

# Longfield Academy

## Health and Safety Policy

**Accepted by:** Board of Directors December 2018  
**Leadership Team Lead Reviewer:** Trust Business Manager  
**Review Cycle:** 1 Year  
**Last reviewed:** N/A  
**Date for next review:** December 2019

### Contents

- 1.0 Introduction
- 2.0 Foreword by Head of School
- 3.0 Health and Safety Policy Statement
- 4.1 Organisation
- 4.2 The Board of Directors
- 4.3 Trust Business Manager
- 4.4 The Head of School
- 4.5 The School's Health and Safety coordinator
- 4.6 Heads of Departments
- 4.7 Classroom Teachers
- 4.8 Students
- 4.9 Health and Safety Representatives
- 5.1 Arrangements
- 5.02 Introduction
- 5.03 Health and Safety Committee
- 5.04 Accident Reporting
- 5.05 Accident Investigation
- 5.06 First Aid
- 5.07 Fire Safety
- 5.08 Risk Assessment
- 5.09 Safeguarding
- 5.10 Electrical Safety
- 5.11 Safety Training
- 5.12 COSHH
- 5.13 Display Screen Equipment
- 5.14 Traffic Management
- 5.15 School Transport
- 5.16 Safety of Visitors including Contractors
- 5.17 Violence to Staff
- 5.18 Stress
- 5.19 Manual Handling
- 5.20 Machinery and Equipment
- 5.21 Legionellosis
- 5.22 Asbestos awareness
- 5.23 School Visits
- 5.24 Personal Protective Clothing
- 5.25 Blood Borne Viruses (BBV's) and Sharps Disposal
- 5.26 Lone Working
- 5.27 Working at Height
- 6.0 Monitoring the Policy
- 7.0 Policy Review

Appendix A Visitor guidance and guidance for on-site contractors  
Appendix B Health and safety guidelines for evening classes

## 1.0 Introduction

The following statement of the school's general policy with respect to the health and safety of its employees and students while at work, and the organisation and arrangements presently in force for carrying out that policy, has been prepared in accordance with the Health and Safety at Work Act 1974. Avec's Health and Safety Advisor will review the policy at least annually.

A copy of this policy will be made available to all staff. Staff in addition to the policy will have access to support and advice in order to implement and comply with the policy and procedures.

## 2.0 Foreword by Head of School

Longfield Academy of Sport recognises and accepts its legal responsibilities for the health, safety and welfare of its employees and the health and safety of any other person who may be affected by its activities. To this end it aims to apply and enforce all current legal requirements, together with appropriate safety measures. In addition, where practicable the school will attempt to continuously improve the health and safety at work of all its members, by operating a proactive policy of reducing hazards over and above the requirements of legislation. This will be done within a clearly defined safety management structure by the dissemination of appropriate guidance, instructions and information and auditing procedures.

While recognising its own responsibilities in the matter of health and safety at work, the school requires the co-operation of all members, staff, students and visitors, in meeting these obligations. The school believes that health and safety at work is the responsibility of all those at work. It will encourage employees to take an active role in ensuring that a safe working environment is maintained. This will be done by providing a clear reporting route for accidents and incidents and encouraging suggestions to improve the working environment.

Communication is considered a vital part of any efficient health and safety management system. Therefore, any member of staff or employee of the school may approach his or her head of department or designated safety committee representative on any matter relating to health and safety. Students may approach their tutor as appropriate or their designated safety committee representative on health and safety matters.

*Signed*.....

Head of School

December 2018

This statement will be reviewed in December 2019

### 3.1 Health and Safety Policy Statement

The management of health and safety is regarded as being of the utmost importance for all students, staff and visitors to Longfield School. Therefore, the school recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far, as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment.

The school will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through;

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors;
- Maintaining any place of work under the school's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and students;
- The encouragement of staff to set high standards of health and safety by personal example, in order that students leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the School;
- Keeping the school health and safety policy under at least annual review in order to support the School's policy of continuous improvement and to duly publish any amendments.

This statement will be issued to each new member of staff.

<i>Signatures</i>	<i>Date</i>	<i>Position</i>
.....	.../.../...	Head Teacher
.....	.../.../...	Chair of Board of Directors

## **4.1 Organisation**

Although health and safety within the school is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the school's safety objectives. The Head of School is responsible in conjunction with the Board of Directors for the management of Health and Safety matters within the school. Oversight and co-ordination for health and safety across the school is the responsibility of the Designated Safeguarding Lead. This section outlines the responsibility that each element within the school has towards the health, safety and welfare of those connected with Longfield School.

