



**Forefield
Junior School**



Health and Safety Policy 1 October 2024

Version control

Version	Date	Status	Author	Comments
0.1	25.07.24	Draft	Mel Wright	Initial draft
1.0	01.10.2024	Approved	Trust Board	

Date of next review	
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1. Policy statement

- 1.1. This policy covers staff, students, visitors and other users of Mersey View Learning Trust's premises. Our Trust recognises and accepts that everyone is entitled to a safe and healthy environment.
- 1.2. It is the intention of our Trust that all appropriate steps will be taken to continually meet and exceed statutory requirements in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999), recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- 1.3. Our Trust will strive to reduce the possible risk of accidents and injury to students, staff and visitors. We aim to:
 - ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises, including all participants in educational visits
 - establish and maintain safe working practices for staff and students
 - provide and maintain safe academy buildings and safe equipment for use across our Trust
 - develop safety awareness, by appropriate training if necessary, amongst staff, students and others who help in school
 - formulate and implement effective procedures for use in the event of fire and other emergencies
 - investigate accidents and take steps to prevent a re-occurrence.
- 1.4. All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Students and visitors are expected to follow our rules and procedures. Our Trust Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

2. Scope and purpose

This policy applies to all statutory employees of Mersey View Learning Trust, contractors, placements, agency staff, visitors and students.

3. Roles and responsibilities

- 3.1. All senior roles and those with explicit health and safety functions are expected to act as health and safety leaders creating a positive health and safety culture. They are responsible for the effective implementation of the Health and Safety Policy.
- 3.2. Our **Trust Board** have ultimate control of our Trust. They will:
 - review the policy set by the Executive and reported through the key performance indicators (KPIs) at Trust Board meetings
 - provide strategic guidance

- monitor and review health and safety issues
- ensure that adequate resources for health and safety are available
- ensure as far as is reasonably practicable a safe environment for all users of our Trust's sites to work, including safe means of entry and exit
- in their critical friend role, maintain an interest in all health and safety matters.

3.3. The **Chief Executive Officer** will:

- provide adequate resources (both personnel and finance) to fully deliver the policy
- ensure that health and safety is prioritised across all of the Trust's academies.

3.4. The **Chief Finance & Operations Officer** will:

- review and monitor the effectiveness of the policy
- create and monitor a management structure for health and safety
- ensure that health and safety is prioritised across all of the Trust's academies
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout our Trust and that it is implemented
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made.

3.5. The **Trust Estates Manager** will:

- ensure they are familiar with the requirements of the appropriate legislation and codes of practice
- keep up to date with new developments in health and safety issues for schools
- periodically review the effectiveness of the policy and recommend any necessary changes to be made
- identify and evaluate risks relating to possible accidents and incidents connected with Trust sponsored activities, including work experience
- take steps to ensure plant, equipment and systems of work are safe
- ensure safe arrangements for handling, storage and transportation of articles and substances
- ensure safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
- ensure that academies provide adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe
- oversee the maintenance of Trust premises in a condition that is safe and without significant risk
- seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisors, Head of Estates etc. as and when necessary
- provide a working environment that is safe and healthy

- deliver toolbox talks across the school relating to COSHH, Safe Use of Stepladders etc.
- provide adequate welfare facilities for staff and students.

3.6. The **Head Teacher** of each academy is responsible for the day-to-day running of the academy. They will:

- be responsible for the day-to-day implementation of the Health and Safety Policy and will be the designated contact with the health and safety executive lead
- will identify the health and safety lead on the school site
- promote a positive, open health and safety culture in school
- report to local governors on key health and safety issues
- ensure all staff co-operate with the policy
- devise and implement safety procedures
- ensure there is a programme of inspections and that monitoring exists
- ensure a risk assessment schedule is in place and that it is monitored and reviewed
- ensure effective procedures are in place in case of fire and evacuation
- ensure accident and emergency procedures are in place
- ensure practice emergency evacuation and / or invacuation procedures are undertaken three times per academic year, with recorded results
- ensure working conditions take account of statutory and advisory requirements and codes of practice
- ensure relevant staff have access to appropriate training.

