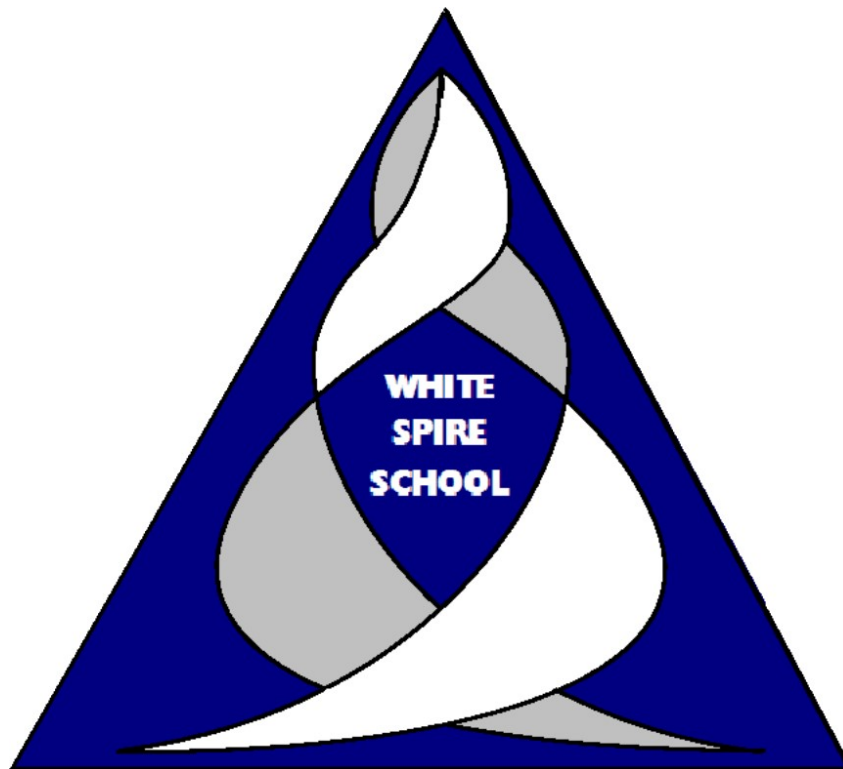


# Health & Safety Policy

## White Spire School



**Written by:** Finlay Douglas

**Last reviewed on:** September 2021

**Next review due by:** September 2022

**HEALTH AND SAFETY STATEMENT**

## WHITE SPIRE SCHOOL

### 1. STATEMENT OF INTENT

The Governing Body of White Spire School will take all steps within its power to meet its responsibilities under the Health and Safety at Work etc Act and other health and safety legislation relating to its activities.

This Health and Safety Statement describes our organisation and arrangements for the management of health and safety within the School. It should be read in conjunction with the Council's Health and Safety Policy Statement and organisation and arrangements including the approved scheme for the local management of schools.

*Text in Italics indicates sources of advice, or other advice from the Director of Education & Library Services (DELS).*

### 2. ORGANISATION

#### 2.1 Responsibilities of Governing Body

The Health and Safety Statement sets out the principles by which some of the LEA's responsibilities as an employer have been delegated or devolved to governing bodies. The list, which follows, is a summary of those delegated or devolved responsibilities.

The Governing Body will:

- (i) formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in the School. The Statement will comply with: the Council's Health and Safety Policy Statement; The Education Service's organisation and arrangements and Codes of Practice and Codes of Safe Working Practice and be reviewed at least once a year;
- (ii) implement new arrangements as necessary;
- (iv) provide appropriate resources from within the School's delegated and devolved budgets to implement the arrangements set out in this Statement and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (e.g. premises and equipment maintenance, staff training);
- (v) receive from the Headteacher, or other appropriate members of staff, reports on health and safety matters and report to the LEA, or other external body as appropriate, any hazards which are their responsibility, or which the Governing Body is unable to rectify from its own resources;
- (vi) seek appropriate specialist advice from the LEA and/or others on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- (vii) promote high standards of health and safety in the School.

#### 2.2 Duties of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to employees, e.g. the Headteacher. All employees should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the

interests of health, safety or welfare;

- report to their line manager\* any serious and immediate danger to health and safety;
- report to their line manager\* any shortcomings in the arrangements for health and safety;
- follow instructions when using any machinery, equipment, dangerous substance or safety device;
- only use equipment when satisfied that they are competent to use it.

\* Headteachers should, in general, report to the Governing Body

Disciplinary action may be taken against anyone disregarding safe working practices.

