



# Health and Safety

## Part I & II Version 1

Part I – Chief Executive Officer - Statement of Intent  
 Part II – Health & Safety Policy (Model policy for schools to personalize)

This <b>Standlake C of E School's</b> policy was agreed by Trustees	
DATE APPROVED	5/02/20
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POLICY AUTHOR	CEO
CHAIR OF GOVERNOR'S SIGNATURE	Karen Armeanu

### Part I Chief Executive Officer Statement of Intent

As Chief Executive I am fully committed to achieving high standards of health and safety in order to protect the well-being of employees, service users and anyone who may be affected by Eynsham Partnership Academy's (EPA) activities. To achieve this aim I will:

- Ensure that we comply with relevant legislation and management standards and that we effectively manage all significant risks associated with our activities, workplaces, equipment and facilities.
- Recognise that the management of health and safety is a core management function which is central to our performance.
- Promote a positive health & safety culture with managers visibly demonstrating their commitment to achieving high standards of health, safety and risk management.
- Ensure roles and responsibilities for delivering our health, safety and risk management arrangements are clearly defined and communicated, with delivery monitored via our performance management and appraisal procedures.
- Provide adequate resources, proportionate to the level of risk, to ensure that we effectively deliver this policy and our associated management arrangements.
- Ensure that all our employees are competent to carry out their work without risk to themselves or others by providing adequate information, instruction, training and supervision.

- Promote effective employee involvement and support the role of safety representatives in the delivery of our health, safety and risk management arrangements.
- Ensure the organisation learns from any accidents, incidents, hazardous events or work-related ill health and regularly monitors, reviews and reports on health and safety performance, developing improvement plans to help deliver continual improvement in our performance.
- Provide employees with effective occupational health support services.
- Ensure our partners, suppliers and contractors are competent and that they conduct their activities so as not to expose themselves, our staff, service users and members of the public to unnecessary risks to health & safety.

Implementing this Health and Safety Policy is a prime responsibility of Local Governing Bodies(LGB) of all schools within the Trust (see Part II pages 3 – 5 – Roles and responsibilities).

Sarah Kerswell  
Interim CEO  
February 2019

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### **1.0 Introduction**

Eynsham Partnership Academy strives to be an exemplary employer and this policy outlines our systematic approach to managing health and safety. Implementation of this policy will enable all activities, work areas and buildings to comply with the Health & Safety at Work Act 1974, and other relevant statutory provisions and recognised codes of practice.

This Part II policy sets out the overall aims of the Eynsham Partnership Academy and how they will be achieved.

Each Local Governing Body will produce a Part II Health & Safety Policy outlining organisational roles and responsibilities and their arrangements for managing health and safety within their own schools.

#### **Health & Safety Management System**

Health & Safety policies should comply with legal requirements, promote high standards and good practice, and integrate with other daily management functions to manage health and safety at all levels of the organisation (in particular, at service user level).

This policy sets out responsibilities and procedures, in accordance with the Health & Safety Executive's guidance HSG65, so that the Academy can successfully manage health & safety. (<http://www.hse.gov.uk/pubns/books/hsg65.htm>)

### **2.0 Purpose & audience**

The Health & Safety at Work Act 1974 states that employers, persons in charge of premises and employees all have specific health & safety duties and responsibilities.

### **3.0 Roles & responsibilities**

#### **GOVERNORS**

- Promote a positive and proactive health and safety culture.
- To comply with the EPA's Statement of Intent (Part I).
- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Ensure all employees and volunteers comply with this policy.
- Prioritise health and safety matters within the School Development Plan.

- Purchase and maintain equipment to British and European Standards.
- Have Health and Safety as a standing item on the agenda of all meetings.
- Carry out termly (x3/year) inspections as outlined in the Governors' Handbook.
- Cooperate with the EPA on matters of health and safety.
- Nominate a Governor with responsibility for health and safety.

## **HEADTEACHER**

To take overall responsibility for the implementation and monitoring of the establishments Health and Safety Policy by:

- Promoting a positive and proactive health and safety culture.
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring participation on appropriate health and safety training.
- Liaising with the employer over health and safety issues, as appropriate.
- Regularly checking the HSE website and ensuring the latest legislation regarding Health and Safety.
- Ensuring good communications by including Health and Safety issues in staff briefings, bulletins and meetings.
- Organising and implementing termly (x3/year) inspections with Governors.
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities.
- Ensuring that health & safety is a criteria for performance management/appraisal scheme.
- Formulate and implement a policy for the management of critical incidents.
- Include health and safety in all new employees' induction.
- Monitor documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for students giving cause for concern.
- Ensuring that HSE Health and Safety curriculum requirements are being delivered in lessons.
- Supporting employees with personal safety issues including stress.
- Ensuring that off-site visits are approved and appropriately staffed.
- Ensuring that risk assessments are reviewed at least annually, or as required.
- Ensuring that visitors are registered, wear a badge and are briefed on the emergency procedures.
- Ensuring that hazard reporting and maintenance documentation is actioned.
- Ensuring that Accident and Physical and Verbal Abuse reports are completed and forwarded to the EPA.
- Ensuring that all appropriate risk assessments, guidance and hiring documentation is completed for community use of the site.
- Ensuring that all community users are registered and made aware of emergency procedures.
- Ensuring that adequate trained first aid cover is available for on/off site activities.
- Ensuring that periodic checks are made of the first aid arrangements and containers.
- Organising the planned programme maintenance of plant and equipment, and ensuring these are carried out
- Arranging for the annual electrical testing programme.
- Maintaining accurate records of all equipment and resources.
- Ensuring all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Ensuring daily checks of the site and take appropriate remedial action.
- Ensuring that termly fire drills, weekly fire tests, check fire extinguishers are carried out and that the Fire Safety Folder is maintained.

