All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments/School. All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the school-based Health and Safety Representative, Trust Health and safety Manager and Headteacher as appropriate;
- The Trust recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common- sense decisions about risk assessment and control measures. – check and realign;
- They are familiar with, and comply with, the School Health and Safety Policy, Procedures and Guidance Manual;
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off- site activities;
- They report immediately, to the Headteacher or to their line manager any serious or immediate danger of which they become aware;
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager;
- There is no misuse of anything that has been provided for health and safety purposes; and
- They use the correct equipment and tools for the job and any protective equipment that may be necessary.

All pupils should be encouraged:

- To follow safe practices and observe safety rules including:
 - To follow instructions issued by a member of staff in case of emergency;
 - They do not intentionally interfere with safety equipment, e.g., fire extinguishers and fire alarms; and
 - They inform a member of staff of any situation, which may affect their safety or that of another pupil.
 - Know the nearest fire escape

4. ARRANGEMENTS

4.1 HEALTH AND SAFETY REPRESENTATIVES

Under Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (consultation with employees) Regulation 1996(as amended), a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the Trust in writing when a health and safety representative has been appointed and, where this is the case, the School will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it effects employees. The School will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health, and safety representative. The School will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

4.2 CENTRAL HEALTH AND SAFETY COMMITTEE

The board of trustees has established a committee of the Trust Board to be known as the Health and Safety Committee (the “**Committee**”).

The composition and membership of the Committee shall be as follows:

- Chief Operating Officer;
- Boleyn Trust Health and Safety Manager;
- School Health and Safety Representative; and
- Recognised Trade Union Health and Safety Representatives.

The Committee may ask any other person(s) whose attendance they consider necessary or desirable to attend meetings of the Committee either regularly or by invitation.

The Chief Operating Officer shall be the Chair of the Committee.

The Committee shall meet at least once per half term on such dates and times as shall be determined by the Trust Business Calendar and at such other time as the Clerk shall specify at the request of the Chief Operating Officer and report back to the Finance, Audit and Risk Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than seven working days prior to the date of the meeting.

The Clerk will minute the proceedings and resolutions of the Committee.

At every meeting of the committee the minutes of the last meeting shall be an agenda item, and, if agreed to accurate, shall be signed as a true record by the Chief Operating Officer.

Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chief Operating Officer will have a casting vote on any equality of votes.

The duties of the Central Health and Safety Committee shall include the following functions:

- Promoting co-operation between management and employees on matters of health, safety and welfare at work;
- Studying and consider accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk;
- Assisting in the development of safety guidance and safe systems of work;
- Monitoring the effective implementation of Trust wide health and safety policies and procedures;
- Monitoring the effectiveness of the safety content of employee training;
- Developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, visitors, and contractors;
- Participating in periodical joint inspections;
- Monitoring action taken following trade union and management site inspections.

5. HEALTH AND SAFETY POLICIES AND PROCEDURES

The School will adopt the Trust's Health and Safety Policies, Procedures and Guidance contained within this manual.

Any Trust-wide Health and Safety Policies, Procedures and Guidance must not be amended, either to add to or remove, in any way, apart from inserting School specific details or the name of the individual School on the 1st page.

Any review / proposals raised by the School, Local Governing Body or the Trust's Health and Safety Committee will be required for approval by the Board of Trustees.

6. REPORTING OF ACCIDENTS / INCIDENTS / NEAR MISS (AIN'S)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of, or in connection with work.

Even in a safety conscious school, accidents may still occur. This is how we deal with them in our school.

All accidents to our staff or pupils will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

[Enter Name Here] will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported as appropriate to Health and Safety Manager so that they can report to the Trusts insurer. The Health and Safety Manager will where appropriate provide advice and or investigate significant accidents on our behalf.

All staff have a responsibility to report and record accidents in line with our schools policies and procedures, which are outlined in **Safety Guidance Document SG10** and the **Staff Handbook**.

[Enter name here] will ensure staff are aware of the requirement and the location of accident report records.

Our accident book / forms are kept **[Enter Location Here]**.

[Enter Name Here] will review any accident reports to identify any patterns or trends. All accident reports on completion must be copied to the Trusts Health and Safety Manager.

The Trusts Health and Safety Manager will carry out any accident investigations to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed in light of any lessons learnt. All investigation reports on completion must be copied to the Trusts Chief Operating Officer.

Our school has adopted and follows the guidance provided in **Safety Guidance Document SG10** with regard to accidents that occur in our school/on school trips

6.1 CLARIFICATION OF DEFINITIONS

It is the understanding of the School the definition of accidents / incident / near miss are:

Accident: any unplanned event that results in personnel injury or damage to property, plant or equipment.

Incident: an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse.

Near miss: is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Other familiar terms for these events

are a “close call,” a “narrow escape,” or in the case of moving objects, “near collision” or a “near hit.”

6.2 PREVENT FUTURE INCIDENTS

A faulty process or management system invariably is the root cause of AIN’s and must be the focus for improvement.

History has shown repeatedly that most AIN’s producing events both serious and catastrophic were preceded by warnings or near miss incidents. Recognising and reporting of AIN’s can significantly improve worker safety and enhance our organisation’s safety culture.

6.3 ACCIDENT / INCIDENT / NEAR MISS REPORT FORM

The School collects personal information about the injured person(s) on the form in relation to Accidents / injuries / diseases / Near Misses and Dangerous Occurrences arising out of or in connection with work. We may be required to share your information with the Health and Safety Executive to ensure that we meet our legal responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Note: The Data Protection Act 2018 requires that employee’s personal information must be kept secure after the form has been completed.

The record form must:

- Be kept safely and accessible to all staff members.
- The accident report form must be completed for all accidents/incidents/near misses.
- Be reviewed at least half termly to identify any potential or actual hazards
Accident Report form ([Appendix 2](#)).

6.4 WHAT NEEDS TO BE REPORTED?

INJURIES AND ILL HEALTH TO PEOPLE AT WORK

Under RIDDOR the ‘Responsible Person’ in control of the premises (Headteacher) in consultation with the Trust Health and Safety Manager must report:

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries below);
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident;
- Any case of work-related;
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing; and
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site.

Note: Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. As these are class as road traffic incidents and are investigated by the police.

6.5 REPORTABLE SPECIFIED INJURIES

These include:

- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia; and
- Any other injury arising from working in an enclosed space which: leads to hypothermia or head-induced illness; or requires resuscitation or admittance to hospital for more than 24 hrs.

6.6 PHYSICAL VIOLENCE

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable because it arises out of or in connection with work.

6.7 REPORTABLE OCCUPATIONAL DISEASES

These include (which a doctor confirms in writing):

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis e.g., from work involving strong acids or alkalis, including domestic bleach;
- Hand-arm vibration syndrome;
- Occupational asthma e.g., from wood dust and soldering using rosin flux;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer; and
- Any disease attributed to an occupational exposure to biological agent.

6.8 INCIDENTS TO PUPILS AND OTHER PEOPLE WHO ARE NOT AT WORK

Are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; and

- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment.)

The lists of specified injuries and diseases only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

Please refer to the Health and Safety Executive document at this link:

<http://www.hse.gov.uk/pubns/edis1.pdf>

6.9 DANGEROUS OCCURRENCES

Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment;
- The accidental release of a biological agent likely to cause severe human illness;
- The accidental release or escape of any substance that may cause a serious injury or damage to health; and
- An electrical short circuit or overload causing a fire or explosion

6.10. WHO SHOULD REPORT AND WHO TO REPORT TO

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted by the 'Responsible Persons' i.e., Headteacher with duties under these regulations, in control of work premises where incidents occur. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

The Headteacher at each School may delegate reporting to the school management team.

You can report all incidents online: <http://www.hse.gov.uk/riddor/report.htm> where you will find the appropriate form.

There is a telephone service for reporting fatal and specified injuries only:

Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Any reportable Accident / Incidents / Near misses must be also be reported to Trust's Health and Safety Manager on 020 7476 1848.

Note: No report under RIDDOR should be submitted to the Health and Safety Executive until it has been signed off by both the Chief Executive Officer and Chief Operating Officer.

6.11. RECORDS MUST BE KEPT FOR:

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
- All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days.
- If a worker is away from work or incapacitated for more than three days a record must be kept.

These records must be kept in line with the **Trusts Records Management, Retention and Disposal Policy** which can be found on the Trust website and in the schools policy folder, which is located **[enter location here]**

6.12. REPORTING REQUIREMENTS OF OTHER REGULATORS

There may be other reporting requirements placed on schools by other regulators in the education sector e.g., Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

7. ELECTRICAL SAFETY

The Health and Safety at Work etc. Act 1974 impose general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

Our school acknowledges that electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair work. The Electricity at Work Regulations 1989 requires that all electrical systems and appliances are periodically inspected and maintained. Maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Portable electrical equipment will be inspected, tested and maintained in accordance with current Health & Safety Executive and the Institute of Electrical Engineers Guidance, further information is available in [Risk Advice Note RAN12](#).