## **4.2 The Board of Directors**

The Directors of Longfield School shall ensure that when undertaking the management of the school budget all health and safety implications are taken into account.

Health & Safety appears as a standing item on the Board of Directors Agenda. A report is received and matters arising minuted. Furthermore, their main functions are;

- (a) Monitoring the school safety performance (including consideration of inspection reports);
- (b) Prioritising actions where resources are required;
- (c) Ensuring actions are carried out;
- (d) Including health and safety on Directors' meeting's agenda;
- (f) Ratifying the local safety policy.

## **4.3 Trust Business Manager**

The Trust Business Manager can be expected to:

- (a) Undertake duties as directed by the Head of School in pursuance of the school's safety policy.
- (b) Review annually all Health and Safety practices and procedures within the school and to advise, make recommendations and implement as necessary.
- (c) Act as the focal point for day-to-day references on health and safety, and advise or indicate sources of advice.
- (d) Co-ordinate the implementation of safety procedures.
- (e) Maintain contact with outside agencies that are able to offer expert advice.
- (f) Ensure that appropriate and regular inspections of the school are conducted and to check the suitability of working practices.

(g) Ensure that accidents and hazards are recorded and reported as appropriate to the School Health and Safety Advisor, and conduct appropriate remedial action including accident and near miss investigation.

Review annually

- i) Provisions of First Aid arrangements
- ii) Emergency procedures
- iii) Safety procedures
- iv) Safety Induction procedures
- v) All Risk Assessments

#### **4.4 The Head of School**

The Head of School has an overall responsibility for the application of this policy.

The Head of School's main functions are:

- (a) Overall management of all health and safety matters in the school in accordance with the health and safety policy;
- (b) Ensuring risk assessments are carried out;
- (c) Submitting inspection reports to the Directors;
- (d) Ensuring action is taken when suitably recommended;
- (e) Communication of information received on health and safety matters to appropriate people;
- (f) Management of investigations;
- (g) Identifying staff health and safety training needs;
- (h) Liaising with Directors on policy issues and any problems in implementing the health and safety policy;
- (i) Co-operating with and providing necessary facilities for trades unions safety representatives.

#### **4.5 The Designated Safeguarding Lead**

The school's Designated Safeguarding Lead can be expected to;

- (a) Undertake duties as directed by the Head of School in pursuance of the school's safety policy.

(b) Review annually all health and safety practices and procedures within the school and to advise, make recommendations and implement as necessary.

(c) Act as the focal point for day-to-day references on health and safety and advise or indicate sources of advice.

(d) Co-ordinate the implementation of safety procedures.

(e) Maintain contact with outside agencies that are able to offer expert advice.

(f) Ensure that appropriate and regular inspections of the school are conducted and to check the suitability of working practices.

(g) Ensure that accidents and hazards are recorded and reported as appropriate to the AVEC's Health and Safety Advisor, and conduct appropriate remedial action including accident and near miss investigation.

(h) Conduct a health and safety audit with each new member of staff, a copy of which is signed and held in the central record.

Review annually;

- Provisions of first aid arrangements
- Emergency procedures
- Safety procedures
- Safety induction procedures
- Risk Assessments

## **4.6 Heads of Department**

Heads of Departments include those with teaching as well as non-teaching responsibilities, (e.g. Head of Year, Caretaker, etc.). Staff holding such positions:

(a) Have responsibility for the application of the school's health and safety policy to their own department and should comply with instructions given by the Board of Directors and Head of School.

(b) Must establish, maintain and develop safe working procedures (e.g. use and storage of chemicals, machinery, etc.)

(c) Should attempt to resolve any health and safety problems any member of staff may raise and refer to the school's Designated Safeguarding Lead any problem for which there is not a satisfactory solution within the resources available.

(d) Must conduct regular safety inspections within their department, of locations and activities for which they hold responsibilities and to submit reports to the school's Designated Safeguarding Lead. Health and safety must be a standing item on the agenda of departmental meetings.

(e) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work. Also, to communicate health and safety information received to appropriate people. This role should also ensure that all staff within their departments receive health and safety induction training.