- Ensuring that monthly water temperatures tests are carried out and that the Water Hygiene Folder is maintained.
- Ensure that the school follows the HSE procedures, in relation to health and safety:
  - when selecting a contractor.
  - when liaising with contractors over health and safety matters.
  - when monitoring health and safety issues on-site regarding school appointed contractors.

#### **ALL EMPLOYEES**

- Comply with Part I and Part II of the EPA Health & Safety Policy
- Promote a positive and proactive health and safety culture.
- Co-operate with health and safety requirements.
- Report all defects to the Office Administrators
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Headteacher of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise Health and Safety and environmental issues with students.

#### **VISITORS and CONTRACTORS**

- Comply with Part I and Part II of the EPA Health & Safety Policy
- Sign in at the school office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

(Contractors will be informed of hazards peculiar to the site, e.g. asbestos).

#### **STUDENTS**

- Behave in a way that does not put your health and safety at risk, or that of others.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare.

#### **4.0 Implementation, evaluation & feedback**

Implementing this Health and Safety Policy is a prime responsibility of local governing bodies within the Trust. Any changes to this policy must be communicated to all relevant parties, through the Headteacher in each of the academy schools. It is the responsibility of the LGB to review this policy annually in line with the Statement of Intent (Part I).

## 5.0 Reference to other policies

*This policy should be read alongside the following policies:*

Supporting Students with Medical Needs Policy.  
Lettings Policy

## 6.0 Legislation and statutory requirements

In producing this document reference was made to the following:

H&S: Responsibilities and duties for schools (November 2018)  
HSE guidance documents  
OCC Part I, II & III H&S Policies and procedures and guidance

## 7.0 Helpful links:

- <http://www.hse.gov.uk/risk/>
- <http://www.hse.gov.uk/riddor/>
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/650935/Managing\\_asbestos\\_in\\_your\\_school.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/650935/Managing_asbestos_in_your_school.pdf)
- <https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>
- <http://www.cleapss.org.uk/>
- <https://www.ase.org.uk/>
- <https://www.data.org.uk/>
- <http://www.afpe.org.uk/>
- <https://oeapng.info/guidance-documents/>
- <https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

## ARRANGEMENTS

The following pages detail the school's specific arrangements. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in HSE or DfE publications, or relevant British or European Standards. It is a requirement that these policies and practices are followed closely and that due regard is given to them in the planning and delivery of the school's activities.

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### PROFESSIONAL HEALTH and SAFETY SUPPORT AND ASSISTANCE

Advice on health and safety issues is available to the school through the Academy Facilities Manager or through OCC Health & Safety helpline, if you have subscribed through OCC Buy-back.

### FIRE SAFETY PROCEDURES

- The fire procedures are displayed on the Health and Safety board, in the staffroom.
- New members of staff will be instructed in the fire procedure and their responsibilities by the School Manager during their induction.

- The Headteacher will ensure a fire/emergency evacuation drill is held at least once a term and the details are recorded. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the school in line with HSE guidelines.
- All fire escape routes will be kept free from obstructions.
- The fire alarm and emergency lighting will be tested weekly. The test will be recorded by the Office Administrators.
- The Fire Risk Assessment will be reviewed annually by the Office Administrators.

### HEALTH and SAFETY CHECKS

DAILY*	WEEKLY*	MONTHLY	QUARTERLY	ANNUALLY
Visual Check of Premises including playgrounds* MUGA Sports Fields [any other site specific areas]	Fire Alarm Points* Water Temperature* (Legionella)	Emergency Lighting* Ladders*	Fire Alarm Points* Emergency Lighting*	Portable Electrical Equipment PE Apparatus Security Alarm Emergency Lighting Fire Extinguishers Water Hygiene Testing Heaters/Boiler Projector Safety* Tree Survey Smoke Alarms Fire Blankets
<b>OTHER:</b> Water System flushed after holidays* Hardwiring (every 5 years)	<ul style="list-style-type: none"> <li>• *carried out by the Office Administrators. All other checks carried out by external contractors.</li> </ul>			

### FIRST AID

The school has adequate trained first-aiders, the names of whom are displayed in the school office, staffroom and reception. Any injuries to students or staff must be reported to a first-aider who will ensure that appropriate action will be taken.

- Fully equipped first-aid boxes are located in the staff room and staff toilet. There is also a kit in the Foundation Stage class. Portable first-aid bags to be taken on visits out of school are located in the staff toilets. First Aid boxes are checked monthly by the Office Administrators, and they should be informed if stock is required for any boxes.

### Cuts

The nearest adult should deal with small cuts. All open cuts should be covered after they have been cleaned with warm water. All cuts/grazes should be recorded on an accident form and parents/carers informed via a copy of the accident form sent home. Anyone treating an open cut should use protective gloves. All blood waste is disposed of in the disposal bin in the staff/disabled toilet. Disposable aprons are available to staff.