### **2.3 Responsibilities of the Headteacher or Other Designated Person**

The Headteacher and Health and Safety Co-ordinator will:

- (i) have overall responsibility for implementing the School's health and safety arrangements as assigned by the Governing Body or Headteacher;
- (ii) be the focal point for day-to-day references on health and safety at the School and give advice or indicate sources of advice;
- (iii) report to the Director of Education hazards which cannot be rectified immediately or from within the resources of the Governing Body;
- (iv) stop any misuse of equipment etc. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service);
- (v) arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- (vi) ensure that instructions from the Local Education Authority on health and safety matters are reported to the Governing Body and/or implemented as appropriate;
- (vii) seek specialist advice on health and safety matters when necessary.

### **2.4 Responsibilities of Other Employees**

- (i) responsibilities listed in paras. 2.1 - 2.3 of this Statement;
- (ii) responsibilities allocated in the Arrangements (Section 3) of this Statement, and;
- (iii) responsibilities listed in Annex One to this Statement

details of individual responsibilities are included in job descriptions and person specifications, in order to assist personnel selection and training.

## **3. ARRANGEMENTS**

### **3.1 Fire and Other Emergencies**

- 3.1.1 Emergency procedures exist covering a range of situations (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident) which will or may arise.

These documents should be kept in the positions indicated.

Type of emergency procedure

Location(s)

**1. Fire Evacuation Procedure**

**Copy in all classrooms**

**2. First Aid Procedure** **By first aid supplies around school**

**3. Other Emergency procedures** **Details on staff room notice board**

**4. Code Red** **Copy in all classrooms**

3.1.2 In an emergency a responsible person is to clear the area of people, take appropriate immediate action, e.g. close doors, isolate services, call emergency services and summon the **Headteacher or Deputy Headteacher** to arrange follow-up action.

3.1.3 Once emergency procedures have been put in hand the **Headteacher Site Manager or Health and Safety Coordinator** will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document, which is kept in the Headteacher's office.

*FIRST PRIORITY: in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.*

*SECOND PRIORITY: call the emergency services where necessary.*

*THIRD PRIORITY: safeguard premises and equipment, if possible.*

3.1.4 **The Headteacher** is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.

3.1.5 Fire drills are held termly and are initiated by The Health and Safety Coordinator.

3.1.6 Emergency lighting is tested on a 6 monthly basis.

3.1.7 The Site Manager keeps details of the positions of the following isolation points - water, electricity, and gas.

3.1.8 Evacuation of disabled people including arrangements for place of refuge are in place, pupils with specific difficulties have a Personal Emergency Evacuation Plan (PEEP) in place which is updated at least yearly.

### **3.2 Fire Prevention and Detection Equipment Arrangements**

3.2.1 The Site Manager is responsible for initiating the test of the following systems and ensuring that record sheets are completed which are kept in the places indicated below:

<u>System Type</u>	<u>Location of Test Records</u>
1. <b>Fire Alarm</b>	<b>With Site Manager</b>
2. <b>Smoke/Heat Detection</b>	<b>With Site Manager</b>
3. <b>Water Testing</b>	<b>With Site Manager</b>

3.2.2 Health & Safety co-ordinator and Site Manager are responsible for conducting a visual inspection of fire fighting equipment.

3.2.3 A contractor is responsible for conducting the annual test of fire fighting equipment.

*Guidance - See Health and Safety Handbook Section 4.1.*

### **3.3 Hazard Reporting, Risk Assessment and Safety Signs**

3.3.1 **All employees and governors** should report hazards of which they become aware.

3.3.2 Site Manager is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs, which comply with the regulations where necessary.

*Guidance - See Health and Safety Handbook Section 1.6*

### **3.4 First Aid**

- 3.4.1 Employees who have been trained to First Aid at Work level can be found in the appendix of the first aid policy.
- 3.4.2 On expiry of certificates or when an employee who has been trained as a first aider leaves the School, the Lead First Aider will make arrangements for another person to be trained to replace them. Copies of certificates are kept in the main office.
- 3.4.3 The names of current first aiders are emailed to staff by the Lead First Aider. A first aider is attached to each Key Stage.
- 3.4.4 First aid boxes are kept at the following points in the School.

**Food Technology, Science Room, 6<sup>th</sup> Form Common Room, Kitchen, 1<sup>st</sup> Aid Room, Tool Shed, mini-buses, Car, Construction Room**

- 3.4.5 Travelling first aid boxes are kept at the following points in the school

#### **Medical room**

- 3.4.6 Designated First Aider will make a monthly check on the contents of boxes.
- 3.4.7 Use of first aid materials and deficiencies should be reported to the designated First Aider, who will arrange for replacement.
- 3.4.8 First aid record books are kept in the following places in the School.

