

## **031 Health and Safety inc Lone Working**

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<b>Link Governor:</b>	<b>TBC</b>
<b>Date:</b>	<b>December 2017</b>
<b>Next Review:</b>	<b>December 2019</b>

### **1. Policy Statement**

Holmfirth High School is committed to ensuring the health, safety and wellbeing of all its employees, pupils and other persons who may be affected by its activities.

The school recognises that continual improvements in health and safety performance are achieved primarily through the identification, assessment and management of risk and that this not only reduces accidents and ill-health at work but also contributes to the health and wellbeing of local communities as well as the protection of the environment.

It is the policy of the school to ensure so far as reasonably practicable:

- The provision and maintenance of safe plant, equipment and systems of work;
- Adequate arrangements for the safe use and handling, storage and transport of articles and substances;
- The provision of appropriate health and safety information, instruction, training and supervision;
- The provision and maintenance of a safe working environment, including safe access and egress as well as adequate arrangements for welfare.

To assist the school in discharging its statutory health and safety responsibilities, the school has appointed a Premises Manager who takes responsibility for H&S issues relating to the Premises and reports to Finance and Premises Governors in this respect.

The school is committed to promoting a positive health and safety culture, which aims to produce high standards of health and safety. The school believes that achieving these high standards will positively contribute to the overall quality of the services provided.

The school recognises that in order for this policy to work it must have the full support and co-operation of all employees and pupils in making the workplace a safer place for all. The school expects and encourages similar support from contractors, partners and volunteers and co-operation from clients, service users and visitors who use our services, facilities or premises.

The school will regularly monitor and review the effectiveness of this policy.

**THINK SAFETY – PLAN SAFETY – WORK SAFELY**

## **1.1 Objectives**

The school's objectives are:

1. To ensure as far as is reasonably practicable the health, safety and welfare of pupils and employees and visitors
2. To ensure all employees are informed of their health and safety responsibilities for ensuring their own safety and that of others
3. To provide appropriate occupational health surveillance and support to employees who require it
4. To strive to continually reduce work related accidents, work related ill health and the dangers posed by threats of violence at work
5. To consult with employees' representatives on matters affecting health and safety using established forums
6. To ensure all contractors, partners etc appointed have adequate health and safety management arrangements in place
7. To make arrangements for effective co-ordination and co-operation with others where school employees share premises and facilities in multi-occupied buildings
8. To provide adequate resources to implement this policy
9. To ensure health and safety has equal ranking with other management responsibilities and is a core management function and considered in business decisions
10. To provide access to competent health and safety advice from Safety Advisors based in the Corporate Safety Unit
11. To monitor and report on the school's health and safety

## **2. Organisation – People and Responsibilities**

To ensure that this Policy is effectively implemented throughout the school the health and safety responsibilities of management, pupils and employees and key stakeholders are specified in this section. Department safety policies may provide more detailed responsibilities and arrangements, depending on the size and structure of the respective Department and the nature of its activities.

### **2.1 Governors**

Members of the Governing Body have overall responsibility for health and safety within the school. The responsibility for the day to day management of health and safety is devolved to the Headteacher. Members of the Governing Body shall:

- Ensure that the objectives of the Health and Safety Policy are achieved, as far as is reasonably practicable;
- Ensure appropriate attention is given to health and safety when school policies are being formulated;
- Ensure that suitable and adequate resources are made available to enable the school to discharge its health and safety responsibilities;
- Ensure appropriate arrangements are in place to enable the effectiveness of this policy

to be monitored on an on-going basis.