### Bumped heads

Any bump to the head, no matter how minor, should be treated. All bumped heads should be treated with an ice pack. The student's teacher should be informed to keep a close eye on the progress of the student, and parent's

informed if necessary. All bumped head incidents should be recorded on an accident form and a copy sent home to inform parents/carers

### **Vomiting and diarrhoea**

If a student vomits or has diarrhoea in school, they will be sent home as soon as possible. Students with these conditions will not be allowed to return to school until 48 hours after the last incidence of vomiting/diarrhoea.

### **Communicable diseases**

The school follows the advice given by the Health Protection Agency for communicable diseases. Students with infectious diseases will not be allowed in school until deemed safe by their GP and/or the School Health Nurse or local health authority.

### **REPORTING ACCIDENTS**

The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) requires that employers report all fatal and specified major injuries that result in the inability of an employee to work more than three days, or any injury which results in a person being admitted to hospital for more than 24 hours. The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school.

Andrew Denham, Headteacher, is the **Nominated Person** for completing forms, and for notifying the EPA Facilities Manager (who will inform Health and Safety Executive if appropriate).

All schools must have a procedure for recording and reporting for:

- Accidents to students/employees/visitors & contractors – minor and major;
- Violent, abusive or threatening behaviour;
- Incidents, hazards and near misses

An analysis of accident reports will be undertaken termly (x3/year) and considered by the Headteacher, Andrew Denham and by the Health and Safety Governor.

# Incident reporting in schools (accidents, diseases and dangerous occurrences)

## Guidance for employers

### HSE Information sheet

### Education Information Sheet No1 (Revision 3)

#### Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

#### What needs to be reported?

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.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

#### Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at [www.hse.gov.uk/services/education](http://www.hse.gov.uk/services/education) provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for more detail on the reporting arrangements for self-employed people.)

#### Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting fatal and specified injuries only. Reporting details for out of hours incidents are available from HSE's out of hours web page at [www.hse.gov.uk/contact/contact.htm](http://www.hse.gov.uk/contact/contact.htm).

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

#### What records must I keep?

You must keep records of:

- 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 three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

## Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- 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.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

### 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;

- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness; or
  - requires resuscitation or admittance to hospital for more than 24 hours.

### Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of 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.

### Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

## Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school 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; or
- 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 described in Section 1 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**.

### How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

### What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

### What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

### Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

### Other scenarios

*Injuries to pupils while travelling on a school bus*  
If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

*Incidents involving pupils on overseas trips*

RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

*Incidents to pupils on work experience placements*

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

### Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

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;
- an electrical short circuit or overload causing a fire or explosion.

### Supplementary information

#### Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 [www.hse.gov.uk/pubns/indg232.htm](http://www.hse.gov.uk/pubns/indg232.htm).

### Reporting requirements of other regulators

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

### Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:  
[www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm).

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**REPAIRS AND MAINTENANCE DEFECTS BOOK** Any defects that could have caused injury, or damage to property should be recorded by a member of staff in the R&M defects book held in the School Office. As with accident records, the defects book is examined termly by the Headteacher, Andrew Denham, to identify any events that are occurring frequently. This should enable potential injury-causing problems to be identified and corrected before anyone actually gets hurt.

### **REPORTING HEALTH and SAFETY ISSUES**

Health and Safety is an agenda item at weekly meetings, and at all Governor meetings as an opportunity for people to raise concerns/bring items to the attention of colleagues etc. Particular needs of individual students will be shared with appropriate staff.

### **ADMINISTERING MEDICINES (See Policy for Children with Medical Needs)**

In general, where a student requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions, such as:

- when a student has almost fully recovered and simply needs to complete a course of medication (eg antibiotics) for a day or so. Parents must complete a consent form held in the office giving permission for staff to administer medicines at the specified times.
- Medicines are held in a lockable cupboard in the school office, where necessary.

Where equipment such as an inhaler is necessary, we strongly encourage students to take personal responsibility for these items as soon as possible (see section on asthma below).

### **Legal Aspects**

There is no legal duty on non-medical staff to administer medicines or to supervise a student taking it. *This is purely a voluntary role.* Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the student;
- there are potentially serious consequences if medication or treatment is missed;
- a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the student's medical needs.

Under no circumstances must any medication, even non-prescription drugs such as *paracetamol*, be administered without parental approval, signed authorities for administering medicines are kept in the school office.

### **Safety checklist**

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the GP and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in an appropriate place and at a suitable temperature?

### **Instruction and Training**

Specific instructions and training should be given to staff before they assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

## **Record Keeping**

The following information must be completed by the parent/carer:

- Name and date of birth of the student
- Name of parents/carer, contact address and telephone number
- Name, address and telephone number of GP
- Name of medicine(s)
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parent/carer for staff to administer these medicines.
- Expiry dates of the medicine(s)
- Storage details

The Parent/Carer Consent form, providing all the information above are available from the school office, will be retained in a central file as a record for future reference. All medicine permission slips are kept for one year.

In the event of a student coming into school with medicines without consent, the school will attempt to gain consent for administration over the phone. If we are unable to contact parents/carers in this way then the medicine will not be administered.