**First Aid Room** (for minor scrapes and major incidents/reporting to MKHSE)

- 3.4.9 Details of contact numbers for the nearest hospital casualty department and other medical services are kept:

#### **At Reception**

### **3.5 Accident and Dangerous or Violent Incident Reporting and Investigation**

- 3.5.1 **An employee** who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book, which is kept in reception as soon as possible afterwards.
- 3.5.2 Accident reports should be drawn to the attention of and counter-signed by the Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work he will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he will report the accident in accordance with the Council's procedures.

*Guidance - See Health and Safety Handbook Section 2.1.*

### **3.6 Entering and Leaving the Premises**

- 3.6.1 Site Managers and senior teachers are responsible for opening and securing the building as necessary. The procedure is set out (including disarming of intruder alarms where appropriate) in the Opening and Securing Leaflet. All Key Holders have a copy which they keep in a secure location.
- 3.6.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Headteacher

*Guidance - See Health and Safety Handbook Section 4.2.*

### **3.7 Maintenance of Premises and Housekeeping**

- 3.7.1 All corridors, passageways and gangways should be kept clear of rubbish and obstructions. Teaching staff will make a daily check. **All employees** are required to co-operate with decisions taken as a result of this check.
- 3.7.2 An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard, should report to the health and Safety Coordinator or Site Manager by verbal means or desktop reporting system.
- 3.7.3 Defective furniture should be reported to the Health and Safety Coordinator or Site Manager.
- 3.7.4 The Health and Safety Coordinator is responsible for authorising repairs, which are the School's responsibility; e.g. replacement of damaged glazing, under the delegated budget and /or LMS arrangements.
- 3.7.5 Schools with devolved budgets  
The Health and Safety Coordinator is responsible for determining the programming of structural maintenance works, having taken into account the works identified in the Council's annual inspection. The Health and Safety Coordinator is responsible for making arrangements for dealing with asbestos in compliance with the Council's policy, in particular when arranging adaptations or improvements.

### **3.8 Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes**

- 3.8.1 The governor's buildings committee is responsible for submitting proposals to the Director of Education FAO Education Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by an external body or PTA.

*Guidance - See LMS Handbook Section P 2.*

### **3.9 Training**

- 3.9.1 The Headteacher will draw health and safety responsibilities, and the Council's and school's health and safety arrangements to the attention of employees as part of their induction training.
- 3.9.2 Training records are kept in the main office, staff will identify health and safety training needs and request attendance on courses through the Headteacher.
- 3.9.3 The Headteacher is responsible for the School's training plan. It may be included in the School's development plan.
- 3.9.4 Where certificates of competence are required for potentially hazardous activities. The main office is responsible for keeping records of training undertaken and the validity of certificates, staff identify and arrange refresher training when necessary.
- 3.9.5 Employees who feel that they have need for health and safety training of any kind should contact the Headteacher in writing.
- 3.9.6 The Health and Safety Coordinator is responsible for reviewing the effectiveness of health and safety training.

*Guidance: see Health and Safety Handbook Section 1.7.*

### **3.10 Work Equipment**

#### **3.10.1 Specific Risks**

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to those detailed in the chart on page 8: -

	<u>Person Responsible For Selection/Risk Assessment</u>	<u>Persons Authorised to Use/Operate</u>	<u>Persons Authorised to Inspect and Arrange Repairs</u>	<u>Frequency of Inspection</u>
1. Access Equipment (e.g. ladders, mobile access platform)	Site Manager	Site Manager	Site Manager	Each use
2. Caretaking and Cleaning Equipment (including Hand tools)	Site Manager	Site Manager + Cleaners	Site Manager	Annually
3. Grounds Maintenance Equipment	External Contractors Responsibility			
4. PE and Play Equipment	Head of PE Site Manager	All teaching + support staff	PE co-ordinator + Site Manager	Annually
5. Laboratory Apparatus	RA Lead Head of Department Headteacher	All teaching & Support staff	Head of Department	on use
6. Technology Equipment.	RA Lead Teaching Staff	All teaching & Support staff	Site Manager	Annually
7. Stage Lighting Equip	RA Lead Site Manager	IT Manager	IT Manger	Annually
8. Mobile Staging and Seating/Pianos	IT Manager RA Lead Site Manager	Site Manager	Site Manager	Annually
9. Portable Electrical Appliances	MK annual inspection	Site Manager	Site Manager	Annually
10. Respiratory Protective Equipment	RA Lead Site Manager	Site Manager	Site Manager	Annually
11. Disabled Access Equipment (e.g. Lift)	Site Manager	All Staff	Site Manager	Annually
12. Gas Appliances for Curriculum use (e.g. Cookers)	Teaching Staff Site Manager	All Staff	Site Manager	Annually

\* Equipment in these categories with restricted use to be identified on a separate list

### 3.10.2 Portable Electrical Appliances

Person responsible for fitting replacement or new plugs and checking fuse rating before they are brought into use is the Site Manager.  
External Contractors annually PAT test all relevant equipment.