3.7. The **Health and Safety Lead** (or equivalent at each school) will support the Head Teacher in their role. They will:

- oversee compliance activities using all methods available including the Every digital system and regular site inspections
- ensure regular health and safety inspections are undertaken by appropriate personnel and recommendations are acted upon as soon as possible
- in partnership with the Trust Estates Lead, complete termly health and safety compliance audits relating to curriculum areas for DT, Science, Art and PE and provide detailed action plans to the Head of Department/Faculty with a maximum timeframe of three months for remedial actions to be addressed
- ensure regular inspections are carried out
- ensure risk assessments are accurate, suitable and reviewed annually and recorded on the risk assessment register
- deal with any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved
- provide a good example, guidance and support to staff on health and safety issues

- carry out a health and safety induction for all staff and keep records of that induction
- carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- ensure any contractors on site are competent in health and safety matters
- meet with the Caretaker/Senior Caretaker weekly to ensure any building / grounds issues are addressed in a timely manner
- ensure appropriate provision is made for first aid
- lead on capital projects on behalf of the Chief Finance & Operations Officer.

3.8. The **Caretaker or Senior Caretaker** is responsible for day-to-day maintenance and other buildings / grounds issues on each school site. They will:

- ensure that the premises are inspected and maintained and that equipment is inspected, tested and maintained so that they remain in a safe condition and ensure records of same are maintained using the 'Every' digital system
- manage the keeping of records of all health and safety activities including maintenance of the building fabric and services
- ensure that any work that has health and safety implications are prioritised
- report any concerns regarding unresolved hazards in school to the Trust Estates Lead immediately
- ensure that all work under their control is undertaken in a safe manner
- ensure that daily checks are carried out of the grounds and buildings to spot any disrepair or other hazards such as broken glass etc.
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- provide safety and protective equipment and clothing, with associated guidance, instruction and supervision
- ensure weekly testing of the fire alarm is undertaken
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working. Contractors must be given the appropriate level of supervision whilst on site
- fully co-operate with health and safety arrangements during larger building projects.

3.9. **Staff with management / supervisory** responsibilities:

- all management / supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility
- in addition the general duties that all members of staff have, they will be directly responsible to the Chief Finance & Operating Officer for the implementation and operation

of the Trust Health and Safety Policy within their relevant departments and areas of responsibility

- ensure that staff and contractors are applying health and safety regulations, rules, routines and procedures effectively
- responsibilities for aspects of health and safety where, appropriate are written into the job descriptions of the Trust managers
- carry out risk assessments of teaching areas and practices / activities including equipment and substances
- ensure appropriate protective clothing and equipment, including fire equipment and first aid, are provided and readily available in all areas of the academy
- perform regular visual health and safety inspections within their area of responsibility
- management / supervisory staff will take a direct interest in the Health and Safety Policy and in ensuring that staff, students and others comply with its requirements

3.10. All **Trust staff** will:

- apply our Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher or member of SLT for the application of the health and safety procedures and arrangements
- ensure that all plant, machinery and equipment within their areas of responsibility are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- promptly report any defects in the premises, plant, equipment and facilities that they observe via Every
- follow the accident reporting procedure
- take an active interest in promoting health and safety and suggest ways of reducing risks
- leave the classroom / areas of work in a reasonably tidy and safe condition
- ensure that students are supervised and advise them on how to use equipment safely

3.11. In accordance with the academy rules and procedures on discipline, **students** will:

- follow safety and hygiene rules intended to protect the health and safety of themselves and others
- follow safety instructions of teaching and support staff, especially in an emergency

3.12. Our Trust competent health and safety adviser is **[to be inserted at each individual school level]**
They will:

- provide advice and guidance to help our Trust fulfil its health and safety responsibilities

- answer queries from staff on health and safety issues
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- collect information on accidents and incidents to report to the HSE where necessary
- advise on and facilitate (when possible) staff safety training
- draft and / or advise on policies, procedures and guidance for health and safety
- interpret and advise on new legislation impacting on the working environment
- attend meetings to advise on occupational safety issues.