Where personal electrical equipment brought in by staff is permitted by their senior manager it will be classed as school equipment and should not be used until it has been PAT tested.

[Enter Name Here] is responsible for arranging the testing and maintenance of portable electrical appliances in school (including that brought in from home by staff).

The test certificates and recommendation documentation is kept **[Enter Location Here]**.

The fixed electrical installation testing in our school is undertaken by: **[Enter Contractor Name Here]** and the portable appliance testing (PAT) are undertaken by **[Enter Contractor Name Here]** all documentation to confirm these tests have been undertaken is retained.

7.1 COMPETENT PERSONS TO UNDERTAKE MAINTENANCE OR REPAIR OF ELECTRICAL INSTALLATIONS AND PORTABLE APPLIANCE TESTING (PAT)

- Under no circumstances will School staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of the training would be required as proof;
- Teachers cannot be required to undertake any electrical maintenance or repair work’;
- Without exception, such work should be allocated to an individual with appropriate training and expertise;
- Day to day testing of electrical equipment could be the task of a delegated member of staff e.g., Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task; and
- Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

7.2 RISK ASSESSMENT

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures that are to be taken to remove or reduce risks. Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

7.3 VISUAL INSPECTIONS AND TESTS

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

All earthed portable equipment such as drills, saws, irons, hand lamps etc., should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and determined by a competent person. Items, which are rarely unplugged e.g., refrigerators will need inspecting and testing infrequently.

7.4 PORTABLE APPLIANCE TEST (PAT)

PAT must be carried out by someone with the necessary knowledge and experience to carry out a test and interpret the results should be completed in accordance with the findings of the risk assessment.

7.5 RECORDS OF PAT

A written record of the tests, in the form of a logbook or register should be maintained and be available for examination and the equipment itself should be marked with some form of identification, with the date of the most recent test included on a label. (Appendix 3).

7.6 DAMAGED OR FAULTY APPLIANCES

Must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a '**DO NOT USE**' sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

7.7 FIXED ELECTRICAL INSTALLATIONS

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every five years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.

7.8 RECORD OR FIXED WIRE TESTS

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school.

Equipment should always be visually checked before use in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

Note: Any accidents / incidents / near misses involving electricity may need to be reported under The Reporting of Injuries, Diseases, Occurrences Regulations (RIDDOR) **see 6.3.**

No report under RIDDOR should be submitted to the Health and Safety Executive until it has been signed off by both the Chief Executive Officer and Chief Operating Officer.

7.9 PREVENTING ACCIDENTS WITH ELECTRICITY

In the prevention of accidents and fire the School will not accept gifts or second-hand electrical appliances, or bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT).

8. FIRST AID

The Health and Safety (First-Aid) Regulations 1981 require employers to provide ‘adequate and appropriate’ provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is strongly recommended by the HSE, and it is the School’s policy that provision is made for them.

People who hold a relevant first aid qualification can be found in [Appendix 4](#). This information is reproduced and displayed in prominent locations around our school and in the staff handbook.

[Enter Name Here] keeps records of qualifications on site and there is a procedure in place for revalidating first aid certificates before they expire. These records are kept **[Enter Location of Records Here]**.

[Enter Name Here] is responsible for ensuring that the First Aid boxes, located around the premises, are restocked.

Our school has given consideration to the level and type of first aid provision that is required both within school and also on off-site activities, this forms part of our first aid risk assessment. Further guidance is provided in [Safety Guidance Document SG3 and SG3A](#).

8.1 ASSESSMENT OF FIRST-AID NEEDS

This involves consideration of workplace hazards and risks, the size of the School and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided.

8.2 POINTS TO CONSIDER / IMPACT ON FIRST-AID NEEDS INCLUDE:

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors;
- The type of accidents / incidents that have been identified in past;
- The size of the School;
- Are there any workplaces that are remote?
- Higher level hazards, such as chemicals or dangerous machinery;
- Do any members of staff work remotely or alone; and
- Is there enough provision of first-aiders to cover if some are absent?

8.3 BOLEYN TRUST DEFINES THE MINIMUM FIRST-AID PROVISION ON ANY SCHOOL SITE AS:

- A suitably stocked first-aid kit(s) (determined by the first aid assessment);
- Appropriate numbers of trained qualified First Aiders (determined by the first aid assessment);
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s); and
- Provision of first-aid needs to be available at all times to people at work.

8.4 WHAT SHOULD BE PUT IN THE FIRST-AID BOX?

There is no mandatory list of items to put in the first-aid box, it depends on what needs have been assessed. As a guide for low-level hazards a minimum stock of first-aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work);
- Individually wrapped sterile plasters;
- Sterile eye pads;
- Individually wrapped triangular bandages, preferably sterile;
- Safety pins;
- Large individually wrapped, sterile, unmediated wound dressings;
- Medium-sized, individually wrapped, sterile, unmediated wound dressings; and
- Disposable gloves.

Note: Tablets and medicines should not be kept in the first-aid box. Please refer to separate Policy for the dispensing of medication to pupils.

8.5 FIRST AIDER – TRAINING AND QUALIFICATIONS

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider e.g., those offering nationally recognized, regulated qualifications, voluntary aid societies (e.g., St. John Ambulance, British Red cross) and undertake appropriate refresher training.

8.6 SELECTING A TRAINING PROVIDER

When selecting a training provider you should check:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems
- Teaching and standards of first-aid practice
- Syllabus content
- Certification

8.7 FIRST AID COURSES INCLUDE:

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)
- Mental Health England first aid

8.8 HOW MANY FIRST AIDERS

This depends on the assessment of your first-aid needs, or where there are additional special circumstances. As an example the HSE suggested numbers available at all times at work are:

Low hazard for more than 50 people at least one first-aider trained in every 100 employed

Higher-hazard for more than 50 at least one first-aider trained for every 50 employed.

For the external activity at least one per every 50 pupils (depend of the type and risk of the activity, info can be found in the activity risk assessment).

9. FIRE POLICY

An outbreak of fire in a school can be extremely serious. Under the Regulatory Reform (Fire Safety) Order 2005, there is a legal requirement for each building to have an up to date fire risk assessment. This will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials.

Gallagher Risk Management Solutions is responsible for carrying out a suitable and sufficient Fire Risk Assessment annually.

[Enter name here] is responsible for ensuring that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition that there is a process in place for reviewing / updating this on a regular basis.

Fire drills in our school are carried out once per term and are recorded in the School Fire Precautions Log Book (fire alarm log).

[Enter Name Here] is responsible for ensuring that fire drills are carried out, and that the findings are recorded and acted upon.

We will also record the following in our fire precautions log book; fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits.

[Enter Name Here] is responsible for ensuring that the Fire Precautions Logbook is readily accessible and is kept up to date.

The Fire Precautions Log Book and a copy of our Fire Risk Assessment is kept **[Enter Log Book Location Here]**.

In addition we will ensure that when the school requires painting, only paints providing a flame retardant surface will be used in high risk areas, this will include assembly halls, drama/stage areas, means of escape routes, staircases, and any other areas where there is an added fire risk.

We will monitor on an ongoing basis our use and storage of combustible materials (liquids, solids or gases) to ensure they do not come into contact with sources of heat.

We will ensure that internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop fire spreading. Fire doors will be regularly checked to ensure both the door and any closing devices operate correctly.

9.1 THE RESPONSIBLE PERSON

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that it's fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date.

The 'Responsible Person', is The Headteacher within the School and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises. This includes:

- The completion of a Fire risk assessment, which should be suitable and sufficient and carried out by a competent Fire Risk Assessor (see sub-heading Competence of a Fire Risk Assessor, below);
- Good housekeeping, do not allow combustible materials to accumulate;
- Suitable firefighting equipment, which is located in appropriate positions;
- Means of raising the alarm;
- Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire); and
- Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.

Measures in relation to the means of escape from the premises.

This includes:

- **Fire action notices** to be displayed throughout the building with clear emergency evacuation instructions in the event of a fire. E.g.

Any person discovering a fire:

- Sound the alarm.
- Call the Fire & Rescue Service telephone 999 Leave the building by the most direct route.
- Attack the fire using fire extinguishers or other firefighting equipment only if your escape route is blocked by the fire.

On hearing the fire alarm:

- Leave the building by the most direct route, closing all doors behind you.
- Report to the assembly point for the building. This is **[Enter assembly point]** for our School.
- Do not take risk
- Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service.
- Do not use any lifts

Measures for securing that, at all material times, the means of escape can be safely and effectively used.

- Fire exit routes must be kept clear of obstructions at all times
- Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building.

Measures in relation to the means for fighting fires on the premises.

- Appropriate firefighting equipment must be provided

- Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only).

Measures in relation to the means for detecting fire on the premises and giving warning

- Appropriate fire/smoke detection to be installed, in relevant locations.
- Viewing panels in doors and walls, when there are rooms within rooms.

Measures in relation to the arrangements for action to be taken in the event of fire on the premises including:

Measures relating to the instruction and training of employees.