### 3.10.3 Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety e.g. wood/ metal/plastics working machines, kilns and pug mills, spin dryers, paper guillotines.  
Site Manager will

- (i) conduct external contractor to carry out annual check to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and
- (ii) Will take follow-up action (i.e. taking machines out of service) when necessary.

3.10.4 Subject Co-ordinators are responsible for instructing employees and pupils on the correct use of equipment (including use of guards) before the latter are authorised to use it. They are responsible for reporting to Health & Safety co-ordinator any equipment that is not fitted with appropriate safety features (e.g. guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

### **3.11 Safety Inspections**

3.11.1 Health and safety inspections of premises will take place at least once every term. The Assistant Headteacher will initiate them. The nominated person will conduct the inspection jointly with the School's health and safety Governor if possible.

3.11.2 Safety Representative - Inspection and Report Forms will be completed and the top copy will be forwarded to the **Health and Safety Officer**, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes. Responsibility for following up action on the report will rest with Governing Body

*Guidance - See Health and Safety Handbook - Section 1.3*

### **3.12 Provision of Information**

3.12.1 The Headteacher is responsible for distributing all health and safety information received by the School from the CEO or elsewhere and for the maintenance of a health and safety information references system.

3.12.2 All employees have been informed of existing information held on the School site, relevant to them, by Health and Safety co-ordinator and have signed to confirm they have read and understood them. New employees will be informed of all relevant health and safety information as part of the induction process.

3.12.3 All health and safety documentation is kept in, or with, the Departmental Health and Safety Handbook, which is kept by the Health & Safety Coordinator and is readily available for reference, by all employees. This is the master file. The exception is where information is more appropriately kept at a particular location (e.g. risk assessments for the use of hazardous substances). In such cases, Health & Safety co-ordinator will inform the relevant employees of the location and information kept on these files. A record of the content and location of these files will also be kept on the master file by Health & Safety co-ordinator.

3.12.4 All new health and safety information received at the School will be copied. The original will be kept on the appropriate file. Headteacher will decide on the circulation of each document. Employees will sign to confirm they have read and understood the information. Health & Safety co-ordinator will also display a copy of the information for two weeks on the School health and safety notice board. The noticeboard is sited in staffroom and has an abstract of the Health and Safety at Work Act 1974 in place.

### **3.13 Curriculum Planning (e.g. Educational Visits, Work Experience)**

3.13.1 Evolve is used to share visit information for hazardous visits and journeys. Particular activities requiring the approval of specific persons are identified as follows: -

Hazardous educational visits or including overnight stay - Head Teacher + MK Officer

Educational visits (not including overnight stay) – Headteacher and Assistant Head

Work experience placements - Headteacher

Use of School transport - Headteacher

*Guidance - See Health and Safety Handbook Section 12*



### 3.14 Dangerous Substances

3.14.1 Inventories of dangerous substances used in the School are maintained by the following employees,

Name/Post	Type of substance)
Site Manager	Cleaning Materials
Science Co-ordinator	Chemicals & Solvents
Technology & Construction Co-ordinators	Dust, Glues, Paints & Solvents

3.14.2 Local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually, and tested by Fire Protection Services. Health & Safety co-ordinator is responsible for ensuring that report forms are available for reference.

*Guidance - see Health and Safety Handbook Section 5.4. and 5.5.*

### 3.15 Manual Handling

3.15.1 The following employees Site Manager, Fire Wardens, Allocated Staff, Heads of Department & Kitchen Staff. are responsible for maintaining an audit of the manual handling activities in the school and for bringing forward proposals to avoid the activity, where practicable, or reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

### 3.17 Personal Protective Equipment (PPE)

3.17.1 Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. **All employees** are responsible for informing Subject co-ordinator or Site Manager as soon as they become aware of a need to repair or replace PPE which they use.

3.17.2 Subject co-ordinators or Site Manager will be responsible for replacing worn PPE.

3.17.3 PPE will be inspected as part of the safety inspection, by the Site Manager and Health & Safety co-ordinator or more frequently if required. Similarly a quarterly (or more frequent) check is to be made that PPE is being used by employees and pupils by Subject co-ordinators.