## **2.2 Head Teacher**

The Head Teacher has ultimate responsibility for health and safety throughout the school and leads in setting corporate policy and strategic direction. This will be achieved by:

- 2.2.1 Ensuring that the objectives of the health and safety policy are achieved as far as is reasonably practicable
- 2.2.2 Ensuring adequate financial and management resources are made available to implement this policy
- 2.2.3 Ensuring health and safety is an integral part and a key objective within the overall management culture of the school
- 2.2.4 Ensuring health and safety risks are minimised as far as is reasonably practicable and managed by the use of effective policies, together with the organisation, planning, implementation, monitoring and review of health and safety performance within the School
- 2.2.5 Ensuring other Senior Leaders are aware of their responsibilities in this health and safety policy and are held accountable for compliance within their respective Service portfolio
- 2.2.6 Arranging advice from competent Safety Advisors to assist the school to meet its health and safety responsibilities

## **2.3 Senior Leadership Team**

Members of the SLT are collectively and individually responsible for providing health and safety leadership in the School and making sure their actions and decisions reflect the commitment set out in the policy statement and achieve the objectives outlined in this policy. They will:

- 2.3.1 Support the Head Teacher on health and safety risk management issues.
- 2.3.2 Monitor the school's corporate health and safety performance and endorse corporate health and safety strategies and action plans.
- 2.3.3 Create the organisational structure in the school through which the policy will be implemented, delegating operational responsibility for implementation of the policy to each individual Head of Department.
- 2.3.4 Ensure that departments within their respective portfolios have adequate health and safety management arrangements in place that will achieve the objectives of this policy.
- 2.3.5 Monitor and appraise the effectiveness of health and safety performance within their portfolio of Departments, and take steps to improve standards in areas of low performance.

## **2.4 Middle Leaders**

Middle Leaders are responsible for all health and safety matters at Departmental level and shall ensure that effective arrangements are in place for the proper management of health and safety. These will include:

- 2.4.1 Preparing, implementing, communicating, monitoring and reviewing their department's health and safety policy and performance. This should include setting objectives, performance standards and performance indicators.
- 2.4.2 Being responsible for and taking the lead in the planning, implementation, monitoring and review of measures to control risk arising from the activities of the department and ensuring

the allocation of sufficient resources as necessary.

- 2.4.3 Appointing a person(s) or 'lead teacher(s)' who are competent to act as a point of contact and co-ordinator for health and safety matters in the Department (as necessary)

***This person(s) does not relieve any manager or employee of their health and safety responsibilities.***

- 2.4.4 Developing and promoting a safety culture by encouraging the participation and involvement of all employees and pupils in health and safety matters
- 2.4.5 Developing and implementing Department-based action plans in order to achieve the school's health and safety objectives contained in this policy and address deficiencies identified in audit and performance monitoring reports
- 2.4.6 Securing competence, by ensuring employees are provided with the necessary health and safety information, instruction, training and supervision. This will include systems which will identify health and safety training needs arising from recruitment, staff changes or changes in procedures, systems of work, introduction of new equipment or legislation etc
- 2.4.7 Ensuring the provision of an appropriate programme of health surveillance and protection to eliminate or control risks and prevent accidents and ill health
- 2.4.8 Detailing arrangements for consultation between management and safety representatives
- 2.4.9 Ensuring arrangements are in place where work locations may be in shared occupation to ensure both the co-operation in and co-ordination of matters relating to the management of health, safety and welfare
- 2.4.10 Ensuring that health, safety and welfare responsibilities are clearly and logically delegated to successive levels of management who are sufficiently senior and competent to discharge them
- 2.4.11 Ensuring, via their respective management teams, that risk assessments relevant to the significant risks within their Department have been undertaken identifying adequate control measures and that these are recorded and reviewed as necessary
- 2.4.12 Ensuring buildings occupied by school employees are used safely and appropriate arrangements are in place to secure the health, safety and well-being of all employees.

**Each department will specify the health and safety responsibilities relating to the management structure within the respective Department**

## **2.5 Managers and Supervisors**

Employees eg Second in Departments, and supervisors who are responsible for the health, safety and welfare of employees and other people affected by the activities over which they have day to day control. Managers and supervisors shall ensure that:

- 2.5.1 Corporate, Department and local safety policies, guidance and procedures are effectively implemented in the area/activity under their control
- 2.5.2 A safe working environment is maintained as far as is reasonably practicable that is without risk to health and that all buildings/workplaces provided are used safely
- 2.5.3 Suitable and sufficient risk assessments are carried out that identify work related hazards and arrangements are put in place to manage any residual risks. This includes planning and monitoring
- 2.5.4 All employees under their control are competent i.e. have adequate skills and experience to

undertake their tasks and are provided with adequate health and safety training, instruction, information and supervision. This will include ensuring health and safety training is considered as part of the annual employee development review process.