- Fire Policy and Procedures to be disseminated to all staff
- Fire awareness training to be provided to all staff
- Fire Action Notices to be displayed throughout the building
- The training of Fire Marshals

Measures to mitigate the effects of the fire.

- Do not exceed the maximum occupancy
- Maintain fire exits and signage
- Comply with electrical and gas regulation
- Service and maintenance of firefighting equipment, which must be easily accessible
- Safe storing and using, of hazardous material
- Safety inspection of buildings
- Maintenance of fire alarm systems
- Fireproofing
- Training of staff
- Fire drills

9.2 ROLE OF TEACHING STAFF

All teaching staff have the responsibility for the safe evacuation of children in their charge.

Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route.

9.3 PEOPLE WITH DISABILITIES

Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan must be completed.

Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability.

9.4 ALL STAFF MEMBERS

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions.
- Should follow evacuation procedures.

All staff are required to take mandatory on-line fire awareness training.

UNDER NO CIRCUMSTANCES IS ANYONE TO RE-ENTER THE BUILDING UNLESS THE EMERGENCY SERVICES GIVE THE ALL CLEAR.

9.5 FIRE RISK ASSESSMENT

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified.

A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

9.6 COMPETENCE OF A FIRE RISK ASSESSOR

The Trust defines as a minimum that a competent Fire Risk Assessor to be as follows:

- Be a member of the Institution of Fire engineers
- Hold at least the NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent.
- Has demonstrable experience in completing school/college Fire Risk Assessments.
- Has a current DBS check

9.7 HOUSEKEEPING

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible, materials should be kept to a minimum, do not allow waste to build up.
- Empty waste bins regularly
- Do not store skips and waste bins near to the school property.
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible).
- Keep flammable materials from sources of ignition.

9.8 Display materials and decorations

An evaluation of the material(s) used in displays and decorations should be made as paper, cardboard and plastic provide a means for the rapid spread of fire.

To reduce the risk of fire spread:

- Minimise the use of displays in corridors and foyers.
- Minimise the size and number of display areas to discrete, separated areas.
- Do not put displays down stairways, which are part of the designated escape route or where there is only one direction of escape i.e., dead-end conditions.
- Treat displays with proprietary flame-retardant sprays.
- Avoid the use of display boxes.
- Keep displays away from curtains, light fittings and heaters.
- Keep displays away from ceiling voids, which may lack fire barriers.
- Ensure that there are no ignition sources in the vicinity.
- Ensure displays do not obstruct escape routes or obscure fire notices, fire alarms, call points, firefighting equipment or escape signs.

9.9 FIRE SAFETY MANAGEMENT (FSM) CHECKS

To ensure compliance with fire regulations, checks must be made to reduce the risk of fire at the School. These tasks are delegated by the 'Responsible Person' the Headteacher to the Site Manager/Supervisor/Caretaker at the School.

FSM checks must be made and records kept.

Checks include:

- Escape routes
- Fire Warning systems
- Escape lighting
- Firefighting equipment.

These checks are prioritised for service and maintenance requirements.

9.10 FIRE MARSHALLS

Staff expected to undertake the role of Fire Marshalls (often called fire wardens) would require comprehensive training. Their role may include:

- Performing a supervisory/managing role in any fire situation
- Assisting those on the premises to leave.
- Checking the premises to ensure everyone has left.
- Using firefighting equipment if safe to do so.
- Liaising with the fire and rescue service on arrival.
- Shutting down vital or dangerous equipment.

9.11 SAFE EMERGENCY EVACUATION PROCEDURES

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire. Unless, the lift is clearly identified as an emergency evacuation lifts, and this may only be used for disabled people.

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instructions on what to do it when raising the alarm and information regarding the nearest fire exit and assembly point(s).

All staff must be aware of emergency procedures. Including:

- Fire Action notices
- The locations of temporary fire alarms
- How to activate the fire alarm as a means of raising the alarm.
- Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in the event of a fire)
- Emergency exit routes/final exit fire doors
- Fire assembly points

9.12 ON SOUNDING OR HEARING THE ALARM

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner.

On discovering a fire

- Sound the alarm by pressing one of the emergency fire alarms.
- Call the Fire & Rescue Service telephone 999
- Leave the building by the most direct route.
- Attack the fire using fire extinguishers only if your escape route is blocked by the fire and in order to enable a safe evacuation.

On hearing the fire alarm

- Leave the building by the most direct route, closing all doors behind you.
- Report to the assembly point for the building
- Do not take risks
- Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service.

9.13 FIRE DRILLS

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
- Those with responsibilities carry out their tasks to ensure the safety of all concerned.
- Escape routes are used in accordance with a predetermined and practiced plan.

- Evacuation of the building is achieved in a speedy and orderly manner
- People will react rationally when confronted with a fire or other emergency at school.

How often to carry out a fire drill?

It is the policy of the School to carry out fire drills at the beginning of each term.

Should you inform staff before a fire drill?

The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately.

Preparing for a fire drill

When planning a fire drill decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.

Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely. All marshals will require special training so that they can carry out their duties safely and effectively.

Informing the fire service of a fire drill

If the School has a system that automatically informs the fire service when the alarm is triggered, appropriate measures to stop this from causing the Fire Service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running once the drill has finished.

9.14 DURING THE FIRE DRILL AND / OR EMERGENCY EVACUATION

To monitor fire drills, observers should be placed at points around the building in areas such as stairwells to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation.

In buildings where there are more than one exit routes, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.

Set a stopwatch to record how long the full evacuation takes, teachers, school business managers, cleaning supervisors, senior catering staff, and fire marshals should do a roll call and tick people off to make sure everyone in their class and department(s) are out of the building.

The Fire Service must be informed immediately of any person who is missing, along with their area of work.

9.15 EVACUATION OF PEOPLE WITH DISABILITIES – PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

Of all the people who may be especially at risk you will need to pay particular attention to pupils, staff and visitors who have special needs, including those with a disability.

Personal need will often be modest and may require only changes or modifications to existing procedures. It may be required that a PEEP needs to be developed for that individual who frequently uses the building. This PEEP needs to be completed in consultation with the individual or in the case of a pupil with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept.

A PEEP should also be completed for any pupil, staff, or visitor who has a disability ([Appendix 5](#)).

The PEEP will clearly state what actions are required in those particular circumstances.

9.16 ASSEMBLY POINTS

An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the schools premises. It must be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

- Once outside and at the Fire Assembly Point, staff members should take a register to check that all children and staff members are accounted for.
- If there are any staff or children missing this must be reported immediately to the Fire Service details to be provided to the Fire Service include:
 - Name of missing person
 - Place and time last seen and by whom
 - Any other information e.g., medical condition, or behavioural issues

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

10. BUILDINGS SAFETY MANAGEMENT (BSM)

The 'Responsible Person' the Headteacher who may delegate these tasks, has a duty to provide and maintain a working environment that is safe and without risk to health.

10.1 INFORMATION REQUIRED IN THE BSM RECORDS ARE:

- Installations that are currently in place
- Is there a testing/check/service/maintenance regime in place, if YES how often?
- Is the testing/check/service/maintenance completed by an external contractor or by competent School employee(s)?
- Names and job title where relevant

Or

- Full contractor information

10.2 SITE SAFETY INSPECTIONS, REPAIR AND MAINTENANCE CHECKS

Checks should be completed daily, and any repairs and maintenance that are identified must be reported to the Headteacher or their delegated person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any).
- Name of the person reporting
- Date work was completed

It may be necessary to take photographs of the work required in order for a more accurate description to be made.

Appendix 6 should be used to record these checks.

10.3 CONTRACTORS

Construction / Building Work / Refurbishment or Demolition

Under no circumstances must plans for / construction / building work / refurbishment or demolition on School premises begin without consulting the **Chief Operating Officer** on **020 7476 1848**.

Suitability of all contractors

The person responsible for contractors on School premises is that of the Headteacher, or their delegated staff member and/or where applicable the Health and Safety Manager and or Chief Operating Officer.

A 'Contractor Pre-Contract Checks form must be completed by the contractor(s) and approved before any work commences (**Appendix 7**).

Competence of the contractor to complete the job safely e.g., their skills, training, knowledge and experience in the work to be completed is essential. The more complex the task the more competent the contractor will need to be.

Contractors are required to comply with legislation, relevant regulations and the School's Health and Safety Policy, Procedures and Guidance ([Appendix 8](#)).

The delegated person to complete the suitability of all contractors should also complete a Contractor Checklist to ensure that they have taken all reasonably steps have been taken ([Appendix 7](#)).