3.13. Health and Safety Group

- Our Trust will have an overarching Health and Safety Group that will include representation from the Chief Finance & Operations Officer, the Trust Estates Lead, Office or Business Managers, Site Managers and the Trust Health and Safety Advisor.
- Larger academies will have a Health a Safety Group comprising of a selection of staff from across high-risk areas led by the Business Manager. The Health and Safety Groups will assist the academies in contributing to review, revision and monitoring of health and safety practice and procedures and representing staff on health and safety concerns and queries. The group will report to the Head Teacher, Trust Estates Lead and local governing boards.

4. Health and safety arrangements

4.1. Accidents, incident and near miss reporting (including violence at work)

- All accidents to staff, students and visitors must be recorded appropriately, as per the accident reporting procedure on 'Every'.
- The Head Teacher is responsible for identifying incidents that may be RIDDOR reportable and should take advice from the Trust Estates Lead if in doubt.
- The Trust Estates Lead is responsible for ensuring RIDDOR reports are submitted to the HSE as appropriate.
- The accident reporting procedure is digitally via the Trust's 'Every' system.
- Investigations must be completed relating to accidents, incidents and near misses and, where applicable statements and photographs taken and recorded on Every.
- Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the Caretakers as soon as possible, who will then inform the Head Teacher as appropriate. Serious hazards will be reported using the Trust's digital reporting system, 'Every'.
- The Trust Estates Lead will undertake regular evaluations of all reported incidents in order to identify patterns and trends in order to take corrective action and minimise the reoccurrence of any further incidents or illness.
- Regular reports on compliance will be considered by the Finance and Audit Committee as well as Local Governing Bodies at individual school level.

4.2. Administration of medicines

- Medication is only administered to students when the parental consent form has been completed.
- The medicine will be administered by one nominated member of staff for each student and appropriate records kept.
- Medicines are only administered during academy core hours when they are prescribed by a student's GP or other relevant medical professional.
- Medications must be kept in a locked secure cupboard.
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of reach of other students.
- The doses administered during the academy day are to be kept to the minimum e.g. a course of antibiotics requiring four doses a day – only one dose (lunchtime) will normally need to be administered at school.

4.3. Asbestos

Schools and other buildings occupied by our Trust will comply with their duties to control asbestos by:

- establishing if asbestos is present by employing a specialist contractor
- making a record of the location, type and condition of the asbestos
- assessing the risk of anyone being exposed to the asbestos
- having a plan on how to manage these risks
- putting the plan into action, monitoring it and keeping it up to date
- providing information to anyone who might work on or disturb the asbestos
- only having asbestos removed by a licenced contractor.

4.4. Construction and maintenance work (including control of contractors)

- Our Trust will restrict the employment of contractors and other service providers to those where there has been sufficient vetting of the contractor's competence and safety management. Where Contractors are secured to undertake work the Contractors Checklist must be completed by the contractor and submitted to the School Business Manager or equivalent with supporting documentation i.e. copies of their public liability insurance, method statements, certificates of accreditation, enhanced DBS etc. The Trust Estates Lead must verify the Contractors Checklist and supporting documentation. Contractors must not be used until all checks have been completed.
- Where construction or maintenance work is being carried out on site, Caretakers will agree with contractors or service providers that appropriate health and safety plans are in place.
- Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the academy.
- No contractor may undertake work on the academy site without a pre-meeting with the Caretaker other than in an emergency (e.g. fire, flooding) or to make safe following theft /

vandalism. The Caretaker must be satisfied that the contractor understands the potential hazards created or introduced by their work on our premises, including the location of asbestos, has appropriate insurance cover and can work in line with safeguarding procedures. Each contractor must produce documentation relating to insurance, enhanced DBS, method statement and risk assessment. Contractors with no DBS, but with documentation to service equipment, must be supervised at all times.