- 2.5.5 Any equipment provided is suitable for the purpose and is maintained in a safe and serviceable condition meeting statutory provisions where required
- 2.5.6 All employees under their control are aware of and fully understand health and safety policies, procedures and guidance relating to their work activity and working environment, and emergency procedures wherever they may be working
- 2.5.7 Occupational health surveillance and support is provided to employees where necessary including counselling for victims of incidents or threats of work related violence
- 2.5.8 All work related accidents/incidents that cause or have the potential to cause injury or illness are reported and investigated in line with school procedures, and take any necessary steps to prevent a recurrence. This also applies to acts or threats of physical violence or verbal abuse
- 2.5.9 All employees know the importance of reporting incidents of any nature occurring due to work activities and/or any hazardous situations or sub-standard conditions

## **2.6 Employees** (This includes trainees, volunteers etc)

All employees have health and safety responsibilities. These are:

- 2.6.1 To take reasonable care of their own health and safety at all times whilst at work
- 2.6.2 To consider the health, safety and welfare of other persons who may be affected by their acts or omissions at work
- 2.6.3 To work in accordance with the information, instruction and training provided and use any equipment in accordance with training or instructions given
- 2.6.4 To follow control measures identified in the risk assessments provided on their work activities as these will reduce the risk of injury and/or work-related ill health
- 2.6.5 To refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- 2.6.6 To use personal protective equipment supplied as required by statute, policy or risk assessment
- 2.6.7 To promptly report any hazardous defects in plant or equipment, any hazardous situations or substandard conditions or any shortcoming in the existing safety arrangements to a responsible person, i.e. line manager, without delay
- 2.6.8 To report **all** incidents to the Welfare Officer and seek first aid treatment for any injury sustained at work. This means accidents resulting in injury, those that could have resulted in injury and violent incidents, either physical or verbal
- 2.6.9 To co-operate in joint consultations on health and safety matters
- 2.6.10 To cease any work activity where it is believed there may be serious or imminent danger to themselves or others
- 2.6.11 To be aware of all policies, procedures and guidance relating to their work activity and working environment and emergency procedures wherever they may be working
- 2.6.12 To co-operate, so far as is necessary, to enable the school to fulfil any duty or comply with any requirements of current or future legislation.

It is vitally important that employees' contributions to health and safety are recognised and acted upon where it is reasonably practicable to do so. Employees are actively encouraged to participate in the risk assessment process for their work area/activities.

### **3. Lone Worker**

#### **3.1 Introduction**

Lone workers are defined as those staff who:

- Visit homes alone.
- Work alone in areas of the school after school.
- Work alone with pupils/parents/carers in school in isolated offices/positions
- Act alone in confidential communication.

The school is responsible for the safety and welfare of all staff but it is the responsibility of individual staff to consider their own personal safety and speak with their line manager and/or senior staff if they have concerns.

#### **3.2 Points for the lone worker to consider:**

Questions to ask yourself if you are in the position of a lone worker:

- Is a telephone or other form of communication available?
- Does anybody know your whereabouts and plans to meet with parents etc
- Do you have any pre existing medical conditions the onset of which could be debilitating?
- Can any external doors be secured for protection?
- Are any of the people you are meeting known for being difficult or have a history of speaking or acting aggressively?