## **Safe storage and disposal of medicines**

All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of students. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled. Medicines should only be kept while the student is in attendance.

No medicines should be kept in the class or in the student's possession (except inhalers).

Any unused or out of date medication will be returned to the Parent/Carer for safe disposal. It is the Parent/Carers responsibility to ensure that medicines are in date.

## **Accidental failure of the agreed procedures**

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any student requiring vital medication or treatment would not normally be in school.

## **Asthma and other medical problems**

If a student has a recognised medical condition that needs managing during the school day an Individual Healthcare Plan will be completed by Andrew Denham, Headteacher, together with parents/carers and medical professionals, as appropriate. At the beginning of each academic year, any medical problems are shared with staff and a list of these students and their conditions is kept in the class register. New photographs and signs are made of students with severe medical problems such as asthma/or allergies

These signs and notices are displayed:

1. In the class register
2. In the school office
3. In the school kitchen
4. On the Health and Safety Board

## **Inhalers**

Students must have their inhalers with them at all times. Key Stage 2 – 5 students are expected to take their inhalers with them whenever they do rigorous activity. Key stage 1 students will keep their inhalers with their class teacher for safety. **OTHER ASTHMA SUFFERERS CANNOT SHARE INHALERS.** If parents cannot be contacted by phone, then the emergency services will be called.

## **Epipens (auto-injectors) and anaphylactic shock training**

Some students require Epipens to treat the symptoms of anaphylactic shock. Epipens (prescribed for individual students) should be kept safely close to the student with a spare being kept in the school kitchen. Training is provided annually (for those staff with a current first aid certificate on the use of Epipens). **TWO Epipens must be taken for each student for whom they have been prescribed on any off-site visit. Visual checks of these must be carried out by the Office Administrators.**

**The Department of Health Guidance On The Use of Adrenaline Auto-Injectors In Schools advise re “spare” auto-injectors that “schools may operate their spare adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a student at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.**

## **Diabetes**

The health and well-being of a student with diabetes will be monitored by staff who have been specifically trained. For a student who is insulin-dependent, a nominated member of staff will be responsible each day to supervise **the student carrying out** a prick test at the appropriate time(s). The member of staff will record/supervise the recording of the student’s blood glucose level and supervise the student who will self-administer the required dose of insulin. **The student him/herself** will safely dispose of the sharp in the sharps bin in the teacher’s cupboard in the classroom. The student’s class teacher will be responsible for ensuring that the student’s parents are informed about the student’s care as appropriate.

## **CONFIDENTIAL COUNSELLING SERVICE**

Details are displayed on the Health and Safety board in the staff room.

## **STRESS IN THE WORKPLACE**

### **Introduction**

Stress is defined by HSE as “the adverse reaction people have to excessive pressures or other types of demands placed on them”. Everyone needs a certain amount of pressure to remain alert, motivated and productive, and therefore not all pressure is bad. However, when demands and pressures become excessive or prolonged, some people find that their ability to cope is challenged. This creates a vulnerability, which can manifest itself in a range of ill health effects for the individual and can have negative consequences for the organisation in which they are employed.

### **Aims**

Our aims in recognising stress as a potential factor affecting good health and well-being are that teachers and support staff in school will:

- not experience levels of stress that are inappropriate with the maintenance of good health and well-being;
- have the opportunity to feel proud about their work and the work of the school so that they can feel that any stress they have experienced has been worthwhile;
- are able to relax out of school hours without constantly worrying about their own work and that of the school;
- have a responsible attitude towards, and understanding of, their own stress levels so that they can take action or seek support, long before stress becomes a critical issue within their lives;
- have a responsible attitude towards, and understanding of, the stress levels of colleagues so that they can help and support colleagues who appear to be suffering from undue levels of stress.

## **The Causes of Stress**

Causes of an individual's stress may be work-related or non-work related and it may not be possible to predict how or when a person will be adversely affected by the pressures they experience. Within school there may be times that are particularly stressful for our staff, such as OfSTED inspections, HMI inspections, school re-organisation, but there are many on-going factors that may cause stress in school, in particular the degree and speed of current educational change.

## **Managing Stress**

We see stress management as a process of co-operative teamwork and we welcome the involvement of governors, counsellors and medical practitioners in the community. It involves looking at:

- the amount of work a person is expected to undertake;
- the satisfaction derived from that work;
- the way in which a person's work is valued by others;
- the amount of time given to a person in which to undertake that work;
- the esteem in which that person is held by others;
- the individual's self-esteem;
- an understanding of the stress involved in teaching;
- an understanding of how stress levels vary throughout the school.

Individuals or groups of staff may suffer, at sometimes in their working life, from stress at work. It is important that they are able to recognise factors in the workplace, which may cause stress. It is also helpful if they recognise the signs and symptoms of stress in themselves or others in order to take positive action.

Legally, staff have a duty under Section 7 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999 to take reasonable care of their own health and safety and that of others who may be affected by their acts or omission whilst at work.

If staff feel that there are aspects of their work which are causing them to feel excessively stressed they should discuss them with the Headteacher or a member of the leadership team who will try and help to resolve the situation. There are support mechanisms and procedures in school to help them resolve workplace stress (see below).