- Where appropriate, work permits will be issued to contractors undertaking high risk works i.e. roof work.
- Contractors or service providers will be aware of the Health and Safety Policy in place at the academy and will be required to integrate the requirements of the policy into their safety plans. A pre-start meeting will be held between representatives of the academy and the contractor, or service provider, before any works commence to confirm specific health, safety and welfare issues applying the works to be carried out.
- In line with the Construction Design and Management (CDM) regulations 2015, the Trust Estates Lead and Caretakers will appoint and co-operate fully with the principle contractor and principle designer as and when appropriate.

4.5. Control of hazardous substances

- The use of hazardous substances in school will be kept to minimum.
- Caretakers (with appropriate support from senior leaders) will complete a COSHH assessment for all hazardous substances used on site relating to premises management.
- The Caretaker/Senior Caretaker (with appropriate support from senior leaders) will complete a COSHH assessment for all hazardous substances used on site relating to curriculum areas i.e. DT, Science and Art.
- The associated procedures and control measures will be funded and enforced.
- Equipment, materials and hazardous chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers must consider storage life when ordering new supplies. Reference must be made to Control of Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH assessments must be kept in a readily accessible place and saved to Every.

4.6. Display screen equipment

- All staff using computers, laptops, tablets on a regular basis and/or as part of their working routines including homeworking will be required to carry out mandatory training in relation to display screen equipment via our digital training system, Every.

4.7. Educational visits

- All off site visits will be subject to risk assessment and the advice of the Health and Safety Advisor will be closely followed.
- EVOLVE will be used to ensure effective trip / visit planning including approval by the Head Teacher.

- Risk assessments and up to date safety information must be obtained from external activity providers and contractors i.e. coach, minibus, taxis.

4.8. Fire safety management

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to staff. These procedures will include:

- tailored fire safety policies and risk assessments have been produced at each academy
- fire risk assessments will be completed initially at each academy and then reviewed on a regular basis e.g. annually or if it is believed to be no longer valid or if there has been a significant change in circumstances or following an incident and details of same will be recorded on Every
- fire exits have appropriate signage
- plans showing exit routes are prominently displayed in all teaching rooms, offices and curriculum areas
- all staff and students must be fully conversant with the procedures and evacuation / invacuation of the premises in case of a fire / bomb / other threat
- a fire drill is practiced and documented three times per academic year by the Caretaker/Senior Caretaker
- evacuation times and any issues which arise are reported to the Head Teacher
- all firefighting equipment, including alarms and emergency lighting, will be checked annually by an approved contractor and records maintained on Every
- weekly fire alarm tests will be carried out with the building occupied under normal conditions and records maintained.

4.9. First aid provision

- Our Trust arranges first aid training for staff including paediatric first aid where required.
- Tailored first aid policies have been produced at each academy.
- Our Trust has carried out a first aid risk assessment to ascertain the required number of first aiders and the location /number of first aid kits.
- First aid kits are held at various locations throughout the individual academies within our Trust and are regularly checked.
- Portable first aid kits are taken on educational visits.
- A qualified first aider will be present on educational visits where the level of risk has been identified as requiring a qualified first aider to be present.
- Defibrillators are located at some of the academies within our Trust.

4.10. Infectious disease

- Any suspected infectious disease must be reported to the Head Teacher, who will contact the Health Protection Team for advice, draft letters and factsheets as appropriate.

- Academies will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

4.11. Food technology

- Cooking equipment, including ovens and hobs, will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the students concerned.
- Close supervision will be appropriate for riskier parts of the cooking process i.e. taking food in or out of hot ovens.