Things that you can do to minimise the risk to yourself:

- Ensure your exit route is not obstructed.
- Ensure pupil/parent/carer are not positioned between yourself and your exit.
- Ascertain before the meeting what parents want to see you about – if you have any doubt and feel the meeting may be difficult ask a colleague to join you, or to look in on the meeting.
- If you are meeting a family you do not know, and feel that the meeting may prove difficult, please consult the form tutor or year head or other staff who may know the family better.
- Have a method of summoning help if necessary – a mobile phone, or school radio (you would need to ensure another colleagues had another radio and would leave it switched on)
- Do not leave pupil/parent/carer alone with any valuables.
- Do not feel the need to arrange meetings in your usual room if it is isolated – arrange the meeting for a room near to where others are working
- If you are concerned about working in an isolated area ask for a panic alarm device – the school will provide one.
- Report and document any points of concern, so other staff/agencies may be alerted. If information is gained that could pose a risk to health and safety this information must be shared with others who have a legitimate need to know – pass on this information to the Headteacher who will arrange briefing notices and a reference in SIMS.

Points to consider when doing a home visit:

- Check the family are not known as having identified behavioural problems within the household, e.g. alcohol and drug misuse,
- Consider first visits to any high risk areas to be done in pairs,
- Attempt to get the family to visit at school if at all possible,
- Ensure your car is insured for business use, has adequate fuel, consider parking in a well lit area - facing the direction you intend to leave.
- Ensure a colleague is given details of your planned visit and expected time of return, if the visit occurs at the end of the day a phone contact with a colleague should be set up.
- Carry a phone in good working order and a panic alarm device

#### **4. Arrangements** (for managing health and safety)

This section provides an outline of the general corporate arrangements for health and safety within the school.

##### **4.1 Supplementary Policy, Guidance and Advice**

This policy is supported by a number of supplementary policies, guidance and procedures, which address specific health and safety issues or topics. These tend to be structured on 2 levels.

**First level - Corporate:** Corporate health and safety documents are generally in the form of policies and guidance notes. They provide valuable information, set out the school's position, identify the roles and responsibilities of managers, key persons and employees and advise on what action must be taken to ensure that the school meets the minimum requirements of health and safety legislation.

***All corporate health and safety documentation is available on the school's VLE***

**Second level - Department:** Department level documentation may take the form of policies, guidance and procedures, which are specific to managers and employees working in that Department. Where these supplement corporate policy, guidance or procedures they must at least meet or improve the standards recommended in the corporate documents.

##### **4.2 Consultation**

The school will consult with recognised trade unions and employees' representatives on the appointment of Safety Representatives and the formulation of Safety Committees. Such consultation will take place, where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect school employees.

The school also recognises employees not represented by appointed Safety Representatives. These employees have rights to consultation with employers under the Health and Safety (Consultation with Employees) Regulations 1996.

##### **4.3 Information, Instruction and Training**

The school recognises the importance of having well informed competent employees in achieving a healthy and safe working environment. All employees receive induction on health and safety issues on taking up employment. The safety training needs of all employees will be regularly assessed by their line manager/supervisor and where appropriate, additional information, instruction and training will be provided.

##### **4.4 Accident/Incident investigations and analysis**

The reporting and recording of accidents, incidents and dangerous occurrences are to be carried out by the Welfare Officer to whom such responsibilities have been delegated. The level of management involvement in such incident investigation should be commensurate to the seriousness of the incident and where investigations and post accident risk assessments are necessary, these will be initiated by the Head Teacher. Statistical data arising as a result of accidents shall be prepared by the Corporate Safety Unit and presented to the Senior Leadership team or similar post holders at periodic intervals. Where accidents are being reported to the Corporate Safety Unit, this is done through the Council's online reporting system

## **4.5 Risk Assessments**

Risk Assessments form the cornerstone in the school's commitment to reduce work related accidents and ill-health in the workplace. Heads of Department and similar post holders are responsible for ensuring that suitable and sufficient risk assessments of work activities either activity or task based, including fire risk assessments, are carried out in their Service areas. These assessments should be reviewed periodically or if any of the circumstances significantly change. Following an accident, the risk assessment for that particular activity must be reviewed as a matter of course and a post accident risk assessment completed.

