




## Health and Safety Policy

Document Information			
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### STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## **ORGANISATION**

### **Employer Responsibility**

The overall responsibility for health and safety at Barncroft Primary School is held by Hampshire County Council who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

### **Responsible Manager**

The responsible manager for the premises is Julia Roberts, Headteacher who will act to:

- Develop a safety culture throughout the unit/centre/school/premises
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

### **All Staff (including volunteers)**

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the unit/centre/school/premises health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

### **Caretaker**

The caretaker is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. He/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or the Children's Services Health & Safety Team as required.

### **On-Site Health & Safety Co-ordinator/Officer**

The on-site health & safety officer/co-ordinator to the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

### **All Teachers & Supervisors**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

### **Fire Safety Co-ordinator**

Richard Smith/Mark Preston are the fire safety co-ordinators who are the competent persons for fire safety on the premises and act on behalf of the responsible manager. They are to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

### **Facilities Management Trained Staff**

The facility management trained member of staff is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He/she is to attend the facilities management training course and refresh this training every six years. He/she is responsible for the local management and completion of day-to-day premises matters and duties. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

### **Health & Safety Representative**

The premises health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

### **Legionella Competent Person**

Mark Preston is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager/headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

### **Asbestos Competent Person**

Richard Smith is the nominated competent person for asbestos on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable asbestos to be managed safely. He/she is to annually complete the asbestos e-learning course and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He/she will advise the responsible manager/headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

### **Accident Investigator**

The on-site trained accident investigator is Richard Smith who will lead on all accident investigations in accordance with departmental and corporate procedures.

### **Risk Assessor**

The on-site trained risk assessors are Richard Smith, Mark Preston and Julia Roberts who will lead on risk assessment in accordance with departmental and corporate procedures.

## **ARRANGEMENTS**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Barncroft Primary School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **Accident/Incident Reporting & Investigation**

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the HCC Accident Report Book held in the office. A copy of the completed form is to be forwarded to the Children's Services Health & Safety Team in accordance with Children's Services Safety Guidance Procedure SGP 17-07.

Minor accidents to pupils are to be recorded on the medical room computer located in the Medical room.

Accidents involving children locally considered to be of a more serious nature than the minor incidents are to be recorded on a CSRF-003 School Accident Internal Report Form which is to be retained on site.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported using the F2508 Report Form and a copy is to be forwarded to the Children's Services Health & Safety Team.

All significant accidents, incidents and near-misses are to be immediately reported to the responsible manager/headteacher. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The responsible manager/headteacher will ensure that the governing body/partnership/senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Safety Committee for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the unit/centre/school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### **Administration of Medicines**

Arrangements regarding medicines are set out in the Supporting Children with Medical Conditions Policy.

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by PBRS is located at the office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to PBRS in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager/headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRS Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

## **Child Protection**

Arrangements regarding child protection are set out in the Child Protection Policy.

## **Community Users/Lettings/Extended Services**

The responsible manager/headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using RATF-047A or RATF-047B
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

## **Contractors on Site**

HCC approved contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the office where they will be asked to sign the visitors book and sign the asbestos register. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, moreso where the contractor's work may directly affect staff and pupils on the premises.

## **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Subject Leaders using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Subject leaders will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

## **Display Screen Equipment**

All users must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

## **Electrical Equipment**

The responsible manager/headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted

- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is HCC recommended testing company
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the responsible manager/headteacher in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to Sally Blackhall and attended to as soon as possible.

### **Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school premises has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

### **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The responsible manager/headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory fire safety induction e-learning *course* every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

### **First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

### **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

### **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

### **Hazardous substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible manager/headteacher. The premises COSHH assessor acting on behalf of the responsible headteacher is Mark Preston

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is at the rear of the premises. This is to remain locked at all times.

### **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to Mark Preston

Routine documented inspections of the premises will be carried out every half term in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.



Defects identified during these routine documented inspections are to be immediately reported to Sally Blackhall and recorded. Any identified high level risks or safety management concerns are to be actioned at the Resources Committee.

It is the schools responsibility that the annual self-assessment return (CSAF-011) is completed each year by site manager/responsible manager and Health and Safety Governor. This return examines all areas of the safety management system and forms integral part of the School and CSHST monitoring programmes.

### **Kitchens**

The main server is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is provided by HC3S. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the servery safe working practices.