3.17.4 Arrangements for laundering soiled PPE (e.g. overalls contaminated by blood or body fluids) are as follows:  
- use of school laundry resources.

### 3.18 Waste Management and Cleaning Arrangements

3.18.1 The cleaners and the Site Manager collect waste daily, and will arrange for its safe storage in appropriately sited secure containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Site Manager who will arrange for its disposal.

3.18.2 All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Site Manager who will arrange for them to be dealt with.

3.18.3 Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. When collecting soiled laundry gloves are to be worn and laundry bagged and labelled. Advice may be sought from Health & Safety co-ordinator.

3.18.4 Site Manager is responsible for informing the Waste Authority of any items of general waste to be

collected by it but not covered by the general waste agreement with the LEA.

- 3.18.5 The cleaning arrangements for the School are set out in the cleaning policy.
- 3.18.6 An employee who is concerned that cleaning arrangements are causing a hazard, which cannot be rectified immediately, should report the matter to Health & Safety co-ordinator who will assess whether the arrangements can be changed.

### **3.19 Use of Premises Outside School Hours**

- 3.19.1 Site Manager is responsible for informing other users of the building of the presence of any hazards, which they may encounter, and how the risks have been controlled.
- 3.19.2 Site Manager is responsible for checking that the premises are left in reasonable order by other users before locking up.

### **3.20 Safety Representatives and Safety Committees**

- 3.20.1 An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. He/she will be offered facilities in accordance with the Authority's Code of Practice.
- 3.20.2 Schools with an established safety committee  
The constitution, membership and the minutes of the School Safety Committee (Buildings) are kept in governor's file *Guidance: See Health and Safety Handbook Section 1.4*

### **3.21 Visitors and Contractors**

- 3.21.1 **All visitors and contractors** should report on arrival on site to Main Office who will:
- (i) identify a contact person;
  - (ii) ensure all persons sign in and off the premises
  - (iii) issue an identification badge
  - (iv) provide them with relevant health and safety information;
  - (v) remind them of their duties to the School community (if applicable e.g. contractors)
  - (vi) Provide current DBS documentation (persons without DBS will be escorted in their duties)
- 3.21.3 An employee seeing an unidentified person should act in accordance with agreed procedures.
- 3.21.4 The School will normally use contractors on the Council's approved list, where one exists.
- 3.21.5 Responsibility for liaison with contractors, and for matters set out in Appendix 3 of the Code of Practice on the Control of Contractors and the LMS Handbook Section P4, is allocated as follows:
- Building - Cleaning - Site Manager
- Building - Maintenance and Improvements - Site Manager
- Grounds – Maintenance - Site Manager
- Catering – Kitchen Manager
- 3.21.6 The risk assessment for the cash handling arrangements in the school is undertaken by the Site Manager and Headteacher and kept in the Risk Assessment file.

*Guidance: See Health and Safety Handbook Section 9.1. LMS Handbook Section P4*

### **3.22 Supplies (Purchasing/Procurement and Deliveries)**

- 3.22.1 The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

<u>Name</u>	<u>Type of Orders etc</u>
Headteacher	All
Chief Finance Officer	All

- 3.22.2 Deliveries of goods will be reported to Main Office

- 3.22.3 Arrangements for the safe movement and storage of supplies will be made by

Site Manager - Movement

Subject Co-ordinators - Storage

*Guidance: See Health and Safety Handbook Section 8.1.*

### **3.23 Catering**

- 3.23.1 Outside caterers are responsible for registering the food premises with the Environmental Health Officers.

- 3.23.2 Schools with an in-house catering operation

Kitchen Manager is responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards.

*Guidance - LMS Handbook Section M4  
Catering Health and Safety Policy Booklet.*

### **3.24 Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer**

- 3.24.1 Notification of visits and recommendations should be given to the Headteacher who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Governing Body or LEA.

### **3.25 Display Screen Equipment**

- 3.25.1 The following employees are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations.

- 3.25.2 Headteacher is responsible for initiating action required as a result of the assessment.

*Guidance - See Health and Safety Handbook Section 7.3.*

### **3.26 Noise**

- 3.26.1 **An employee** concerned about the noise levels at work should report the matter to the Site Manager who will arrange for remedial action or for an assessment to be made by the **Health and Safety Officer**.

*Guidance - See Health and Safety Handbook Section 13.1*

### **3.27 Smoking**

3.27.1 It is illegal to smoke in the School, its grounds, and in vehicles under its control.

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils whilst on duty.