4.12. Health and wellbeing (staff and students)

- Our Trust staff can be referred to an independent Employee Health and Wellbeing Service as outlined in our Trust's Staff welfare policies.
- Our Trust procedures for new and expectant mothers will be followed, including carrying out a Pregnancy Risk Assessment. Managers have a duty of care post birth date too and the risk assessment must extend into that period of time dependent upon individual requirements.
- Sensible, safe behaviour will be promoted to students by all members of staff.
- Dangerous or risky behaviour displayed by students will be addressed and dealt within the school rules.
- Students will only be allowed into, or stay in, classrooms under adult supervision.
- Appropriate supervision of cloakroom and toilet access will be in place at busy times as appropriate.
- It is the policy of our Trust to encourage students to adopt eating habits that are conducive to a healthy lifestyle; to this end, our Trust works with our catering teams on site to ensure menu options support these aims. Food provided will be safe to eat and in line with food safety legislation and standards.
- All catering employees, whether in-house or by a third-party provider, will be provided with information and training necessary to enable them to perform their tasks in a hygienic manner so that the safety and quality of the food they serve is not put at risk.

4.13. Allergens and Anaphylaxis

- This policy has been adapted from the 'Model policy for Allergy at school guide' which has been designed to support schools to develop 'Gold Standard' policy to manage children's allergies safely, so that children and their parents feel reassured that a robust policy is in place. Around 5-8% of children in the UK live with a food allergy, and most school classrooms will have at least one pupil with an allergy.
- These young people are at risk of anaphylaxis, a potentially life-threatening reaction, which requires an immediate emergency response.

- Our Trust has a legal duty to support students with medical conditions, including those with allergies. Academies must adhere to legislation and statutory guidance on caring for students with medical conditions, including the administration of allergy medication and adrenaline auto-injectors (AAIs).
- Please see the Trust Supporting Pupils with Medical Conditions Policy for more information with the above.
- On entry to the academy, it is the parent/guardian's responsibility to inform enrolment staff of any allergies. This information must include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- In order to keep students with allergies safe, our Trust has a clear and consistent policy on managing allergies in school. Academies will take a whole-school approach which involves all members of the team, including teaching staff, caterers, pupils and parents to ensure that the needs of the allergic pupils are met.
- It is important that students with allergies are not stigmatised or discriminated against in any way at school because of their allergy. For example, they must not be separated at mealtimes or excluded from class activities (unless this has been specified in the pupil's Allergy Plan). Drawing attention to the allergy in this way could result in allergy bullying by other pupils, so inclusivity and overall awareness amongst students is vital.
- As part of our Trust's duty to support children with medical conditions, we must be able to provide safe food options to meet dietary needs including food allergies. Catering staff must be able to identify pupils with allergies and be able to provide them with safe meals
- This information will be shared with the catering department and all academy staff at the beginning of each academic year and reviewed each cycle with any changes. (Please see attachment for document)
- All food businesses must follow the 'Food Information Regulations 2014' which states that allergen information relating to the 'Top 14' allergens must be available for all food products. Academies can therefore identify whether a food product is safe for allergic students to eat
- The academy menu and all allergen information is available to the catering department, academy staff and parents via the academy website, on show in all dining areas, food preparation areas and is part of Safer Food Better Business folder which is regulated by Environmental health to determine the food businesses hygiene standards.
- The catering department will not use any products containing nuts or 'may contain nuts' precautionary allergen labelling. Academies will discourage any students bringing products into the academy in packed lunches with the same allergen information.
- No products containing nuts or 'may contain nuts' precautionary allergen labelling are to be brought into the academy by any student for birthdays or treats which could lead to a risk of anaphylaxis.
- Trust catering departments will constantly keep up to date with products they are using and this means reviewing any product that enters the academy which is an alternative to what has been used to provide the relevant allergen information.

- Thorough training is provided for all staff on an annual basis and on an ad-hoc basis for any new members of staff.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.

4.14. Housekeeping

- The School Business Managers or equivalent have overall responsibility for cleaning standards. The standard required is laid down in the cleaning specification. Special consideration is given to hygiene areas.
- The Caretakers will monitor the efficiency of the waste collection service.
- Separate provision for the collection and disposal of laboratory materials (chemicals, broken glass etc.) is arranged by the Head of Department with support from the OBM.
- Clinical waste and normal refuse collection is arranged by the Caretakers.
- The tidiness of all parts of the academy must not compromise health and safety particularly with regards to slips, trips and falls and safe access and egress.