An assessment of the hazards and risks involved with the work

- The delegated person who is responsible for the contractor(s), together with the contractor(s) must discuss the planned work to be completed, suitable and sufficient Risk Assessments and Method Statements must be provided by the contractor.
- What can cause harm to people, or damage to building, plant and equipment.
- E.g. hazards associated with equipment the contractor(s) will be using including vehicles, tools, and noise.
- Are there any harmful substances used in the processes.
- Who might be harmed and how?
- How will the risks be controlled?
- Considerations include:
 - Any risks from each other's work that could affect the health and safety of others e.g., access and egress to the site, pedestrian routes, will local residents be affected. Will the work affect other relevant staff, pupils, visitors other contractors?
 - Make sure you agree the measures needed to control risks with the contractor before work starts.
 - Once you have agreed action to control risks, be clear about who will do what and when.
- Provide the contractor with information and instruction about all the health and safety potential risks on site that they may need to be aware.
- The 'Responsible Person' or the delegated person and the contractor must work together and coordinate activities to ensure the work can be completed safely and without risks to health. E.g., regular meetings throughout the course of the work. The level of cooperation and coordination will depend on:
 - The job to be done.
 - The number of contractors (or subcontractors) involved
 - The risks involved.

and

- Consult with others affected on site. You must consult with employees on health and safety matters by law.
- Consult with employees on how the contractor's work will affect their health and safety.

- Make sure they know how to raise any concerns they may have about the contractors and their work.
- Pay particular attention to those whose first language may not be English.
- Do not assume that contractors will be aware of all risks, even if they seem obvious to you.

10.4 MANAGING / SUPERVISING THE WORK

- Who will be responsible for the work and what do you expect them to do?
- Who is in charge of supervising their work and how?
- How will the work be done and what precautions will be taken? Always refer back to risk assessments/method statements to ensure the contractor is complying with the control measures and processes identified in the assessments
- What equipment should or should not be worked on/used?
- What personal protective equipment (PPE) is to be used and clarify who will provide it? (It is the contractor's responsibility to ensure that PPE is suitable for the job being undertaken and they are responsible for the supply of PPE).
- What are their working procedures (refer to risk assessments/method statements) including permit to work/hot work.
- What arrangements are there for stopping the work, if there are serious health and safety concerns?

Once the work has started, the Site Manager/Supervisor to ensure checks are made on how the work is going, in line with what was agreed. This can be done by:

- Regular checks 'are control measures working?'
- Investigating (and recording) if things go wrong, this may be: near miss, accident, and ill health. What when wrong? What can we do to prevent re-occurrence?
- Review and learn from any lessons so performance can be improved in the future.

Contractor information and School Health and Safety requirements, to be provided to the contractor (Appendix 7).

General safety rules

- Must sign-in upon arrival and sign-out when leaving.
- Before starting work at the School/Site, report to Site Manager/supervisor. Must comply with the School's Contractor Health and Safety Policy and Procedures.
- Must sign the contractor log book when work has been completed. Comply with the Health and Safety at Work etc., Act 1974, and any subsequent legislation.
- Take care of themselves and any other person(s) that may be affected by their acts of omissions.
- They must read and sign the asbestos register.
- Be directly responsible for the acts and omissions of their workers. Comply with Regulations, and work to best practice e.g., Guidance and Approved Codes of Practice that are relevant to their work.

- Comply with the conditions, procedures and control measures as defined by their method statements and risk assessments.
- Provide their workers with adequate Personal Protective Equipment (PPE) and shall use/wear relevant PPE as necessary.
- Provide suitable and safe work equipment
- Cease to use and report any safety related defects found with all/any work equipment they are using.
- Report any issues with health and safety and report any Accidents/Incidents/Near Miss.
- Provide their own First Aid provision.
- Not intentionally damage or misuse anything provided in the interests of Health and Safety whilst on School premises.
- Report to the Headteacher, Business Manager or Site Manager/supervisor any incidents that may directly or indirectly affect health and safety of persons on the School site.
- Remain in the area of work undertaken and shall not enter any other area without permission of the Headteacher, Business Manager or Site Manager/supervisor.
- Not store any hazardous substances on the School premises without permission of the Headteacher, Business Manager, and Site Manager/supervisor.
- Not smoke in/on any part of the School/Site buildings or anywhere on site.

This may not be a comprehensive list and therefore contractors should be reminded that, at all times, they must work in a safe manner ([Appendix 7](#)).

Specific safety rules

- Fire Alarm/emergency evacuation
- All contractors must make themselves familiar with the emergency fire procedures for the School.
- If a contractor discovers a fire they must raise the alarm immediately and follow the emergency fire procedure instructions provided on the Fire Action Notices throughout the building

Permit to Work (PTW)

PTW are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place in order to minimise the risk.

They are necessary for such activities as maintenance or construction work by external contractors. Unless suitable and sufficient risk assessments indicates otherwise.

Examples of types of work which permits will be required include:

- Working at height, e.g., on roofs
- Confined spaces e.g., ducts
- Hot work e.g., welding, soldering or cutting using hot flame techniques
- Live working on electricity supply systems
- Work involving interaction with asbestos

- Excavation and the digging of trenches

Intention of the Permit to Work is to:

- Ensure that the work is intended to take place is properly authorised
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited.
- Consideration should also be taken of the activities of other people on the School/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified.
- Indicate the date, time and location that the specified activities may occur
- Ensure that all those persons who have control of or any who are affected by the activity are made aware.
- Provide a record of the work, that the specified precautions have been understood and implemented, and that the workplace and or equipment are returned to a safe condition.

School employees are not permitted to undertake work, which will require a Permit to Work.

The **Health and Safety Manager** is responsible for ensuring that the Permit to work process is implemented in accordance with our policies and procedures.

Key Points of PTW

- The School/Site Manager/supervisor is responsible for enforcing the use of PTW's
- A competent person who understands the risks and the necessary control measures to put in place should only issue permits. Please liaise with the Trusts Health and Safety Manager.
- A permit should be task specific and the necessary risk assessments and methods statements still need to be completed by the contractor in liaison with the Site Manager/Supervisor. PTW are not a replacement.
- PTW should only be in place for a limited duration and be clearly dated with specific conditions attached.
- PTW should not be transferred to other people or other contractors.
- Any safety precautions required should be done prior to work commencing. The PTW should state these requirements, for example, electrical isolation.
- The Site Manager/Supervisor should only sign and date the permit when they are satisfied that all precautionary measures have been taken.
- If the risk is too high, for example because of bad weather/conditions or dangerous structure, then a permit should not be issued, and work not commenced.
- All PTW records must be retained by the Site Manager/Supervisor

Examples of control measures that should be considered when issuing a PTW include:

Roof Works

- Testing roof fragility
- Edge protection

- Prevention of falls of materials or objects
- PPE
- Emergency procedures
- Adequate means of access

Hot work

- Good housekeeping
- Use of protective curtains (where relevant)
- All 'hot works' equipment should be regularly maintained and inspected
- Ensure a competent person visits the area after hot works has finished to ensure that no smouldering embers or hot surfaces remain
- Provision of suitable fire extinguishers
- Ensure that sprinklers (if installed) are isolated and reactivated after the works.

The **Health and Safety Manager** is responsible for ensuring that the hot working process is implemented in accordance with our policies and procedures.

Isolation

- When working on electrical systems, they should be physically isolated i.e., 'locked off' (with the contractor's own padlock) etc., this should be stated on the permit.

Other control measures include:

- Warning signs and often a lookout need to be posted around the area where work is being carried out.

Cancellation of PTW

- When the operations laid out in the permit have been completed, it should be cancelled immediately and returned to the Site Manager/Supervisor. They should ensure that the work detailed on the permit has been done satisfactorily. They should then sign off the permit to ensure that it is fully cancelled.
- This may only be done when all personnel and equipment involved in the work detailed on the permit has been removed from the permit working area.
- Only then, when the Site Manager/Supervisor and contractor are satisfied that it is safe, can there be a return to normal service.

Vehicles on site

- The speed limit whilst on School/Site is 5 mph
- All vehicles must be parked in accordance with the School designated parking areas, if you are unsure then ask at the reception or Site Manager/Supervisor/Caretaker.

All contractors should be reminded that the primary school children can often become distracted and are not aware of the dangers of moving vehicles. Contractors must remain vigilant at all times.

11. LEGIONELLA CONTROL

The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, it is essential that the Headteacher who is the duty holder to ensure the following:

- **Identify and assess the sources of risk** for which employees, pupils or visitors may be exposed to within the School. The assessment should include a survey to identify whether there are conditions present that will encourage bacteria growth this includes legionella.
- **Identify the hot and cold water temperatures** throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 °C.
- **Identify all areas or services** capable of releasing an aerosol such as showers, spray taps and where necessary measures put in place to control the risks.
- **Identify whether there are susceptible individuals** present that may be exposed to such aerosols.

Our school acknowledges that Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease. Legionnaires' disease does not spread from person to person. The germ which causes legionnaires' disease is a bacterium called Legionella pneumophila. People catch legionnaires' disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill.

Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, e.g. in cooling towers, evaporative condensers and whirlpool spas (trade name Jacuzzi) and from water used for domestic purposes in buildings such as hotels and schools.

A Legionella Survey has been carried out at our school and is located **[Enter Location of Report Here]**.

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is in place in our school, the Legionella Maintenance Program is located within the Log Book which accompanies the Legionella Survey Report (**Appendix 9**). Additional information on Legionella is also contained within our school property & facilities manual.