The school's approach to stress is supportive. If the cause of stress is not work related, the member of staff will be supported via existing mechanisms such as their GP, or Occupational Health etc. Where an employee has been absent from work for a long period, measures such as a phased return, a temporary reduction in hours or a temporary reduction in responsibility could be considered to aid in the return to school. If the source of stress is work related the Headteacher will undertake a risk assessment/risk reduction approach to the problem. All reasonable practical steps will be taken to ensure the health, safety and well-being of employees.

Stress is an issue that the Headteacher and governing body take seriously, offering support and understanding to staff who feel that they are under too much pressure. Staff can often feel isolated and unable to share their problems with others; having a supportive culture with an open door policy helps eliminate feelings of having to cope alone and can help to reduce stress.

## **Role of the Headteacher and Governing Body**

The governing body and Headteacher are responsible for the Health and Safety of the employees in the school. When identifying the hazards employees face, consideration should be given to the causes of stress, making reductions as far as possible and taking appropriate action to monitor. Therefore, the Headteacher and governing body will:

- seek to protect employees from undue stress at work, deal with stress-related issues and take appropriate action.
- assess significant risks to health, safety and well-being, and, where these risks cannot be eliminated, implement control measures to minimise or reduce the risk.
- take reasonable care for their own health, safety and well-being and that of others who may be affected by their acts or omissions.
- carry out confidential individual stress assessments as appropriate.
- actively encourage staff to maintain an appropriate work-life balance.
- use existing procedures such as compassionate leave or urgent domestic leave as appropriate.
- respond promptly to complaints of bullying, harassment etc.
- be accessible to staff to discuss problems.
- raise awareness of stress and demonstrate that it is not an indication of weakness.
- help new staff by having a good induction programme.
- enable staff to talk about feelings of stress.
- ensure confidentiality of those seeking help.
- encourage supportive behaviour in other team members.
- develop a team spirit to avoid feelings of isolation.
- provide support to staff returning to work after long term absence ie phased return, shorter hours.
- provide training on stress as appropriate – on an individual or group basis, such as through in-service training.
- provide training on time management, management skills, assertiveness etc as appropriate.
- ensure effective communication takes place, involving all staff.
- foster co-operation not competition – encouraging teamwork and participation.
- set clear aims and have clear policies.

#### Procedures

In order to continually enhance self-esteem and thus reduce the build-up of stress we note and appreciate the work of all staff both individually and collectively through:

- staff meetings in which achievements are noted and commended.
- individual discussions between the Headteacher and a member of staff.
- individual discussions between a governor and a member of staff.
- letters to parents.
- local press releases and communications with our local community.

Reviewing the stress level within the school is a continuous process. The following strategies are adopted

- open discussion of stress as an issue, both in staff meetings and individual discussion.
- every stress issue raised is taken seriously and a solution found.
- appropriate monitoring of sickness absence is recognised as an essential early warning measure of increased stress.

Stress is monitored through recording absence through illness and the reason for the illness. Staff must report absences on the first day of any absence. Regular contact is maintained with absent staff and an agreement on the date and form of the next contact is always made. When a member of staff returns to work after an absence of some length, a meeting occurs between the individual and the Headteacher or line manager. The information gathered is recorded.