(f) Notify the Designated Safeguarding Lead and /or the Trust Business Manager of changes or additions to plant, equipment and machinery.

(g) Implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

## **4.7 Class Teachers**

The safety of students and visitors in the classrooms, laboratories, workshops and physical education areas is the responsibility of the class teacher. Their main functions are:

(a) Day-to-day management of health and safety in accordance with the health and safety policy;

(b) Checking classrooms/work areas are safe (e.g. No slip and trip hazards etc.) and to report any foreseeable concerns to their line manager before the activity commences;

(c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;

- (d) Ensuring safe procedures are followed and that emergency procedures are understood;
- (e) Ensuring protective equipment is available and used, when needed;
- (f) Participating in inspections and supporting the health and safety committee, if appropriate;
- (g) Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety;
- (h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.

#### **4.8 Students**

Students are expected to;

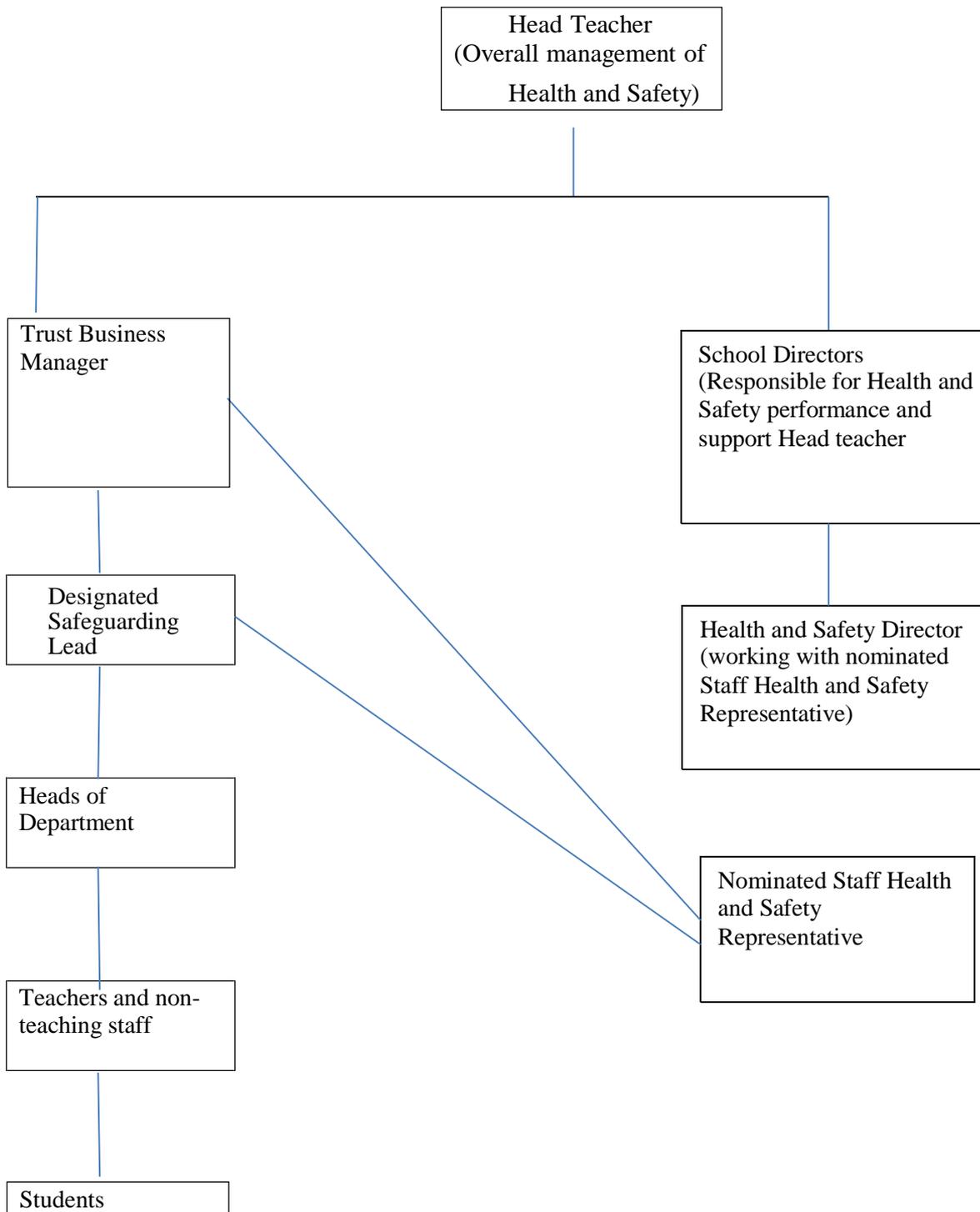
- (a) Understand and exercise personal responsibility for safety of themselves and others;
- (b) Observe standards of dress consistent with safety and hygiene, (e.g. Suitable footwear and the preclusion of unsuitable jewellery etc.).
- (c) Understand and observe the safety rules of the school and in particular the instructions of staff given in an emergency.
- (d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