[Enter Name Here] is responsible for ensuring:

- that the recommendations of the report are carried out.
- that appropriate members of staff are trained to understand the reports and carry out or arrange for work required in the maintenance program.

[Enter Name Here] is responsible for ensuring that a competent person reviews the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

[Enter Name Here] is responsible ensuring the activities in the maintenance program are up to date and carried out on time.

[Enter Name Here] is responsible for carrying out or arranging the maintenance program and documenting the activities in the Log Book which accompanies the Legionella Survey Report.

11.1 MANAGING RISK

The following guidance should be followed:

Weekly tasks

- Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimize aerosol release when implementing a flushing programme.

Monthly tasks

- Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters.
- Water temperatures in the flow and return pipes should be monitored and recorded.
- Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation.
- A programme should be set to ensure that all the taps within the building are checked at least once, annually.

Quarterly

- All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded.

Six monthly

- The cold-water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions.

Annually

- The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified etc. Remedial actions should be conducted. Where required a sample should be taken from the drain outlet.

11.2 SCHOOL HOLIDAYS / LOW OCCUPANCY PERIODS / SIX-WEEK SUMMER HOLIDAYS

It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the academies water systems and services.

The following actions should be recorded:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly.
- When the school is not in use at all during the holiday periods (outbuildings and sports halls/gyms etc.) Then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term.

12. MANUAL HANDLING

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, 'so far as is reasonably practicable'
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable.

12.1 MANUAL HANDLING RISK ASSESSMENT

The responsible person, the Headteacher or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided.
- Information, instruction and training will be provided to employees.
- Wherever possible
- Wherever possible the load to be moved will be reduced e.g., is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling; e.g., trolleys to eliminate/or reduce the risk of injury.

The following guidelines should not be exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

For men and women

- Force to stop or start the load Men 20kg, Women 15kg
- Sustained force to keep the load in motion Men 10kg, women 7kg

Manual handling problems often come from poor workplace environment or job design. Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

All employees must complete on-line manual handling training. This will be available to all staff on-line.

13. DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops.

A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous period of an hour or more on most days of the week. The employees’ line manager will identify DSE users.

To comply with DSE regulations the ‘Responsible Person’ The Headteacher or delegated member of staff must:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Providing information and training
- Providing eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training.

13.1 HEALTH RISKS WITH DISPLAY SCREEN EQUIPMENT

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors.

Changes in activity may help users, the following is advised:

- Stretch and change position
- Look into the distance from time to time and blink often
- Change activity before you get tired rather to recover.
- Short frequent breaks are better than longer, infrequent ones.

13.2 EYE TESTS

Upon request of the DSE user, identified by their line manager, (see above) the School will pay for a test to be carried by a qualified optician. Only "users" are entitled to receive corrective appliances paid for by the School.

‘Normal’ corrective appliances are at the user’s own expense, but users needing ‘special’ corrective appliances will be prescribed a special pair of spectacles for display screen work only. The School liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user’s work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

14. TRAINING / INDUCTIONS

The Health and Safety at Work etc. Act 1974 section 2 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the School and Trust in undertaking their legal duties.

The HSE's describes competence as 'the combination of training, skills, experience and knowledge that a person has and their ability to apply to perform a task safely'. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work. You would not need for example the same health and safety competence to work in an office as you would on a construction site.

The Trust has appointed **Gallagher** as their competent person to assist them and their Schools in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete so far as is reasonable' their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. (See details, below).

The School will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees whether permanent or temporary will undergo Induction training which will include the following health & safety matters:

- Emergency Arrangements
- Fire Drills
- Codes of Safe Practice and Guidance
- Health & Safety Policy
- Special Needs of pupils including students with disabilities

Staff who feel that they have a need for health & safety training of any kind should notify their line manager in writing, will liaise with the Trusts Health and Safety Manager.

A nominated member of staff will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), the nominated member of staff is responsible for:

- checking the validity of certificates;
- arranging refresher training when necessary; and
- keeping the Headteacher and HSR informed.

Responsibility for facilitating attendance and funding of training will be allocated according to the School's CPD Policy.

14.1 HEALTH AND SAFETY INDUCTIONS – NEW STAFF

All new employees will complete a Health and Safety induction; this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions must include:

- The location of the Health and Safety Law Poster
- Health and Safety responsibilities outlined in their job description.
- How they can access health and safety policies and information?
- Who can they talk to about any health and safety concerns or issues they may have?

First Aid provision

- First aid boxes
- First Aiders

Accident/Incident/Near Miss reporting

- Location of Accident/incident/near miss forms
- Reporting procedures

Fire and Emergency Procedures (**Appendix 10 and Appendix 11**).

- What to do in an emergency
- What does the fire alarm sound like e.g., continuous or intermittent sound?
- A walk around the fire escape routes, final fire exit doors and route(s)
- Location of assembly points

Welfare facilities

- Eating, drinking and rest arrangements
- Toilet facilities

Personal Protective Equipment (PPE)

- Relevant to the job – any PPE should be suitable and sufficient for the hazards identified in the risk assessment
- Who is responsible for ordering supplies of PPE?
- Safe storage of PPE

14.2 HEALTH AND SAFETY TRAINING – ALL EMPLOYEES

Mandatory on-line training must be completed by all employees within eight weeks of start of employment, this includes:

- Fire Safety
- Chemical
- Manual Handling
- Work at height (e.g., ladder, stepladders)
- Slips, trips and falls

- Health and Safety Law
- Specific job training – dependent on job role. The line manager of the employee will identify the training required e.g., risk management, risk assessment training. This could be face-to-face delivery, or on-line.

In the case of an employee who has been employed before the above mandatory Health and Safety training requirements have been adopted by the School, staff members must complete the mandatory training within eight weeks from the date of this policy (unless there are extenuating circumstances) signed by the Chief Operating Officer.

14.3 HEALTH AND SAFETY INFORMATION AND TRAINING RECORDS

HEALTH AND SAFETY INDUCTION

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with, and understand the information provided.

ON-LINE TRAINING

Certificates will be awarded to all employees who have completed the training and records of these should be kept by the employee and School Business Managers.

FACE-TO-FACE DELIVERY OF HEALTH AND SAFETY TRAINING

Certificates will be given to all employees who have attended and successfully completed the course. Copies are to be retained by the School.

(Appendix 12)

15. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 requirements is to evaluate and control measures. All reasonable steps will be taken to, substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils, and visitors are not exposed to substances hazardous to health.

Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.

Our school recognises that the Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum substances.

Our school has an inventory on site of all hazardous substances

Enter Name Here is responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances. In addition relevant teachers will brief pupils where appropriate.

Enter Name(s) is/are responsible for keeping the inventories up to date.

Data sheets are available on site for all hazardous substances that are being used, these are kept in locations where hazardous substances are stored. Additionally separate risk assessments are carried out for the work processes which involve hazardous substances.

Enter Name(s) Here is/are responsible for ensuring that data sheets are available to staff on site and that appropriate assessments have been carried out.

[Enter Name Here] is the authorised person to approve purchases of hazardous substances.

The inventory location of hazardous substances can be found in **(Appendix 13)**.

Reference should be made to **Safety Guidance Document SG15** COSHH for further guidance and advice.

15.1 ACTIONS TO EVALUATE AND CONTROL RISKS INCLUDE:

- Completing an inventory identifying all hazardous substances used on the School premises and obtain material safety data sheets.
- Wherever possible replace hazardous substances with safer alternatives.
- A risk assessment is completed for the use of any substances, which present a significant health risk.
- Ensuring that any equipment required for controlling risk is being adequately maintained.
- Ensuring all staff have received information, instruction and training where required.

- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people.
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled.
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation; fume cupboards, personal protective equipment (PPE) is adequately maintained.

15.2 HAZARD SYMOBOLS AND HAZARD PICTOGRAMS

Hazard pictograms alert us to the presence of a hazardous chemical. The pictograms help us to know that the chemicals we are using might cause harm to people or the environment. The CLP hazard pictograms are very similar to those used in the old labelling system and appear in the shape of a diamond with a distinctive red border and white background. One or more pictograms might appear on the labelling of a single chemical. Classified substances can be identified by their warning labels and carry the pictograms detailed below.

New CLP symbols include:



Health hazard / Hazardous to the ozone layer.



Explosive



Flammable



Oxidising



Corrosive



Acute toxicity



Hazardous to the environment



Serious health hazard



Gas under pressure

15.3 MATERIAL SAFETY DATA SHEETS

Should be obtained from the manufacturer/supplier. Data sheets are not by themselves a suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

15.4 HEALTH SURVEILLANCE

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

- Records relating to named individuals must be kept for 40 years.
- Advice should be sought from Occupational Health if there is any uncertainty regarding the need for health surveillance.

15.5 EXCEPTIONS TO COSHH REGULATIONS

There are exceptions to these regulations, which are already being controlled by their own specific legislation, e.g., asbestos, lead, radioactive substances.

16. GAS SAFETY

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

Under the Gas (Installation and Use) Regulations 1994, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc.) to be checked, serviced and maintained by a competent (Gas Safe Register formally CORGI registered) Contractor on an annual basis.