Where there is residential accommodation on site, smoking is not allowed on site, Anyone wishing to smoke must leave the premises.

The policy applies equally to all people who have business in the school premises including County Councillors, employees, pupils, parents and other visitors.

3.27.2 All job applicants will be informed by the Headteacher of the no smoking policy.

3.27.3 No Smoking signs will be displayed in the School wherever appropriate, determined by the Headteacher.

*Guidance - See Health and Safety Handbook Section 10.2*

### **3.28 Administration of Medicines** (*refer to the administration of medicines policy*)

3.28.1 The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.

3.28.2 Records of requests for the administration of medicines to pupils, which the School has agreed to meet, are kept in the medical room.

3.28.3 The administration of medicines record book is kept in the medical room

### **3.29 Vehicles**

3.29.1 **The Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the School are operated in accordance with the law and with the County Council regulations for the use of vehicles.

3.29.2 School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in paragraph 3.13.

3.29.3 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from The Headteacher (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

3.29.4 The Site Manager is responsible for informing the Council of the acquisition of a vehicle in order that registration, taxing and testing can be arranged.

3.29.5 The Finance Manager is responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Council.

3.29.6 The Finance Manager is responsible for maintaining a list of authorised drivers of School vehicles who have passed the appropriate test.

*Guidance - LMS Handbook Section M2*

*"Regulations for the Use of Vehicles" - available from the Passenger Transport Officer, Civic Offices*

### **3.30 Bullying/Harassment**

3.30.1 All staff follow the School's policy on behaviour including the anti-bullying policy.

3.30.2 Records of bullying incidents and action taken are completed on CPOMS.

3.30.3 The school has adopted the Milton Keynes whistle blowing policy.

### **3.31 Insurance**

3.31.1 In addition to the insurances arranged by the County Council for all LEA maintained Schools, the Governing Body has decided to arrange the following additional cover: -

None taken out.

*Guidance see LMS Handbook Section F3.*

### **3.32 Audit, Review, Performance Measurement and Action Plan**

3.32.1 Health & Safety co-ordinator is responsible for sending a copy of the School's Health and Safety Statement to the Council.

3.32.2 The Buildings Committee is responsible for carrying out:

(i) an annual review of the Statement and its implementation in the School;

(ii) a performance measurement exercise and;

(iii) including action for improvements in the appropriate development plan.

3.32.3 **The Health and Safety Officer** is responsible for external audit of the management of health and safety in the School.

**CONTACTS FOR HEALTH AND SAFETY ADVICE AND ASSISTANCE**

Advice and assistance is available from line managers and from:

Health and Safety Advisor	Tel. No. 07788364785
Advisors and School Support Services (HR-EPM)	Tel. No.01480 431993
Catering General Manager	Tel. No. 691691
Head of Infrastructure (Cleaning and Catering)	Tel. No. 252577
Education Planning (Security)	Tel. No. 253375
Insurance Manager	Tel. No. 0800 335500 (Out Of Hours: 0800 0280336)
Corporate Maintenance Manager	Tel. No. 252745
Passenger Transport Officer	Tel. No.252526
Road Safety Officer	Tel. No. 252764

## HEALTH AND SAFETY STATEMENT - LISTS OF RESPONSIBILITIES

### 1. Governing Body/Individual Governors/Committee

- (i) See Education Service Health and Safety Statement paragraph 2.2.
- (ii) See list on pp 1 - 2 of Health and Safety Statement for responsibilities of Governing Bodies
- (iii) Take any responsibilities from Section 3 of Statement (Arrangements) assigned to the Governing Body corporately or to individual governors or committees

### 2. Headteacher

- (i) See lists on pp 2 - 3 of Statement and paragraph 6 of this annex for duties of a) all employees and b) Headteacher.
- (ii) Take any responsibilities from section 3 (arrangements) assigned to the Headteacher.

### 3. Other Employees in Line Management Positions e.g. Deputy Headteacher, Head of Department, Bursar, some Site Managers

- (i) See lists on p 2 and paragraph 6 of this annex of the Statement for duties of all employees
- (ii) See lists on pp 2 - 3 of Statement for duties assigned to respective employee
- (iii) The following list of responsibilities will normally attach to an employee in such a position unless: they have been specifically allocated to another person and included in their list of responsibilities
  - (a) Implementation of the school's health and safety arrangements within their area of responsibility as directed by the Headteacher.
  - (b) Where necessary, establish, maintain and monitor safe working procedures within area of responsibility e.g. the use, handling, storage and transport of articles and substances.