#### **4.9 Health and Safety Committee Representatives**

The Health and Safety Representative functions are;

- (a) To investigate potential hazards and dangerous occurrences at the workplace and to examine the cause of accidents at the workplace.
- (b) To investigate complaints by any employee relating to their health, safety or welfare at work and to represent or advise employees when in consultation with enforcing authorities.
- (c) To make representations to the Head Teacher on concerns regarding health, safety or welfare at work.
- (d) To receive and utilise information from Inspectors.
- (e) To attend meetings of safety committees in the capacity of safety representatives and in connection with the above functions.

## Health and Safety Organisation Flowchart



## **5.1 Arrangements**

### **5.2 Introduction**

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

### **5.3 Health and Safety Committee**

The committee is an important element in achieving the Head Teacher's health and safety objectives and as a workgroup will have a valuable contribution to make. This committee will comprise the Trust Business Manager who will chair the meeting, a member of the Board of Directors, a member of the teaching staff who is the union representative, the school's Designated Safeguarding Lead and the school caretakers.

The Health and Safety Committee will meet during each term to review safety performance. Furthermore, health and safety must be a standing item on the agenda of department and pastoral meetings, at school level, where minutes of health and safety issues can be documented, and actions checked.

### **5.4 Accident Reporting**

Accidents or injuries to any person, including contractors, should be reported to the Line Manager by those persons involved in the accident. The accident should be recorded in the accident report book, which is held in the school office and an accident report form should be completed. The report form will go to Tracy Metcalfe (Avec).

Death and all major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate notification Avec's Health and Safety Advisor by emailing [tracy.metcalfe@avec-partnership.com](mailto:tracy.metcalfe@avec-partnership.com) or by calling **07789 905393**. Such injuries to students also require parent notification.

Major injuries requiring telephone notification include;

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

### **5.5 Accident Investigation**

The Line Manager, with the cooperation of the class teacher if necessary, should carry out an investigation following an accident or near miss situation in order that causes may be identified and measures taken to prevent a recurrence. For major accidents the Head Teacher or his delegated deputy will also take part in the investigation. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Further advice relating to investigations may be obtained from the Avec's Health and Safety Advisor. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible.

## 5.6 First Aid

First aid posts will be established in the school, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and students. They will be suitably stocked at all times.

The names and workplaces of those persons responsible for first aid are displayed at various locations around the school.

The person responsible for the first aid boxes will ensure, where reasonably practicable, that they are fully equipped at all times.

The school injury records will be maintained, these records are to be made available to any authorised person whenever requested. They should be secure when not in use in order to comply with GDPR and the Data Protection Act.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981.

**Medical treatment should not be given (e.g. application of creams/medications, injections, etc.) by untrained staff members.**

Serious cases of injury should receive qualified medical attention.

## 5.7 Fire Safety

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the school has employed a no-smoking policy within all areas of the site.

As preventative measures can never be foolproof, reactive measures are also important and include:

(a). Physical measures include fire doors, smoke detectors, alarm systems and fire-fighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained by a competent contractor under an SLA, the remaining fire precaution measures will be checked and maintained by the school's caretaking staff.

(b). Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation routes are displayed in teaching rooms and other rooms where staff and students regularly work. Members of the school should familiarise themselves with such details for the rooms that they use.

Records will be kept of any tests and examinations of alarm systems and held by the school caretakers. The school's Designated Safeguarding Lead records details of all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed, and action can be taken regarding

any problems that have occurred.

## **5.8 Risk Assessments**

Risk assessments provide the backbone of any safe system of work and therefore all school activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the Head of Department involved.