4.15. Legionella

- Caretakers or the estates team will undertake regular risk assessments and temperature monitoring as part of the legionella testing, as required. Flushing is completed where there is limited use and widespread flushing is completed during the holiday periods. When required, caretakers will seek advice.
- Water tanks are tested for Legionella by approved contractors.
- Approved contractors provide advice and assist with the preparation of the Trust's legionella risk assessments and also sample water as per the risk assessment.
- Up to date and accurate records of legionella testing and risk assessment will be digitally recorded on Every.

4.16. Lone Working

- 'Lone working' refers to situations where staff, in the course of their duties, work alone either on or off the school premises and are physically isolated from colleagues, possibly without immediate access to assistance. Due to the possibility of buildings creating isolated areas, it is possible for a staff member to be 'lone working' with other staff members in the building.
- All lone workers will be fully trained in safe working practices. Lone workers will undertake additional training that is relevant to their lone working, e.g. first aid.
- The Head Teacher will develop a record of authorised lone working activities for which a risk assessment will be carried out and the staff who may undertake them and when.
- The school operates a 'buddy' system, whereby lone workers have a designated member of staff that will:
 - be aware of the schedule and movements of the lone worker

- have all necessary contact details of the lone worker
- attempt to contact the lone worker if contact is not made as agreed
- follow agreed escalation procedures and notify the headteacher of any incidents.
- Contingency arrangements will be in place for a member of staff to take over the 'buddy' role in case the nominated person becomes unavailable.
- Where there is a genuine concern about the whereabouts or safety of a lone worker, the headteacher will use the information held on record to try and ascertain the whereabouts of the worker. If contact cannot be made, the headteacher will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.
- All lone workers will be provided with a mobile phone and other personal safety equipment where necessary. Lone workers will ensure they have all of their provided personal safety equipment with them prior to lone working and that the equipment is working.
- Lone workers will avoid organising meetings where they will be alone with an individual or group. Where this is unavoidable, the lone worker will obtain prior approval from their line manager who will make any arrangements to ensure the staff member's safety. Any appointments of this nature will be recorded.
- Lone workers will have access to adequate first aid facilities and mobile workers will carry a first aid kit suitable for treating minor injuries.
- Under no circumstances should a lone worker compromise their personal safety. If a lone worker feels in danger, they will remove themselves from the situation immediately.
- Home visits

Lone workers should notify their 'buddy' of any home visits they are making, which includes details of the following:

- the address the lone worker is visiting
- details of the persons whom they are visiting
- a known contact number for the lone worker and the persons they are visiting
- how long the lone worker expects to be at the location.

Once in place, appointment arrangements should be adhered to. The lone worker will notify the headteacher of any changes to their schedule.

Visits deemed high risk, e.g. where there is a history of violence or the location is high risk, will only be undertaken if absolutely necessary. In these cases, the lone worker may request a meeting in a more suitable location or to be accompanied by another member of staff. A Home Visit Risk Assessment will be undertaken where necessary.

During a home visit, the lone worker will:

- carry an ID badge and be prepared to identify themselves

- carry out a '10 second risk assessment' when they first arrive at the location. If they feel in danger, they should have an appropriate reason to not enter the house and arrange an alternative appointment
- be aware of any animals in the house and ask for them to be secured in a separate room
- ensure that they shut the door behind them and make themselves familiar with the door lock in case an emergency exit is required
- not position themselves in the corner of a room or in a situation where it is difficult to escape
- remain calm and focussed at all times and keep their possessions close to them.
- Safeguarding

Where a lone worker is required to work with pupils, physical intervention will only ever be used as a last resort and will be conducted in line with the Manual Handling Policy.