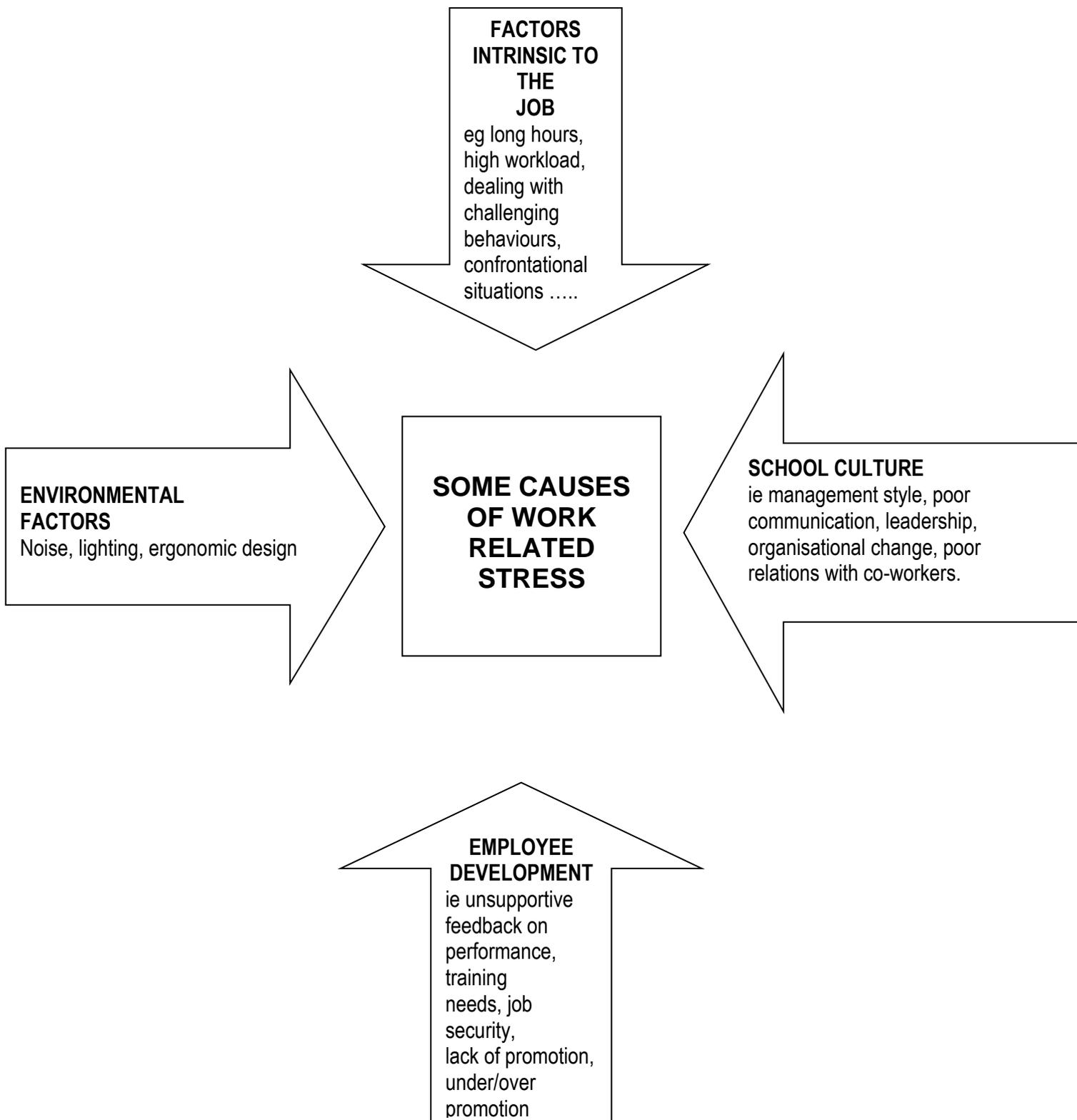
**Equal Opportunities**

All staff have equal access to these employment conditions regardless of their gender, age, ability, ethnicity or sexual orientation. We plan to meet the needs of all groups and individuals. Standlake Church of England Primary School is committed to creating a positive climate that will enable everyone to achieve their full potential, free from intimidation or harassment.

**Common causes of non-work-related stress may include:**

- Bereavement
- Relationship breakdown
- Problems relating to studentren/parents
- Illness in the family
- Financial problems
- Personal issues such as gender, sexuality
- Experience of chronic illness
- Addiction
- Abuse
- Violence
- House move.

Common causes of work-related stress may include:



## **Effects of Stress**

The effects of stress can be short-lived provided timely and appropriate action is taken. Early recognition of the signs of stress is beneficial to both the employee and the school.

## **Effects on the Individual**

Work-related stress is not an illness but if it is prolonged or particularly intense, it can lead to increased problems with ill health ie heart disease, anxiety, depression, high blood pressure etc. It can also lead to other behaviours that are not helpful to health such as weight loss/gain, drinking too much caffeine or alcohol and smoking.

## **Effects on the School**

Stress has implications for a school and reducing stress is cost-effective. For example stress can cause:

- an increase in sickness absence, which leads to increased workloads for others;
- reduced staff performance;
- reduced staff morale;
- increased staff turnover;
- increased parental complaints.

## **Identifying Work-Place Stress**

An analysis of sickness absence can identify stress. Consideration may be given to:

- Individual problems – where there may be increased rates of either short-term or long-term absences, or possible stress related diagnosis
- Whether there may be group problems – where there are numbers of employees with increased sickness absence rates or with possible stress related diagnosis
- By looking at medical certificates for stress as a specific reason for absence.

## **Performance Management /Supervision Processes**

The performance management process provides an opportunity for discussing and identifying whether an employee has a problem. The Headteacher/line manager will listen to the employee and encourage them to discuss their feelings. Many staff are reluctant to admit to feeling stressed at work as they may perceive it as a sign of weakness or feel it goes against the management culture.

## **Seeking Support in School**

As part of the performance management process or absence control procedures, the Headteacher/line manager may ask a member of staff whether they have any problems related to stress.

If the problems are related to home or are of a personal nature the staff member may also wish to discuss them with the Headteacher, who may be able to assist with emotional support or practical help such as compassionate leave. All conversations will be treated in the strictest confidence.

## **Seeking Other Support**

Staff may feel that talking to the Headteacher is difficult and in these circumstances they may wish to contact their trade union representative for support and advice. They have contacts with their own support systems, the local authority and other outside agencies that they can approach with the member of staff or on their behalf.

Teachers may wish to call the Teacher Support Line, which provides free information, support and counselling 24 hours a day. Support can also be gained from a GP, the local authority or agencies who provide information and advice in respect of specific issues ie Relate.

## Sources of Help

Teacher Support Line 0800 0562561

Trade Union support and consultation:

ATL General enquiries: 020 7930 1612 Out of hours helpline: 020 7782 1612

NAHT 01444 472472

NASUWT 01483 226472

NUT Membership enquiries: 0845 300 1666

Regional contact: [secretary@oxfordshire.nut.org.uk](mailto:secretary@oxfordshire.nut.org.uk)

UNISON 0845 335 0845 or [southeast@unison.co.uk](mailto:southeast@unison.co.uk)

Carers line 080 8808 7777

Cruse Bereavement Service 087 0167 1677

Drinkline 080 0917 8282

Gambling line 0845 560 0013 33

National Debtline 0808 808 4000

National Drugs Helpline 0800 776 600

NHS Direct 0845 464 7

## **VISITORS AND CONTRACTORS**

Standard arrangements exist for the assessment of competence and the control and monitoring of approved contractors. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are over-seen by the Headteacher. Where staff or students become aware of dangers caused by contractors, these should be immediately reported to the Headteacher. If contractors vehicles need to come onto the school site they will only be allowed access by contacting a member of staff. Vehicles should be led on site by easily identifiable member of staff.