For on-going activities, the risk assessment should be reviewed if the circumstances that surround that activity change. An "internal events risk assessment form" must be completed for any special event.

The risk assessment must be submitted to the school's Designated Safeguarding Lead for its consideration. No activity should be undertaken without a risk assessment being undertaken and Head teacher or school's Designated Safeguarding Lead agreeing to the activity.

A risk assessment is completed by the school's Designated Safeguarding Lead for each pregnant member of staff. This is reviewed as the pregnancy continues. Furthermore, on return to work a risk assessment will be conducted for nursing mothers and procedures put in place to accommodate the assessment findings. When necessary the assessment will be recorded and held on file as a bespoke assessment.

## **5.9 Safeguarding**

Longfield recognizes the importance of safeguarding the safety of both students and members of staff and to this end there is a comprehensive system in place.

See Safeguarding policy and procedures for details.

## **5.10 Electrical Safety**

The following arrangements for electrical safety apply to all electrical equipment in use in the school, including personal items.

(a) Only electrical equipment that is properly installed and maintained should be used in the School. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use and given to the appropriate Head of Department.

(b) All portable appliances will be inspected and tested annually. All members of the school should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discolored plug tops and worn cables.

(c) Any item that becomes faulty should be taken out of service and either discarded. Items over £50 can only be discarded once clearance has been given by the

Board of Directors. Such items will be stored by either the caretakers or by the IT technicians until approval has been given.

(d) Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

(e) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

### **5.11 Safety Training**

Training and instruction in routine matters will be given, as required, by the appropriate supervisor or manager. In particular, the school's Designated Safeguarding Lead will arrange for Supply Teachers - on their first day of joining - to receive induction information as required in the school's code of practice for induction training.

Those visitors who require an induction, i.e. those not under escort for the duration of their stay on school premises will receive an induction from the school reception office staff as designated by the school's Designated Safeguarding Lead. Induction records will be held centrally in the school office and be available for audit when requested.

Students on placement will be provided with Health and Safety advice regarding their placement in the Workplace Booklet provided by the Director of safeguarding and Child Protection.

The need for other specialist training should be identified by individual members of staff and should be directed to the School's Designated Safeguarding Lead or the Union Representative. The school's Designated Safeguarding Lead or the Union representative may liaise with Avec's Health and Safety Advisor who will advise on how to satisfy the school's training needs.

Members of the school will not be expected to undertake any procedure for which they have not been adequately trained.

### **5.12 Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002, often known as the "**COSHH**" Regulations, require the school to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The school will do this by;

(a). Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.

(b). Providing suitable precautions to protect persons against the hazards.

(c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.

(d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

In some cases, exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the school will arrange for such appliances to be tested and examined at least every 14 months.

### **5.13 Display Screen Equipment (DSE)**

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the school has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to students, the school will aim as far as reasonably practicable to provide students who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

Employees who wear glasses or contact lenses for the specific purpose of using DSE can have an eye or eyesight test at intervals of 2 years. Notification of forthcoming eye tests must be communicated to the Designated Safeguarding Lead prior to visiting the opticians.

Where it is found that glasses are necessary, specifically for the use of display screen equipment, the school will reimburse the cost of a standard lens, i.e. not bifocal, tinted etc. The school will also contribute towards the purchase of a standard frame.

### **5.14 Traffic Management**

Authorised staff and visitors may park with care in the designated car parks. It should be noted that Longfield does not take any responsibility for damage to vehicles whilst on school property.

The speed limit of 5mph must be observed at all times and pedestrians have right of way on school property without exception.

### **5.15 School Transport**

The school has access to several minibuses that are used for various activities. The use of minibuses for conveying students and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the school will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Premises/site Team has responsibility for arranging and ensuring that the school minibuses are regularly serviced and maintained in a roadworthy condition. Should a minibus need to be hired it is the responsibility of the person hiring the vehicle to ensure that it is roadworthy. Members of staff may only drive the school minibus and any hired minibuses if authorised by the Head Of School. The Designated Safeguarding Lead will also provide other pertinent advice to users about aspects such as supervision of

students and precautions for prolonged journeys.

Drivers must complete standard pre-use checks prior to using the vehicle.

Further details are provided in the School Code of Practice for Transport.