### **Legionella Management**

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council policy and guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

### **Lone Working**

Please see separate Lone Working Policy (appendix 1)

### **Minibuses**

All minibus drivers must have a D1 licence category and completed MIDAS training prior to being permitted to drive minibuses

### **Moving and Handling**

All staff must complete the *moving and handling e-learning course* every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The caretaker/site manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

### **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

### **Physical Intervention**

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

### **Provision of Information**

The responsible manager/headteacher will ensure that information systems are established so that staffs are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings/briefings, email messages, Health and Safety notice board and advice

Local health and safety advice is available from the Health and Safety Rep and the Health and Safety Governor. The Children's Services Health & Safety Team can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed on the notice board in the Staff Room.

### **Risk Assessment**

General risk assessment management will be co-ordinated by Richard Smith and Mark Preston in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessors on site are Richard Smith and Mark Preston. They will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the responsible manager/headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

### **Security**

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

### **Smoking**

Smoking is not permitted on the premises.

### **Stress & Wellbeing**

Barncroft Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are contained within the staff handbook.

### **Swimming Pool Management**

Arrangements regarding swimming pool management are set out in the Schools Normal Operating Procedures, and in accordance with the Children's Services swimming pool guidance.

## **Traffic Management**

Arrangements regarding on-site traffic safety are based on the premises traffic movement on site risk assessment and are set out in the on-site traffic policy and procedures.

## **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with CSAF-017 New Staff Health & Safety Induction Checklist.

The responsible manager/headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by Mark Preston who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

## **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Barncroft Primary School

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07. (From April 1 2016 this is completed online)

## **Visitors**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a badge, given Health and Safety advice and asked to sign the visitors book.

## **Vulnerable Persons**

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

## **Work at Height**

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Barncroft Primary School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent people for work at height on the premises who have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course are Richard Smith and Mark Preston and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent people for work at height are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

No members of staff except those named above are permitted to work at height without specific training.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

## **APPENDICES**

Lone Working Policy & Procedures



## Annex 1 to the Health and Safety Policy Lone Working Policy

Document Information			
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**This policy sets out the management of Lone Working in the school, including responsibilities, training and records.**

### 1. POLICY STATEMENT

- a. The School will undertake to ensure compliance with the relevant legislation with regard to the provision of lone working for all pupils and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

### 2. THE LAW

- a. As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website [www.education.gov.uk](http://www.education.gov.uk) and the Health and Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk).
  - i. Health and Safety at Work Act 1974.
  - ii. Management of Health & Safety at Work Regulations 1999

### **3. BASIS FOR THIS POLICY**

- a. This policy is based on HCC Children's Services Safety Guidance Procedure No. No: 03/07 dated 1 August 2011, Lone Working.

### **4. DEFINITIONS**

- a. For the purposes of this policy, lone workers are defined as staff who work by themselves in situations where there is no close or direct contact with a colleague e.g. only one member of staff working in the school out of normal school hours; a member of staff making a solo visit to a parent/carer/child at the home address.

### **5. MANAGEMENT**

- a. The Headteacher will ensure that:
  - i. Risk assessments (see below) for lone working at are carried out and kept up to date.
  - ii. Staff receive the correct level of information and training (see below).
  - iii. Proper records (see below) are kept for staff training.
  - iv. Staff who work alone are aware of their own responsibilities with regard to their own health and safety.
  - v. Feedback from any source of concerns or problems with lone working are properly investigated and acted upon.
  - vi. Safe working procedures for regular lone working situations are developed and recorded, including response plans to manage alarm calls/emergencies (e.g. missing persons), and that staff are made aware of these procedures.
  - vii. There is adequate support for staff, so far as is reasonably practicable, during periods of lone working.
  - viii. There is evaluation of the effectiveness of any control measures put in place to manage lone working and review them whenever working practices change, or after a serious incident involving a lone worker.

### **6. GENERAL REQUIREMENTS**

- a. Aspects of lone working that give cause for concern are sudden illness, security breaches and incidents that cause injury to the person.
- b. Staff are not to work alone when there is a known risk or threat to a solitary worker. In those cases they should always be accompanied by another member of staff or other suitable arrangements must be made that will ensure their safety is maintained.
- c. The state of health of individual staff must be a consideration when making arrangements for them to work alone.

- d. In the event of staff undertaking lone working off site, a written record must be deposited in advance in the Admin Office of the staff member's intended movements.