## **EDUCATIONAL VISITS AND JOURNEYS**

School visits and journeys that provide opportunities for learning through direct experiences are an integral part of our curriculum.

**The safety of students must be the first priority.** Organisation and management of all visits must give prior attention to assessment of risks involved – considering and anticipating what can/or might go wrong, and ensuring appropriate safety measures are taken either to prevent or reduce to a reasonable (acceptable) level any risks to health and safety.

A Visit Pack must be completed to ensure consistency and coherence of planning, for all visits and journeys, by the party leader and should be approved by the Headteacher and EVC coordinator. When approval is given for a visit, a risk assessment will be undertaken and agreed with Headteacher.

For all visits it will be important to have a high enough ratio of adult supervisors to students. (See NUT Guidelines for School Trips).

**Stacey Conroy is the school's Educational Visits Co-ordinator.**

## **STUDENT SAFETY**

### **Security**

The school has taken all reasonable steps to prevent unauthorised entry to its premises. All buildings are locked at night and when not in use in school holidays. All staff wear security badges and all visitors have to sign in a wear a badge. There are procedures for dealing with intruders within the Critical Incident Emergency Plan (CIEMP).

### **Supervision of Students**

Staff and other supervising adults should maintain good order and discipline, safeguarding the Health and Safety of everyone at all times.

- No student should be left unsupervised.
- Staff should be in class when students come into class in the morning.
- Staff should be punctual in letting students into class at the end of break/lunchtime and out of school at the end of the school day.
- The same duty of care applies when staff supervise students in after-school clubs. A register must be kept for each club.
- If a member of staff knows that s/he is unable to undertake a duty (eg if out on a course) s/he should arrange cover via the Headteacher and office.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent needs to be contacted, staff should use the class contact folders situated in the school office.

### **Transporting Students**

Staff must not transport students using their own vehicles. The school also does not enter into arrangements between parents and the transportation of students.

## **Hot Drinks**

For Health and Safety reasons hot drinks must not be taken into classrooms.

## **Cooking**

- At least one member of staff leading the activity must be Food Hygiene trained to Level 2. This training is available on Smartsafe.
- Cookers should not be used without essential fire precautions being immediately available ie fire blanket, fire extinguisher.
- Staff should ensure students receive instructions and training to enable them to be safe during a cooking activity.

## **Playground/Breaks**

- Staff actively encourage students to play safely. Fighting or other rough games are not allowed. Three members of staff supervise the field/playgrounds during morning break time.
- We have two Midday Supervisors on duty at lunchtime.

## **USE OF PREMISES OUTSIDE SCHOOL HOURS**

Consideration will be given to persons using the premises outside school hours in order to ensure their safety.

The Headteacher or their representative will ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, safe use of building equipment, substances and other facilities.

Events and entertainment programmes will be scrutinised beforehand by the Headteacher with regard to licensing and the above mentioned procedures.

A Lettings Agreement outlines Health and Safety requirements and is signed by all hirers. The Headteacher will ensure that the correct safeguarding checks are carried out on our hirers and that they have undergone the necessary generalist safeguarding and prevent training.

## **HAZARDOUS MATERIALS**

No hazardous substance (in accordance with *COSHH Working with Substances Hazardous to Health Regulations 2002*) will be used or generated within the school unless an assessment of the hazards and risks that they present has been made.

A COSHH assessment will be completed for any substance identified as having a potential hazard.

Individual users of hazardous substances must use the safeguards provided and must:

- Read and understand the information on labels, data sheets and risk assessment reports.
- Follow warnings and instructions.
- Use the proper procedures and protective clothing and equipment.
- Learn emergency procedures and practise sensible, safe working habits.

## **ASBESTOS: HAZARDS AND MANAGEMENT**

Asbestos is a known hazardous substance that we have a duty to be aware of and manage. The position of all asbestos in school has been identified and detailed in the Asbestos Management Folder (located in the school office). This Manual is read and signed by any in-house staff and contractors carrying out any structural work within the school building.

## **ELECTRICAL SAFETY**

The safety and maintenance of the school electrical installation is of great importance in order to ensure the Health and Safety of students, staff, volunteers, visitors and contractors etc. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Office Administrators, who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket will be subject to an annual combined electrical inspection and labelled with the date of inspection and a date of the next inspection due. A Register of Portable Electrical Appliance Testing is kept in the school office. Mains powered electrical equipment belonging to staff or students must not be used on school premises unless it has been electrically inspected and tested.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of Completion when the work is finished. Staff will not be permitted to undertake work on the fixed electrical installation of the building.