### **5.16 Safety of Visitors including Contractors**

All visitors of any nature must report to the school reception and book in. The receptionist will notify the visitor's point of contact who will then come to reception and the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the school's emergency procedures and that there is a school's health and safety policy available for them to read. Should the visitors be staying for any reasonable length of time they should receive a health and safety induction.

In the case of Contractors, the school's Designated Safeguarding Lead should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the School health and safety policy should be made available to all contractors working on school premises if requested. **Guidelines for contractors are provided at Appendix A and Hirers at Appendix B.**

### **5.17 Violence to Staff**

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The School is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they should complete a school accident report form and inform their Head of Department. The circumstances will be treated confidentially, and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. The school has a copy of the useful HSE/HSC booklet "Violence in the Education Sector" (2nd edition 1997) which is kept in the school office and is available for reference.

### **5.18 Stress**

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The School advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Head of Department in complete confidence, so that if possible some early action may be taken. Counselling services are available for those in stressful situations. Details can be obtained by contacting the school's Designated safeguarding Leads and all details will be strictly confidential.

### **5.19 Manual Handling**

Staff and students are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should be reported to Heads of Department.

### **5.20 Machinery and Equipment**

All members of staff and students involved in the use of school machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the respective Head of Department.

In addition, all workshop, kitchen, science, art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Heads of Department are to ensure that any shortfalls are reported to a member of the School Safety Committee and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

### **5.21 Legionellosis**

The school aims to prevent the build-up of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. Therefore, the school's Designated safeguarding Leads must ensure that a Legionella Risk assessment is reviewed every 2 years and that a competent person carries out the designated water supply checks and maintenance tasks. All checks must be recorded, and records held by the school's Designated safeguarding Leads.

### **5.22 Asbestos Awareness**

The school follows the requirements of the Control of Asbestos Regulations 2012 and insists that before any intrusive work into walls and/or ceilings is commenced, the asbestos register is consulted. This is held in the school's Designated safeguarding Leads office. It is updated every year.

### **5.23 School Visits**

Any proposed educational visit must first be cleared through the Assistant Head Teacher (Aspiration and Success) in liaison with the Educational Visits Co-Coordinator, a strict analysis of the proposed visit must be satisfied before agreement is given. This includes assessment of:

- (a) Suitability of the School Trip Provider.
- (b) Suitability of the location and activities according to the competency of supervision and abilities of students attending.
- (c) The submitted risk assessments for all activities to be undertaken
- (d) Any other provision as decided by the Head teacher.

## **5.24 Personal Protective Clothing (PPE)**

The school will provide suitable protective clothing and equipment for staff and students whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, it should be reported, and a replacement sourced before continuing with any hazardous work. Should any member of the school deem that PPE is required for a particular activity, they should raise this concern through their Line Manager.

## **5.25 BBV's and Sharps Disposal**

Blood borne infections may be transferred to a person if they come into contact with infected needles, sharp objects while in the external grounds of the school, or by accident while administering medication to a pupil. In either case, the person **MUST** seek immediate first aid and sanitise the area of the wound and then **MUST** attend A&E for an examination. A medical sharps box should be provided for spent needle administered medication applicators and suitable disposal arrangements in place. If suspected drug apparatus is discovered within the external grounds, then the immediate area should be cordoned off and an appropriate means of collection and disposal arranged with an approved agent.

## **5.26 Lone Working**

The school will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. The school will ensure that the lone worker has full knowledge of the risks of working alone, what to do if something goes wrong and that someone else knows the whereabouts of the lone worker and what he or she is doing.

Members of staff will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

Special consideration will be given to potential violence or threatening behavior towards staff, the use of machinery, electrical or other equipment or chemicals, working in remote areas, particularly after dark and outside normal working hours, encountering intruders, working at heights, using ladders and work that involves manual handling.

Teachers and other staff working outside of normal school hours must be aware of the risks and take appropriate measures to ensure their own safety. All staff working alone in buildings must ensure they have the means to lock themselves in, if necessary. When meeting with parents who might be considered a risk, they must meet in a building occupied by others and during normal school hours. All lone workers must have mobile phones.

Where possible, outside of normal working hours, staff should arrange to be in school with others. Key holders must inform someone when they are attending an alarm call.

## **5.27 Working at Height**

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches and the like is strictly forbidden. Elephants foot stools and step ladders are available if required. Staff who believe that they work at height on a regular basis are to request training through the Head Teacher.