### 4. Teachers

- (i) See lists on p 2 of the Statement and paragraph 6 of this annex of the Statement for duties of all teachers.
- (ii) See lists on pp 2 - 3 of statement for duties assigned to respective employee
- (iii) The following list of responsibilities will normally attach to a teacher unless: they have been specifically allocated to another person and included in their list of responsibilities or they are not relevant to the school.
  - (a) Exercise effective supervision of the pupils, be aware of the emergency procedures and carry them out when necessary
  - (b) Be aware of safe systems of work to be adopted in their teaching area and apply them as necessary

- (c) Give clear instructions and warning of hazards and safety measures before work starts and as and when necessary.
- (d) Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons, in particular, and ensure that control measures are appropriately deployed.
- (e) Ensure that personal protective equipment is used, where required by a risk assessment.
- (f) Exercise careful control of products to be made during practical lessons, including researching appropriate regulations e.g. trading standards.

NB these duties also apply to students who are allocated to the school for teaching practice/observation.

#### **5. Site Managers/Site Maintenance Employees**

- (i) see lists on p 2 of Statement and paragraph 6 of this annex for duties of all employees
- (ii) see lists on pp 2 - 3 of Statement of duties assigned to respective employee.
- (iii) The following list of responsibilities will normally attach to an employee in such a position unless they have been specifically allocated to another person and included in their list of responsibilities.
  - (a) Ensure, so far as is reasonably practicable, that the toilet facilities are maintained in a clean and hygienic condition, adequately ventilated and supplied with adequate facilities for washing (e.g. soap, towels).
  - (b) Ensure, so far as is reasonably practicable, that the school grounds, including playgrounds and playing fields are safe and free of broken glass, dog fouling and other hazards.

#### **6. All Employees - Additional Duties Arising from Employees Arrangements**

- (i) Check, as far as is reasonably practicable, that classroom/work area and equipment is safe before use.
- (ii) Ensure the safe use, transport, handling and storage of articles and substances for which they are responsible
- (iii) Inform their line manager of any concerns they may have about the safety of a particular task (e.g. manual handling) in order that they may assess and, if appropriate, modify the system of work, or refer the matter to the CEO for advice
- (iv) All employees are responsible for directing colleagues, visitors or pupils with due regard to health and safety (e.g. manual handling operations).

#### **7. Lone Working**

In accordance with this policy White Spire School and the Governing Body has a legal duty to ensure the health, safety and welfare of its employees while they are at work. At any given time there may be a number of employees who work alone occasionally. The School and the Governing Body has a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and the employees have responsibilities to take reasonable care of themselves and others in lone working situations. To that end a detailed Lone Working Policy has been produced and is included at Appendix 1



## **8. Responsibilities of Pupils**

- (i) Exercise personal responsibility for the safety of themselves and others with whom they work
- (ii) Observe all the health and safety rules of the school
- (iii) Observe standards of dress that are consistent with high standards of health, safety and hygiene
- (iv) Listen to and follow the instructions of any member of staff specially in an emergency
- (v) Use and not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.

## White Spire School

### Lone Working Policy Framework Code Of Practice

#### 1. INTRODUCTION

1.1 White Spire School and the Governing Body has a legal duty to ensure the health, safety and welfare of its employees while they are at work. At any given time there may be a number of employees who work alone occasionally. The School and the Governing Body has a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and the employees have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

#### 2. PURPOSE

2.1 The aim of this policy is to outline the School and Governing Body's responsibilities towards staff working alone by:

- Defining what "lone working" is
- Taking action to reduce risk to lone workers
- Ensuring that all employees are aware of their responsibility to notify someone else if they are working alone.

#### 3. SCOPE

3.1 This policy applies to all WHITE SPIRE SCHOOL employees, including temporary workers, those employed on a casual basis, and volunteers.

3.2 This policy should be read in conjunction with the Health and Safety Policy, and reviewed whenever the Health and Safety Policy is reviewed.

#### 4. DEFINITION

- 1.1 The Health and Safety Executive (HSE) defines lone works as those "who work by themselves without close or direct supervision". They may include:
- People working separately from others in a building
  - People who work outside "normal" hours
  - People who work away from their fixed base without colleagues, e.g. visiting people in their homes
  - People who work at home

4.2 The definition can cover employees in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures. This policy will refer to high risk and low risk activities.

4.3 Some employees may spend most of their working lives working with others, but find themselves working alone occasionally, for example, when working late. Others will work alone on a daily basis. This policy will refer to frequent lone workers and occasional lone workers.