## 7. RISK ASSESSMENTS

- a. In all cases of expected lone working, a risk assessment must be carried out to determine safe practice. Standing risk assessments may be carried out to cover specific and regular lone working activities, such as teaching staff working late and the caretaker working out of school hours. Children's Services Risk Assessment Template Form Ratf-011, Lone Working Risk Assessment should normally be used.
- b. A lone working risk assessment should include:
  - i. The degree of isolation of the member of staff.
  - ii. The layout of the intended workplace.
  - iii. The physical security provided by the intended workplace and measures required to make it secure.
  - iv. Any previous knowledge of potential behavioural problems amongst client groups or their family and friends including known threats of violence.
  - v. Particular risks to women or young persons working alone.
  - vi. The nature and degree of exposure to any biological or chemical agents.
  - vii. The form, range and use of any work equipment and the way in which it is handled.
  - viii. The degree and type of supervision that is required.
  - ix. The method to be adopted for obtaining assistance if required.
  - x. Monitoring arrangements for lone workers.
  - xi. The extent of health and safety training provided, or found to be necessary.
  - xii. The likelihood of harm occurring to an individual through their activities at work where they might work alone.
  - xiii. There are some high risk activities where the lone working activity requires at least one other person to be present and the assessment should indicate whether the job can be adequately controlled by one person
  - xiv. Whether any protective equipment that may be necessary for safe lone working of the particular activity.
- c. Once risk assessments have been carried out, and lone workers have been identified, the risks to staff should be categorised as being low, medium or high. Control measures should reflect these categories of risk as follows:
  - i. **Low Risk** employees might need –
    1. personal safety awareness training,

2. simple control measures such as a booking in/out system.

ii. **Medium Risk** employees might need –

1. personal safety awareness training
2. additional training in handling aggression/violence
3. inclusion in a monitoring system
4. means of emergency contact (eg. discrete alarm or programmed mobile telephone).

iii. **High Risk** staff should not be carrying out their duties alone.

- d. If, as a result of the conclusions of the risk assessment, there is a significant risk to staff carrying out a specific task or undertaking a workplace activity alone, the Headteacher will prohibit them from doing it and if practical make arrangements to provide help or back-up.
- e. There may, in some lone working situations, be some residual element of personal danger despite all the best efforts to eliminate or minimise risks shown in the assessment. In those cases it will be necessary for the introduction of preventative and protective control measures to further reduce those risks. Such control measures may include instruction, training, supervision or protective equipment and will require the development of robust monitoring procedures for staff.

## **8. INFORMATION & TRAINING**

- a. All staff who will be lone working must receive instruction and have a full understanding of the lone working arrangements. Lone working training will be delivered to all staff at induction and at regular periods thereafter.
- b. The training will be based on the needs identified in the appropriate risk assessment. Such training should indicate the limits of what can/cannot be done while working alone.
- c. If required, courses that are available from Hampshire Learning Centre are shown in the Learning Zone on Hantsweb at:  
<http://www3.hants.gov.uk/learningzone.htm>
- d. The Admin Officer will maintain a record of all instruction and training given to members of staff.

## **9. SUPERVISION**

- a. An appropriate level of supervision must be provided where any work-related activity or task has been categorised as lone working and the risk assessment indicates a need for supervision. The higher the risk the greater the level of supervision may need to be.
- b. In all cases the person appointed to provide supervision must be competent



in all aspects of that supervision.

- c. Although lone workers cannot always receive constant supervision, the Headteacher can provide guidance in difficult situations, so they should make themselves available, so far as reasonably practicable, by using telephone cascade systems/similar contact arrangements.
- d. Supervisors will need to monitor lone workers by such means as:
  - i. Periodic visits and observing employees when working alone to check good practice.
  - ii. Making arrangements for keeping in contact by telephone.
  - iii. Using a monitoring system that meets the needs of the situation.
  - iv. Having a check that the employee has returned to their base or home on completion of their task.

## **10. STAFF RESPONSIBILITIES**

- a. All staff have an obligation to follow and co-operate with the requirements of this policy. They have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.
- b. In particular, staff must co-operate by:
  - i. Reporting any concerns or problems regarding lone working to the Headteacher.
  - ii. Reporting any medical conditions or health problems (temporary or otherwise) that could affect their ability for lone working in safety.
  - iii. Reporting all accidents, incidents and dangerous occurrences whilst lone working in line with school policies and procedures.
  - iv. Attending relevant training courses.
  - v. Using recommended control measures, including safe working procedures, which have been designed for their safety.

Appendix 1.

### **Safe Working Procedures**

To be issued once relevant Risk Assessments have been completed.