## **6.0 Monitoring the Policy**

Monitoring the effectiveness of the school policy on health and safety is a whole school responsibility in which the Directors, school's Designated Safeguarding Lead and Health and Safety Committee play key roles. Monitoring includes ensuring that school inspections are taking place regularly so that the hazards and risks of activities carried out within the School are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and students (especially new members of the school) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at School level is particularly important so that remedial action can be taken to prevent any recurrence. The school's Designated Safeguarding Lead will monitor all accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the relevant Enforcing Authority, and those which require further investigation and possible notification to others within the school, and to set in train appropriate remedial action.

## **7. 0 Reviewing the Policy**

The implementation of this policy will be audited by the Avec's Health and Safety Advisor and will be reviewed at least on an annual basis by the school's Designated Safeguarding Lead, before being agreed by the school's health and safety committee. If there are reasonable changes to the structure and major personalities of the school therefore may be conducted at an earlier period than the agreed annual date.

## **Appendix A LONGFIELD SCHOOL**

### **Notes of Guidance For Contractor Working On Site**

-----

#### Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and students.

The purpose of this code of practice is to provide guidance in order that contractors will use safe working practices according to the Safety at Work Act 1974 and to assist the contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The school has legal responsibility to contribute to the safety of the contractor's staff.

For contracts of a larger nature, lasting a few days or more, the Head Teacher will appoint a member of staff for "on site" liaison.

For short term work involving educational/teaching areas there must be liaison and agreement between the contractor and the sector leader before work proceeds.

#### **ALL CONTRACTORS WILL:**

- i) Observe the school rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc., given by staff for whom the contractor is working.
- ii) Not work on the premises until the school rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the school electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in:
  - Lifting Equipment Regulations 1998 (LOLER)

- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- CDM Regulations 2015

At the discretion of the Head Teacher each contract may have a designated school official who will:

- i) Ensure that the contractor is informed of our emergency procedures, e.g. injury, fire dangerous occurrences and has access to the school safety and emergency policies when requested.
- ii) Ensure that the contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Ensure that the contractor is aware of our general safety requirements, e.g. site traffic, warnings.
- iv) Ensure that the contractor is aware of any special safety precautions, e.g. asbestos.
- v) Ensure that the contractor is working safely and is not putting school staff, students or property at risk.

## **INFORMATION FOR ON SITE CONTRACTORS**

**It is your responsibility that a safe system of working is implemented at all times.**

**Please note that children will be moving around the school throughout the day and occasionally during the early evening and it is your responsibility to ensure their safety at all times.**

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them at the above times, or securely tape them to the floor.

Do not leave any equipment unattended; it may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know.

It may be possible to prevent students using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the school grounds, observe the speed limit of 5 miles per hour.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the badge issue, prominently.

No smoking on school premises.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the designated muster area

In case of queries contact the office.

Please read, then sign and return the slip below.

---

I have read and understood the information for on-site contractors and agree to abide by it.

Signed: \_\_\_\_\_

Date:

On behalf of: (Company name)

## **Appendix B LONGFIELD SCHOOL**

### **Health and Safety Guidelines for Hosts of Evening Classes and Hirers**

#### **SECURITY**

- ID badges are to be worn by staff at all times when on duty.
- Class Tutor to ensure register is taken at the beginning of the lesson.
- Be aware of the position of the nearest telephone

#### **FIRE PROCEDURE: If you discover a fire:**

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

#### **On hearing the fire bell (continuous ring):**

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave
- Assemble in the tennis courts.
- Hirer to check the attendance register for their group.
- Do not disperse
- Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer

#### **FIRST AID:**

- First aid kit is not provided by the school and the hirer is expected to provide their own.
- First aid for all but minor injuries should always be followed by qualified medical treatment

#### **EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:**

- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialing 999
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the most appropriate school entrance
- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation

- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the Main Reception.
- Accident report forms are located in the main Reception.

**PARKING:**

- Cars parked at the owner's risk.
- There is a strict 5mph speed limit on school premises

**SMOKING:**

Longfield School is a no-smoking area. There should be no smoking anywhere on the site

Please read, then sign and return the slip below.

---

I have read and understood the information for Hiring Agencies and agree to abide by it.

Signed: \_\_\_\_\_

Date:

On behalf of: (Hirer or Company name)