### **SLIPS, TRIPS and FALLS**

Slips, trips and falls are the main causes of accidents in school. A useful check list to help improve everyone's safety follows:

- Clear up spillages immediately
- Dispose of waste materials
- Remove any obstructions
- Avoid causing trailing cables
- Store goods safely
- Keep all areas clear of obstacles
- Make sure flooring materials are level and secure
- Mark slopes and changes of levels
- Ensure you have adequate lighting
- Wear sensible footwear (school policy is that no backless shoes will be worn)
- Think about visitors to your workplace, what they need to know, what more you need to do to protect them.

For activities where slips, trips and falls are identified recognised potential hazards, risk assessments should be in place.

### **WORKING AT HEIGHTS**

Work at heights, necessitating the use of ladders or step ladders in areas where there is a risk from falling, will only be undertaken using approved equipment. Ladder Safety checks will be undertaken every 6 months by Andrew Denham, Headteacher. Students must not be permitted to undertake work at heights. A tall step and small ladder is housed in the boiler room.

### **MANUAL HANDLING**

Transporting or supporting a load, or person by hand or bodily force (lifting, putting down, pushing, pulling, carrying, and moving) should be undertaken only if risk of injury is avoided as far as reasonably practicable. Measures and precautions within the risk assessment for manual handling must be followed.

Trolleys to be used for all manual handling are located in the cleaner's cupboard. Assistance from colleagues should be sought if required.

### **PE EQUIPMENT**

All PE equipment is checked annually.

Teachers must, and students should be encouraged to, check their equipment and working area for any potential risks before they begin an activity. Any dangerous equipment or potential risks should be removed **before** an activity is undertaken. Any faulty or damaged equipment should not be used. Faults should be reported to the Office Administrator as soon as possible.

All staff and students need to be taught the correct methods for lifting and carrying PE equipment. Students should also be reminded about these procedures at the start of each term.

PE Mats should only be used for floor work and as intended landing areas. They should never be used 'just in case' as they provide a false sense of security.

### **RISK ASSESSMENTS (RAs)**

The management of Health and Safety at Work Regulations impose specific obligations on managers to assess **ALL** risks to safety and health. These regulations relate not only to protecting employees from harm at work, but also any other persons who's Health and Safety may be affected. RAs are reviewed annually and as and when needed.

Suitable and sufficient assessments will be made of the risks to the health and safety of employees to which they are exposed whilst at work and the risks to the health and safety of persons not in their employment arising out of, or in connection with, the conduct of their work activity or undertaking.

All RAs will be recorded in writing to ensure that action may be taken to eliminate or reduce risks to an acceptable level for those employees and non-employees identified and documented as being exposed to harm.

The RA only remains valid if up-to-date. Should any changes occur, it will be necessary to review and amend the assessment to ensure that those who need to know are fully aware of any risks brought about by the changes.

Copies of RAs are kept in the school office. Staff will be asked to read the assessments and to sign to confirm their understanding of, and acceptance to work in accordance with them.

### **LONE WORKING**

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there may be occasions when staff may be required, or choose, to work alone or in isolated situations. This may however introduce risks for a normally non-hazardous work activity.

Definition of Lone Working

*"Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency."*

#### Procedures

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- All employees should consider whether it is really necessary for them to work alone and whether arrangements can be made for others to work at the same time. Whenever possible it is recommended that staff work with a partner.
- All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures (eg fire).
- In the case of employees with medical conditions that might cause incapacity or unconsciousness it may be necessary to seek medical advice before allowing them to work alone.
- All lone working staff should ensure that someone is aware that they are working alone and that they keep in regular contact and/or have given an expected time of return. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's mobile and/or home phone numbers) to call if the lone worker fails to return home at the expected time.

- Staff should not enter the school premises if there are signs of intruders. Staff must not place themselves in danger by challenging intruders or vandals but must call the police immediately for assistance.
- As each member of staff leaves at the end of their day, they must sign out of the staff register, to ensure that the last person on the premises (usually the Site Manager) knows that he/she is alone.
- When working on the premises alone, staff should ensure that the front door is locked, that the keypad entry system is activated and ensure that all areas of the school not in use are kept secure.
- Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which is potentially hazardous, given their own level of experience and the nature of the task.
- Before leaving each day, teachers are responsible for checking that the windows in their classrooms are securely closed and the external door(s) is/are locked. The last person in the building must check that the external doors from the sports hall, cloakrooms and kitchen are locked, and that the windows are securely closed.
- Contractors should have access to their own first aid kit suitable for treating minor injuries.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures. Staff/contractors should be proactive in bringing to the attention of the Headteacher any aspect of work-related risks.

The Headteacher and/or Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident, an investigation will be carried out and its findings used to inform change to procedures and working practices.

#### **DRIVING AT WORK**

The school does not allow any member of staff to drive at work unless they have 'Business Use' insurance for their vehicle. A declaration to confirm that business use is held on staff member's policy is filed in the Health and Safety folder in the school office.

#### **MONITORING AND REVIEW**

It will be important to know that our policy is working effectively and the extent to which it is having an impact on promoting the Health & Safety of all members of the school community. This policy will be reviewed on an annual cycle by the local governing board. Discussions on health and safety will take place regularly at staff, SMT meetings. Pupils' views will need to be expressed through child focussed discussions and the School Council. Parental views will be obtained through the annual parent questionnaire, and by Ofsted. As a school community, we need to make sure that we are all following a consistent approach to promoting effective health and safety procedures and practices in our school.