#### 5. POTENTIAL HAZARDS OF LONE WORKING

5.1 People who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid.
- Violence or the threat of violence.
- Fire.
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment.

- Lack of safe way in or out of a building (e.g. danger of being accidentally locked in).
- Steps can be taken to reduce the risks of all these events.

5.2 The perception of these hazards or the actual risks may be different for different people. For example the inexperienced or young workers may underestimate the risks of an activity; some workers may feel particularly vulnerable to violence away from the workplace or after dark; or a medical condition may make it unsafe for an individual to work alone.

5.3 The Headteacher must consider these factors when doing risk assessments. If there are lone workers within an area the Headteacher must take appropriate steps to reduce the risk, particularly for frequent lone workers or lone workers engaged in high-risk activities. They should consider:

- Does the workplace present any special risk to a lone worker?
- Can all the equipment, substances and goods used on the premises be safely handled by one person? Is any manual handling involved safe for a single person?
- Is there a risk of violence or the threat of violence? Is the nature of a visit or the person being visited likely to increase the risk? Will the employee be alone in a dark or remote location?

## 6. MEASURE TO REDUCE THE RISK OF LONE WORKING

6.1 SUPERVISION Lone workers are by definition not under constant supervision. However, the Headteacher can ensure that employees understand the risk associated with their work and the relevant safety precautions. They can put into place arrangements for the individual to contact someone if they need additional guidance. Occasional site visits may be appropriate, particularly if there are high-risk activities. Regular contact by phone or radio may be appropriate. The Headteacher should assess what level of supervision is required.

### 6.2 REPORTING BACK

6.2.1 A system should be in place to ensure that a lone worker returns to their base or their home at the completion of a task away from the normal workplace.

6.2.2 For occasional lone workers or low risk lone workers, a system of telling a colleague where they are going and when they are expected back; arranging to ring the office at the conclusion of a visit or call; issuing a mobile phone to enable the office to contact the employee if the employee's return is overdue. Use of diary systems or notice boards to indicate whereabouts will perhaps form part of this system. However, the system should ensure that the return of the worker or a call from them is actively expected and waited for, and that action is taken to contact them if they do not return or the call is not made. All employees involved share a responsibility to maintain such informal systems for safe lone working.

6.2.3 The Headteacher should also consider the members of staff who meet with customers or clients on a one to one basis on school premises. Whilst they are not alone in the building, they may be alone with the client in a place where other colleagues cannot see them. Headteachers should consider systems for ensuring that they have emerged safely from such a meeting and systems for raising an alarm if necessary (e.g. panic alarms).

6.3 ACCIDENTS AND EMERGENCIES Lone workers should be capable of responding correctly to emergencies. This should include being made aware of special arrangements for out of hours incidents. First aid may be available, or it may be prudent for an individual frequently working away from the base to carry a basic first aid kit if there is a foreseeable risk of injury. It is also necessary for employees working alone in a building or part of a building to let the building security know they are there, so they can be accounted for in case of fire.

6.4 TASKS NOT SUITABLE FOR LONE WORKING Risk assessment will identify the hazards of work. When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place, or the C-16 work reassigned to another worker or done in hours when the worker is not alone. For example, a worker who arrives before other colleagues may be instructed not to attempt heavy manual lifting until other colleagues arrive to assist.

### 6.5 VIOLENCE AT WORK

6.5.1 Employees who undertake home visits must use a system to check addresses they are due to visit so they can take advice on how to reduce the risk (e.g. not visiting alone, meeting the person at another location). Employees must ensure that violent incidents are reported to ensure that the risk can be communicated to employees in other areas of the Council who may visit the same address for an unconnected reason.

6.5.2 The risk of violence may not be directly related to a particular property. It may be associated with environmental issues like working alone outside after dark, or a situation may arise where there was no previous history of incidents. Employees likely to be lone workers in such situations should be trained in dealing with difficult people, in ways to recognise a risk and in behaviours which may reduce the risk (up to and including terminating the visit).

## **6. CONCLUSION**

Establishing safe working for lone workers is no different from organising the safety of other employees, but the risk assessment must take account of any extra risk factors. Headteachers must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All employees, including lone workers, are responsible for following safe systems of work and all employees can take simple steps to reduce the risks associated with their normal working life. **MINIMUM ESSENTIAL REQUIREMENTS:** Any member of staff working alone should have access to a telephone and first aid equipment. Staff should be aware of accident reporting procedures and how to raise the fire alarm should the need arise. Any member of staff working alone should advise a relative, friend or neighbour of the time they expect to return home so that if they do not arrive further action can be taken.