If a lone worker is required to conduct one-to-one sessions with pupils, the following guidelines will be adhered to:

- a full and appropriate risk assessment will be undertaken prior to any sessions taking place
- the Child Protection and Safeguarding Policy will be adhered to at all times
- full and ongoing training regarding child protection, physical restraint and the use of reasonable force will be provided to the worker
- meetings or sessions will never be held in remote or secluded areas
- at least one other member of staff will be informed of when and where a one-to-one session is taking place
- the lone worker will not use 'engaged' or equivalent signs on rooms used for one-to-one session
- doors will be kept open during sessions – where this is not possible, the worker will ensure both parties are visible through a window
- when holding the session, the worker will talk to the pupil with a desk between them, or otherwise arrange the room or environment to avoid unnecessary physical contact
- both parties will sit near to the door during sessions
- if a pupil becomes emotionally distressed or angry, the worker will seek assistance and a record will be kept of the incident.

Any allegations against a lone worker will be dealt with in line with the Allegations and Concerns raised in relation to Staff, Supply Staff, Contractors and Volunteers Policy.

- Safety issues
 - Lone workers will report incidents such as accidents, near misses and threatening situations to the headteacher who will make a record.
 - Lone workers should raise any safety concerns with their line manager, who will arrange for additional precautionary measures to be put in place.

4.17. Manual handling

- Manual handling training will be provided for appropriate members of staff.
- Risk assessments / management processes are in place for manual handling and relate to estate services, science, DT etc.
- Students and staff must only lift equipment and furniture within their own individual capability.
- Where possible, pregnant members of staff will not be assigned manual handling tasks. Where this is unavoidable, pregnant members of staff require risk assessments to be carried out for six months before and after childbirth, in order to ensure physical injury does not occur during manual handling procedures. Pregnant members of staff will not participate in any manual handling which causes them, or the health and safety coordinator, any concern.

4.18. Plant and equipment (including inspection and testing)

- The following equipment will be part of a documented programme of planned inspections by approved inspectors or an appropriately trained member of staff:
 - heating boilers – gas safe certificates
 - legionella (hot water temps, holding tanks, shower heads)
 - fire alarm system – main system, emergency lighting, smoke / heat detectors, call points, fire door release mechanisms
 - fire extinguishers / blankets
 - burglar alarms
 - portable electrical equipment
 - mobile elevating work platforms (MEWPS)
 - passenger lifts and hoists for disabled persons
 - sports equipment – climbing wall / trampoline, horse, fixed gymnasium equipment
 - five year electrical test – note: the duration between tests is not always 5 years dependent on the state of the system being checked and it can be from months to 5 years dependent on the electrician's findings
 - minibus and/or van – MOT, service and weekly visual checks
 - mowers – servicing
 - autoclave
 - kitchen and classroom appliances – gas safe certificate
 - drinking water dispensers
 - fume cupboards and other extraction systems - all electrical appliances
 - workshop equipment, e.g. lathes, kilns
 - ladders.
- Protective clothing / gloves / masks / helmets and suitable footwear must be provided and used by technicians and estates staff, when required.

- Staff and students must be provided with, and use, protective glasses / eye shields in all workshops and laboratories.
- Visitors must be provided with protective clothing, as appropriate.
- Contractors are expected to provide their own PPE.
- Students and staff operating machinery must have received instruction and training prior to use. Training for staff must be updated every three years and appropriate risk assessments undertaken, where appropriate.
- When new equipment is purchased, it is the responsibility of the Head of Department, with assistance from the Health and Safety Officer at each site as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

4.19. Playground equipment

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained.
- A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.
- Annual inspection of PE equipment is completed by a competent person.

4.20. Playground supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

4.21. Risk management / assessments

- Controls to eliminate or manage risk are in place by way of risk assessments.
- Head Teachers have overall responsibility for ensuring potential hazards are identified and risk assessments are completed across the school.
- The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the Head Teacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.
- Our Trust maintains a comprehensive set of risk assessments that cover curriculum-based activities in school and the running of the academy buildings and grounds.
- School leadership teams will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for educational visits which must be reviewed each time the visit takes place).

4.22. Security

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings must only be

used in the event of emergencies, or as access to the playground as appropriate, but must be kept secure at all times.

- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.
- Staff will be required to wear their identification badges at all times and, if safe to do so, must be visible at all times.
- CCTV systems may be used on some sites to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the Trust's Data Protection Policy.
- Any money held on school sites will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school finance office and staff should not be placed at risk of robbery.
- Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.
- All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

4.23. Slips, trips and falls on the level

- Precautions such as a regime of cleaning, are in place to prevent slips and trips on wet or contaminated floors.
- Precautions will be taken to ensure surfaces are kept safe during periods of ice or snow i.e. absorbent floor mats near entrances.
- Premises will be suitably maintained and well-lit to prevent slips and trips on loose floor coverings, trailing leads or other obstructions on the floor.
- In areas of higher risk, such as food preparation, flooring will be provided that is suitable for the environment.

4.24. Smoking

All of the Trust's sites are non-smoking premises and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

4.25. Snow and ice

- A plan has been produced outlining the main pedestrian routes that the estates site staff will strive to keep open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear, the Head Teacher is informed immediately and this information contributes to any decision to close the academy.

4.26. Stress at work

- Proactive – the Trust templates for stress risk assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced.
- Reactive – individuals who are identified to be suffering from excessive levels of stress (created by work or personal issues) are supported in accordance with our Trust's welfare policies and, if necessary, by accessing an employee health and wellbeing service.

4.27. Training

- Compliance with health and safety training needs are assessed as part of an individual's annual personal and professional development.
- Training needs may also be identified as part of a risk assessment process.
- Role specific training needs are identified and, where applicable certified; and in-house training is arranged.

4.28. Visitors to individual academy sites

- In line with visitor procedures for safeguarding, all visitors to academies must sign-in at the main reception and show a form of identification such as a passport or driving license. Visitors without identification must be met at reception by the member of staff they are visiting.
- Visitors must be collected from main reception by the member of staff concerned or escorted to the appropriate area of the academy.
- Visitors attending open evenings, performances and other similar events should not sign-in or show identification as such events are low risk and visitors will not be left unsupervised with students as there are lots of adults in attendance.
- Hirers of academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking. For further details, refer to the Lettings Policy.
- Whilst on site, all visitors and contractors must wear an academy visitors badge, which must be visible. Temporary teaching staff on cover duties will be required to indicate their presence and sign-in at the main reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors' badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the main reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the main reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the main reception for a '999' call may be quicker than using the internal telephone system. Please also refer to the academy's lockdown procedures.

4.29. Working at height

- Work at height will be avoided and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised.

- Roof work – safe access will be provided and access will be restricted to competent persons to prevent falls from edges and openings.
- Fragile surfaces will be identified and avoided and where they cannot be avoided, access will be strictly controlled.
- Ladders – where there is a requirement to use ladders staff will be trained and supervised and equipment inspected and maintained.
- Estates staff who undertake working at heights will receive certified training as appropriate.
- Teaching and other staff who assist in putting up displays in school, will be given appropriate in-house training i.e. Toolbox Talks.
- It is the responsibility of the individual concerned to ensure all necessary precautions and safety measures are adhered to at all times, in accordance with their instructions and training.
- Any person who becomes aware of circumstances involving work at height, where the existing control methods are ineffective must inform the Head Teacher as soon as possible.

4.30. Emergency / crisis planning and response:

- In the event of an emergency such as a pandemic, flood or adverse weather; business continuity plans and related procedures are in place across our Trust to respond to such incidents. Reference should be made to the Trust Business Continuity Plan and Management of Critical Incidents Policy.

5. Monitoring, evaluation and review

- 5.1. Our Trust will review this policy regularly and assess its implementation and effectiveness.
- 5.2. Academy Head Teachers and the Trust Estates Lead will ensure a schedule of health and safety management is in place to assist the academy in meeting its duties as an employer. This may include:
- schedule of hazard identification and risk assessment
 - inspections
 - direct observations of staff compliance
 - managerial reports termly / annually, as appropriate
 - surveys
 - investigations of good practices / incidents / documents
 - record keeping information are supervised at all times.