[Enter Name Here] is responsible for arranging the testing and maintenance the gas appliances.

Gas servicing certificates and recommendation documentation is kept **[Enter Location Here]**

Gas appliance inspection and testing in our school is undertaken by **[Enter Contractor Name Here]**. All documentation to confirm these tests have been undertaken is retained.

In case of heating failure or breakdown, there may be a need to bring in supplementary heating to ensure an appropriate working temperature is maintained (usually Calor gas heaters). Appropriate risk assessments and safe operation procedures will be implemented in such instances, and further information is available in **Safety Guidance Document SG 14**.

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

16.1 COMPETENCE

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

Although registration is deemed a basic indication of competence, it must be noted that not all engineers are qualified for all gas work. Registered engineers are issued with a unique license number and a photo identification card. The card will list specifically the types of work that the engineer is qualified to undertake. The School Business Manager or their delegated person must ensure that any contractor engaged to work on gas fittings is Gas Safe Registered and appropriately qualified for the work to be carried out.

You can check this by contacting the Gas Safe Register online or by calling them on **0800 408 5500**

16.2 GAS WORK

Includes:

- The installation, repair or service of a gas boiler
- Installation or repair of a gas fire, gas cooker, hob or water heater.
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply.

16.3 MONITORING

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

16.4 THE BASIC REQUIREMENTS

The Headteacher or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, as far as is reasonably, danger to persons or property.
- Only persons authorised to work on gas installations do so e.g., Gas Safe Registered engineers with the technical knowledge and experience to prevent injury, see above 'Competence' (Refer to Appendix 9).
- Use a competent engineer to install, maintain or repair appliances
- Ensure that gas pipework, appliances and flues are regularly maintained
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys.

16.5 IF YOU SUSPECT A GAS LEAK

Turn off the supply and immediately call the **National Gas Emergency Service** on **0800 111 999** for natural gas.

For LPG call the supplier if in doubt, evacuate the building and inform the police as well as the National Gas Emergency Service or your gas supplier.

Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered engineer.

16.6 MAINTENANCE

All gas appliances, flues; pipe work and safety devices will be maintained in a safe condition. The Headteacher or their delegated person will ensure that they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and its use and should follow manufacturers' recommendations. Annual inspections will be a minimum frequency.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide (CO) are not produced.
- It should not be used in poorly ventilated spaces.
- There should be enough ventilation to remove combustion products.
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

17. ASBESTOS

17.1 STATEMENT

The Boleyn Trust acknowledges the health hazards associated from exposure to asbestos and their duty and commitment to manage Asbestos and to protect employees, pupils, contractors, visitors and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's) and to reduce to the lowest level 'reasonably practicable' the spread of asbestos from any place where work under the Head Teacher of the academy's control is carried out.

We take the management of asbestos seriously in our school, we maintain an Asbestos Register on site, which is readily available to all who need to consult it and sign it. Our Asbestos Register is located **[Enter Location of Register Here]**.

17.2 WHAT IS ASBESTOS

Asbestos is a term used for various forms of naturally occurring fibrous silicate minerals, which were extensively added to building materials used in the UK from the 1950's to 1980's. Any building built before 2000 can contain asbestos. The most hazardous Asbestos Containing Materials (AMS's) were used to insulate or fire protect.

The three most common asbestos types used were CROCIDOLITE (blue), AMOSITE (brown) and CHRYSOTILE (white).

All ACM's should be controlled regardless of type. ACM's can be found in under floor services, floor, ceiling tiles, pipe covering, Artex ceiling and heat deflection materials as well as many other forms.

17.3 LEGAL DUTY

When asbestos fibres are inhaled, they can cause serious diseases and the increased risk of lung cancer for asbestos workers who smoke. To ensure that risks from asbestos in places of work are managed, the Control of Asbestos Regulations 2012 place duties on those responsible duty holders for the maintenance or repair of work premises.

17.4 RESPONSIBILITIES

The Boleyn Trust are the duty holders for Asbestos management at our school and have overall legal responsibility for the safe management, maintenance and repair of the School buildings under their control.

Headteachers are responsible for ensuring the day-to-day requirements for health and safety in the workplace under their control.

17.5 TRAINING

A Governor Representative, Headteacher, and Site Manager / Supervisor(s) from our school **must** complete the Boleyn Trust mandatory Asbestos Awareness and

Management Training. Whether or not the building is pre 2000. The training will include:

- identifying asbestos
- asbestos health risks
- legislation
- dealing with asbestos
- emergency procedures
- risk assessments

The attendance of the Asbestos Awareness and Management Training face-to-face delivery or on-line training Asbestos Awareness does not mean that the person completing the course is deemed competent to review the asbestos register or make an assessment of ACM's.

17.6 MANAGEMENT OF ASBESTOS

All schools that were built before 2000 must have a current Management Survey (which complies with up to date asbestos regulations).

If the school is planning either a demolition or refurbishment, then a Demolition and Refurbishment survey must be carried out before work commences.

The above surveys must be carried out by Licensed Contractors with UKAS Accreditation.

The survey must include locations of any potential ACM's. E.g., storerooms, yards, outbuildings, under floor services, pipes, ceiling voids, corridors etc.

Each School must prepare a written plan before any work on asbestos is carried out, including details of the work and the appropriate actions to control risk and prevent harm.

A register of location(s) of any ACM's must be recorded and include:

- Date of inspection
- Date of next review
- Should be supported by a marked floor plan and photographs.
- Type of asbestos
- What products it is contained in
- The condition

The environment around the ACM's is a significant risk factor. ACM's can deteriorate due to age, fire, flood, wear and tear, damage, therefore the register should be reviewed every 12 months by a Licensed Contractor with UKAS Accreditation.

A copy of the register must be provided to any person who will be planning to undertake work on the building(s) or any groundwork's which may be contaminated.

It should always be assumed that there is ACM's present when undertaking any work on the fabric and structure of the building, even if/where it has not been identified and included on the register.

An assessment of potential risk from the ACM's must be completed by a Licensed Contractor who is UKAS Accredited.

Consideration should be given to the condition of the ACM's whether they are likely to be disturbed and what action is necessary to manage the risks.

From the outcome of the assessment, prioritise and rationalise an Asbestos Management Action Plan.

17.6.1 MANAGING ASBESTOS LEFT IN PLACE

If the material is in good condition, well protected either by its position or physical protection e.g., encapsulated, reducing the likelihood of damage, and is unlikely to be worked on regularly or otherwise disturbed, it is usually safer to leave it in place and manage it.

This information should be entered on to the record / register including locations and the information kept up to date.

ACM's can be identified easier by e.g., a sticker placed on the location with a number which should cross reference the identify on the register.

Emergency Procedures in the event of any person dealing with uncontrolled release of asbestos and spread of contamination need to be in place.

17.6.2 REMOVAL OF ASBESTOS CONTAINING MATERIALS (ACM'S)

Any contractor used for the removal of ACM's must have a current HSE Licence. The current 'Asbestos Licence Holders List' can be found on the www.hse.gov.uk.

<http://webcommunities.hse.gov.uk/connect.ti/asbestos.licensing/view?objectid=8516>

On completion of an assessment of potential risk, if it is necessary to remove the ACM's, the **Boleyn Trust Health and Safety Manager** must be informed immediately by calling **020 7476 1848**. Appropriate actions will be taken in line with this Policy.

Great care must be taken to ensure that ACM's are not brought onto the Academy site e.g., in the form of industrial or residential products, vinyl floor tiles, partition wall panels, loose fill insulation, pipe lagging, roofing felt etc.

17.7 COMMUNICATION

All information regarding ACM's must be recorded and easily accessible. It is recommended that an Asbestos file is kept by the AP and this can be provided to any relevant persons who potentially could release asbestos e.g.:

- In house staff - who may undertake maintenance work. The Asbestos Awareness and Management training is not sufficient for any staff to carry out any work on ACM's.
- Licensed Contractors used (refer to No. 8 below) – should provide the academy (on request), information relating to the work to be completed, e.g., risk assessments, methods statements, safety systems of work including barriers, signage, Incident Management Procedure.

No one must work on any ACM's unless all of the requirements of the current up to date Asbestos Regulations are complied with.

17.8 CONTRACTOR HEALTH AND SAFETY POLICY AND PRE-CONTRACT CHECKS TO BE MADE

All Contractors completing survey's must be UKAS Accredited and contractors undertaking the removal of ACM's must hold a current HSE License, these must be checked by the AP to ensure that they are in currently in date.

A Contractor H&S Policy and Pre-contract Checks form must be completed by the contractor and evidence provided by the contractor should include: Health and Safety Policy, Risk Assessments, Method Statement, Emergency.

The above information along with a copy of the Asbestos Policy and associated documentation (Appendices) must be provided to relevant authoritative agents when requested e.g., Emergency Services.

17.9 CAUSES OF DAMAGE TO ACM'S

Accidental or malicious damage to the building fabric, fixtures or fittings may occur. By building contractors or maintenance personnel where 'hidden' ACM's may be present e.g., behind sealed ducts and within voids.

Damage to ACM's can also be caused by fire, flood, or severe weather, people accidentally damaging e.g., by moving furniture and hitting walls, pipework etc., or by a person(s) deliberately causing damage e.g., vandalism, or an act of violence.

17.10 EMERGENCY PROCEDURES – FOR DEALING WITH UNCONTROLLED RELEASE OF ASBESTOS AND SPREAD OF CONTAMINATION

17.10.1 PLANNING – FOR EMERGENCY PROCEDURES (Appendix 7)

- Name of AP, each incident should have only one single point of contact from the list of AP(s). A list of more than one AP is recommended to allow for annual leave, sickness of the main

AP, so that they can be called upon to take control if/when required.

- Appointed person(s) contact number(s)
- Contact details of AP's to be recorded and distributed to all relevant persons e.g., Contractors, Governor, Head Teacher, Business Manager, H&S Manager.
- Contact details of all of the above to be distributed amongst all relevant people and updated as and when required.

17.10.2 APPOINTED PERSON (AP) MANAGEMENT OF EMERGENCY PROCEDURES

The AP is responsible for managing the incident. Management must include:

- A 'call-off' contract with an Asbestos Removal Contractor (specialist please refer to No. 8) for every case of suspected, (if in doubt, presume it is ACM) uncontrolled release of asbestos and spread of contamination.

If in doubt, it must be presumed to be an ACM. This should be easily accessible to the 'AP's' in case of an emergency.

17.11 ACTION PLAN

A procedure to review the plan every 12 months, or if earlier if there has been any incident involving ACM's.

To be completed by AP to include e.g., all items, which require action, should be noted and listed within a timetable with target dates set. These should include dates when the inspection programmes will be complete, dates when contractor consultation will be complete, dates for training etc. (Asbestos Management Action Plan)

17.12 AUDIT AND REVIEW

The system should be regularly audited i.e., every 12 months to ensure that it remains compliant with the current regulations. Audits will also identify whether the process is effective and appropriate actions can to be taken.

17.13 THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)

Under the above regulations any of the following diseases occurring from an activity involving the working or handling of asbestos or any admixture of asbestos is reportable:

- Mesothelioma
- Lung Cancer
- Asbestosis

If you are concerned about possible exposure to asbestos from work activities, you are advised to consult your GP and ask for a note to be made in your personal record about possible exposure, including date(s), duration, type of asbestos and likely exposure levels (if known). In some circumstances, your GP may refer you to a specialist in respiratory medicine.

HSE does not advocate routine X-rays for people who have had an inadvertent exposure to asbestos. Asbestos-related damage to the lungs takes years to develop and become visible on chest X-rays. X-ray examinations cannot indicate whether or not asbestos fibers have been inhaled.

Any exposure to ACM's must be reported to the **Trust's Health and Safety Manager**.

18. SITE SAFETY AND SECURITY

The School, in consultation with the Trust, will produce a Site Security Policy to suit the particular situation of the School.

The School's security arrangements for the relevant areas should be contained in the Site Security Policy and are available from the HSR.

The security arrangements will cover as relevant:

- The site
- The buildings
- Notices
- Control of visitors to the School
- Locks and keys
- Out-of- bounds areas
- Dealing with trespassers
- Security of staff and student property
- Vehicles and cycles
- Movement around the site and buildings
- Transport and pedestrians arriving at School in the morning and leaving in the afternoon
- Responsibilities for security aspects

18.1 SITE SAFETY AND SECURITY

Our school takes the safety and security of staff, pupils and visitors seriously. A secure perimeter fence and suitably robust and lockable gates secures our site

Any issues regarding damage or access to the site should be reported to the **Headteacher**.

[Enter Name Here] is responsible for ensuring that regular documented inspections of the internal and external areas of the site are carried out. Full details of all internal and external checks undertaken on our site are detailed in our Premises & Facilities Manual.

Our site is also protected by a monitored intruder alarm system and CCTV.

All visitors to our site are received in a secure visitor lobby and are required to sign the visitors register and wear an identity badge whilst on site. Visitors are not left unaccompanied.

A site Premises Manual/Security & Safety Policy/Procedure/Risk Assessment* is in place for our school, this information is shared with all appropriate staff, volunteers and visitors.

[Enter Name Here] is responsible for the maintenance and running of the CCTV system in school.

[Enter Name Here] is responsible for the maintenance and running of the security intruder alarm system.

In cases of emergencies outside normal hours a list of staff can be contacted. This list can be found **[enter location]**

18.2 ADDITIONAL ARRANGEMENTS FOR KEEPING OUR SCHOOL SAFE

In addition to the generic and specific departmental responsibilities outlined in this policy, specific roles and responsibilities have also been assigned to the following people with regard to key identified activities / tasks, this is part of our schools commitment to safety management and promoting a positive safety culture:

Named Person(s)	Area(s) of Responsibility
[insert name(s) here]	Premises Related issues such as visitor / contractor supervision, deterioration in condition, trip/slip hazards, management of lettings etc.
[insert name(s) here]	Administration of Medicines
[insert name(s) here]	Work Experience
[insert name(s) here]	Transport/Minibus issues
[insert name(s) here]	Swimming / Hydrotherapy Pools
[insert name(s) here]	Educational Visits
[insert name(s) here]	Volunteers / Student Placements
[insert name(s) here]	Science
[insert name(s) here]	PE Activities
[insert name(s) here]	Design & Technology
[insert name(s) here]	Food Technology
[insert name(s) here]	Drama / Special Events
[insert name(s) here]	Other Curriculum Areas
[insert name(s) here]	Outdoor Play Equipment
[insert name(s) here]	Other Areas (add as appropriate)

19. RISK ASSESSMENTS

Our school acknowledges that risk assessments are a legal requirement mainly under the Management of Health and Safety at Work Regulations 1999, although most health and safety legislation requires a risk assessment approach.

It is the Headteachers responsibility (as duty holder) to ensure that risk assessments are carried out. However the Headteacher may request the assistance of competent staff in carrying out risk assessments across various curriculum and non-curriculum areas of activity within the school.

We will record our risk assessments, in part this will be through using curriculum lesson planning/schemes of work documentation, as well as by using generic risk assessment templates downloaded from the Health & Safety Advice Portal, and these will be adapted to our school specific requirements. In addition we will also undertake activity, person or situation specific risk assessments and where appropriate document Safe Systems of Working (SSOW) as and when required. We will ensure that risk assessments are easily accessible to those who require them and that risk assessments are reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/substance or other significant change in circumstances.

All Educational visits undertaken by our school will also be subject to a written risk assessment.

Completed Risk Assessments are found **[insert location here]**

20. LONE WORKING

The Boleyn Trust recognises its obligations under the Health and Safety at Work Act, to provide a safe and secure environment for all employees.

Any existing or new occupation that includes working alone must have a written risk assessment completed to identify whether the activity poses a risk to the safety and wellbeing of the identified employee group or individual.

This duty of care applies to employees engaged in lone working on the Trust premises and / or at premises controlled by others. Where contractors (or other third parties) are invited onto the academy controlled premises to work alone there is a need to view the lone working risk assessment of the supplying company / organisation.

Written procedures must be completed in instances where lone working occurs in order to address the safety and security of the employees concerned, so far as is reasonably practicable. Equally, all employees have responsibilities to take reasonable care in respect of their own safety and security.

Employees must co-operate with their managers in complying with guidelines associated with working alone.

20.1 DEFINITIONS

A lone worker is anyone who works without close or direct supervision or support. Such workers are found in a wide range of situations. Typical lone working situations include employees who work alone in a specific area or building, or may include mobile workers who work alone but in a number of locations or those who visit other premises / organisations.

This document aims to provide general guidance on working alone. It offers advice on how Managers can comply with their duties towards lone workers under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Employers have non-transferable responsibilities for the health, safety and welfare at work of their employees and the health and safety of those affected by the work e.g. visitors, contractors and self-employed people who employers might engage.

Employees have responsibilities to take reasonable care of themselves and others that may be affected by their work and to co-operate with their employers in meeting their legal obligations.

The examples below indicate some of the likely types of lone working that workers may undertake.

- A person who works alone in a separate building;
- Anyone who works alone in an isolated part of a building;
- Someone who works alone outside normal office working hours, e.g. employee working late, duty officer, cleaner, caretaker;

- Those who work alone and visit service users at home or regularly attend other premises;
- Someone working away from their fixed base;
- A person classified as a home worker.

20.2 GUIDANCE ON RISK ASSESSMENT

Although the areas set out above will have specific operational guidelines there are a number of general principles common to all lone working situations. Some of the generic issues for managers to consider in lone working situations are outlined below.

20.3 RISK ASSESSMENT

Heads of Departments / Line Managers of persons considered to be 'lone workers' must complete a written risk assessment of the occupational role. This assessment identifies potential hazards, identifies existing precautions and assesses the risk. Part of the risk assessment process is to identify and implement any additional measures that need to be implemented to avoid or control these risks. As with all risk assessments, their completion will involve appropriate involvement and feedback from those likely to be affected.

20.4 GENERAL SAFETY / WELFARE OF EMPLOYEES

Heads of Departments / Line Managers must take reasonable precautions to satisfy themselves that there are no known medical problems with employees that would put the employee at risk when working alone. For example, it may be appropriate for Occupational Health checks to be completed to enable this judgement. Health screening may be required at the pre-employment stage and possibly health surveillance on a routine basis. This will be determined by the risk assessment.

The risk assessment will also determine if the employee needs to be familiar with basic first aid techniques. This process will assess the need for lone worker access to first aid facilities and whether an employee needs to carry a simple first aid kit if working off site.

Any employee who works alone must be familiar with both the work location and any established emergency procedures (e.g. evacuation procedures). An important aspect for lone workers is to know who to contact at a particular time of day if an emergency arises.

The risk assessment should determine whether any particular employee information (e.g. vehicle registration; emergency contact number etc.) may be useful in an emergency.

Particular duties, such as unavoidable electrical work at or near exposed live conductors will always require the presence of others. Once again, the risk assessment will inform the precautions taken.

20.5 RISK OF FIRE

It is important to have well signed exits for emergency situations. Employees working alone require safe access / egress from premises where they are directed to work. They need to receive regular information about fire evacuation and emergency procedures within premises where they are working. In the event of a fire the employees must know who to report to and, if working completely alone, how they will be accounted for by other responsible employees.

Employees working away from their normal base need to familiarise themselves with relevant fire procedures. When working in the home of a service user, employees need to be aware of potential significant fire hazards.

20.6 SECURITY

Any risk of violence needs to be identified and foreseeable risks minimised or controlled. For example, in some cases panic buttons may be fitted in a particular fixed location, or employees given personal attack alarms or mobile telephones. Instructions and appropriate equipment will be in place, if necessary, for the lone worker to make contact with others. Employees back at the work base must be made aware of the appropriate action to be taken if procedures are not completed. Heads of Department / Line Managers must have basic details such as vehicle details to assist in any search.

Where an employee is working alone with a member of the public, then the risk assessment may conclude that training on handling aggression is appropriate. Training may also be provided so employees are confident about how to escape from potentially violent situations. Particular attention should be given to significant lone working issues arising from such natural factors as gender, health, age, or disability.

20.7 ASSESSING AND CONTROLLING THE RISK

Although there is no general prohibition on working alone, the broad duties of Health and Safety legislation apply. These require that Managers identify the hazards in the workplace, assess the risks involved and put into place appropriate control measures to avoid or control the risks to an acceptable level.

It is important to discuss the issues with employees and their safety representatives, as they are a valuable source of information and advice. This will help to ensure that all relevant hazards have been identified and appropriate control measures chosen; consultation with employees and their health and safety representatives is a legal duty.

Control measures may include instruction, training, supervision, safe systems of work, protective equipment etc. Managers should also take steps to ensure that control measures are being appropriately applied by employees, and carry out a periodic review of the risk assessment to ensure that it is still suitable and sufficient.

When a risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put into

place. Extra considerations may be required for pregnant workers or young and or inexperienced employees.

Safe Working Arrangements for Lone Workers The following issues should be considered:

General Issues

- There should be a single and controlled point of access into the building (main entrance);
- All other entrances should be secure and not give access into the building (whilst still allowing people to escape in an emergency);
- Have clear signs directing visitors to the main entrance/reception;
- Ensure that there is a clear visitor management system in place i.e. signing in book/visitor badges, secure visitor reception areas etc.

Meetings on Site/Parents Evenings etc.

- Make sure that someone else knows who is being seen and that the person being seen knows that their presence has been recorded;
- Avoid isolated rooms;
- If necessary hold the meeting with another colleague;
- Consider undertaking parent evenings in the hall or dining room;
- A pre-arranged interruption by another member of staff can give added support;
- Parents/Carers/Visitors may be in an irate state and under the influence of alcohol or drugs;
- Have a clear system for summoning help. Those responding should be clear about what action they should take

Home Visits

- The requirement for home visits should be kept to an absolute minimum;
- Where staff are expected to carry out home visits, it is suggested where possible two members of staff attend and there should be a formal procedure in place that is known, understood and followed e.g.;
- Clear communication i.e. telling someone where you are going and what time you will be expected back;
- A clear procedure if an employee fails to return as expected;
- A means of communication i.e. radios / walkie talkies / mobile telephones;
- Avoid unplanned visits;
- Before a visit takes place, check whether there have been any previous incidents that may give cause for concern and therefore may require extra precautions e.g. sending two members of staff or arranging to meet in a public place instead;
- A system for sharing information on known or potentially violent pupils/parents/carers;
- Employees should be trained in recognising potential situations i.e. reading body language and learning diffusing techniques as well as being able to deal with aggressive/violent situations;

- Employees should never put themselves at risk and they should be advised to walk away if they feel unsafe. They should always be aware of their possible escape routes;
- Incidents should always be recorded and discussed at team meetings/staff meetings for future learning. Employees may also find this a useful debrief in a “safe environment”;
- Trust your instincts; if you have any doubts about your personal safety or feel that your professionalism may be compromised, you should end the visit/meeting as soon as possible;
- If you are concerned about visiting/meeting a family/client alone ask for the support of a colleague;
- If a dangerous situation is taking place when you arrive for a home visit or develops whilst you are there;
- Leave as quickly as possible. As a general rule you should not intervene or try to diffuse the situation;
- If you feel that a child or other person is at risk contact the Police as soon as possible;
- If someone needs medical attention, ring for an ambulance;
- Following a home visit, it may become clear that there are risks that were previously unknown. These issues should be brought to the attention of your Manager so that the risk assessment can be reviewed and appropriate control measures introduced.

Building Supervisors, Caretakers and Cleaners

- Consideration should be given to the layout of the building, especially:
 - dark areas where it is possible for people to hide;
 - location of alarm panel so the alarm can be set as the Building Supervisor/Caretaker leaves the building;
 - isolated buildings e.g. mobile classrooms etc.
- Clear communication i.e. telling someone where you are going and what time you will be expected back;
- A clear procedure if an employee fails to return as expected;
- A means of communication i.e. radios/walkie talkies/ mobile telephones etc.

Action

Carry out a formal written risk assessment; identify the hazards and associated risks; implement control measures. The findings of your risk assessment should be discussed with employees. Remind staff of the importance of reporting and recording incidents. Arrange to review your risk assessment periodically or following an incident.

21. NEW, EXPECTANT AND / OR BREASTFEEDING MOTHERS

All visitors and staff, including new and expectant mothers, are considered when carrying out risk assessments. The school also follows advice from the school nurse, HSE when sharing information regarding contractible illnesses / diseases. Any member of staff who is known to be pregnant is not expected to accompany any farm visits, or expected to lift / carry equipment / resources.

If notified by the New, Expectant and / or breastfeeding mother the school will carry out a specific risk assessment for the need of the mother. A safe system of work will need to be put in place.

22. PUPIL / STUDENT WORK EXPERIENCE

All students and Pupils recommended by their school as suitable for work experience are required to make an initial visit to school to meet with the Headteacher.

During the visit the pupil must give personal details such as emergency contact details and information relating to any known medical conditions. A school insurance form is completed by the mentor and pupil and policies/procedures relating to child protection, first aid, fire drills, health and safety, dress codes, signing in/out, are discussed.

The pupil is also made aware of how to access these policies from the school website or school office. The pupil signs to say that they have understood and agree to work in accordance with the procedures shared with them.

The school will carry out a risk assessment and arrangement for the safety of the pupil/student.

23. WORKING AT HEIGHT

The Trust notes that The Work at Height Regulations 2005 neither specifically prohibit the use of ladders or stepladders nor do the Regulations promote their use. The use of such equipment should be the logical outcome of the relevant risk assessment. In other words, the risk assessment will determine whether or not there is a safer method or better equipment that would allow the working at height task to be undertaken.

23.1 BASIC PRINCIPLES

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

- Avoid 'working at height' tasks if possible;
- Use work equipment or other measures to prevent falls in situations where 'working at height' tasks cannot be avoided;
- Where it is not possible to eliminate the risk of a fall, then work equipment or other measures must be assessed to minimise the distance or the consequences of a fall, should one occur.

The Work at Height Regulations 2005 requires duty holders to ensure that:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety. v Those undertaking tasks working at height are trained and competent;
- The location or immediate environment where work at height is undertaken is safe;
- Equipment for work at height is appropriately inspected;
- Risks from fragile surfaces are properly controlled;
- Risks from falling objects are properly controlled.

Other alternatives are not risk free and also need to be risk assessed. For example where MEWP's (Mobile Elevated Work Platforms) are assessed as providing a safer option, then relevant regulations, e.g. LOLER (Lifting Operations & Lifting Equipment Regulations) must be applied and best practice precautions such as the use of short lanyards to prevent operatives from being thrown from the platform in the event of a collision.