Detailed information on the management of school trips is provided for staff on the VLE. Trip proposals and arrangements including appropriate risk assessments are submitted in the online 'Evolve' system. Once submitted they are checked and approved by the Headteacher and this is also recorded on the system. High risk activities have also to be approved by the LA

## **4.6 External Contractors and Partners**

The school will set standards and monitor the activities of contractors and partners to minimise the risk presented to employees and other persons affected by the work activity or area of service delivery.

4.6.1 When appointing contractors, the school should ensure that the contractors' competency to undertake the appointed task has been checked and should assess their health and safety management arrangements before work commences.

### **4.6.2 On-Site Communication**

Contract work involving occupied premises carries a dual responsibility. The Premises Manager should ensure that such work should ensure there is effective liaison between the school and the provider or their nominated on-site representative of any workplaces affected. All parties involved should understand their responsibilities in relation to health and safety and adequate arrangements must be in place to protect the occupants and others who may be affected by the activities being undertaken.

### **4.6.3 Project Manager Responsibilities**

Project Managers must ensure that contractors are informed of any known health and safety risks which they may encounter during the course of the work, along with any arrangements in place to reduce the risks, e.g. fire procedures for the building, location of asbestos etc.

## **4.7 Fire and Emergency Arrangements**

4.7.1 Fire and Emergency procedures are in place within the school. Responsible persons within the context of the Fire Reform Order have been identified and are responsible for managing the procedures in school occupied premises. All means of escape, fire detection/alarm systems, and fire equipment will be fully maintained.

4.7.2 The Head Teacher or his nominated site representatives will ensure regular periodic evacuation drills (at least twice a year) are carried out in all premises that they are responsible for. All persons with disabilities who use the building must be specifically catered for in relation to their evacuation procedures. All such evacuation drills are to be recorded in the building's Fire Log Book.

## **4.8 Procedures for dealing with Health and Safety Concerns**

Any employee with a concern about health and safety should initially refer the matter to his/her immediate supervisor or line manager who should provide a direct response to the employee. If the matter cannot be resolved at this level or the employee is dissatisfied with the outcome,



then the matter may be raised with the Premises Manager or the Headteacher, preferably in that order. Alternatively, the employee may wish to consult their workplace safety representative. The choice of approach rests with the individual employee.

#### **4.9 Access to Occupational Health Support**

A comprehensive Occupational Health Support Service is provided by EducateHR. The ranges of services available include the following;

- Medical assessment
- Counselling (confidential)
- First aid training
- Pre-employment screening
- Periodic health screening
- Health promotion
- Occupational health advice

#### **4.10 Trainees, Agency Workers and Seconded Workers**

4.10.1 The school recognises its responsibilities both as sponsor and managing agent to all its trainees and agency workers and to those workers seconded to the school or working under the direct or indirect control of the school via a partnership or other such arrangement (seconded workers). Therefore trainees, agency workers and seconded workers will be afforded the same level of commitment to health and safety as any employee.

4.10.2 It is important to clarify and agree at the start of any contract or work experience, the practical arrangements for day to day supervision, direction and control of work. Risk assessments should consider where trainees, agency or seconded workers are at greater risk by virtue of their lack of knowledge and inexperience.

#### **4.11 Visitors and the Public**

4.11.1 The school will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out by its employees, whether on the school's premises or not.

4.11.2 All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that visitors are made aware of such risks.

### **5. Monitoring and Auditing**

#### **5.1 Monitoring Health and Safety**

Performance monitoring is a key part of the health and safety management function.

The primary aim of monitoring health and safety is to ensure that the standards achieved in the workplace conform to the objectives of the school and Departmental Safety Policies, procedures etc.

Each department will continually monitor health and safety performance by having clearly defined arrangements for collecting and evaluating accident statistics and carrying out workplace inspections and health surveillance (where appropriate).

An annual assessment is prepared and submitted to the Governing Body

## **5.2 Health and Safety Auditing**

In addition to routine monitoring of health and safety performance, there is a need for periodic audit to enable a deeper and more critical appraisal of all elements of health and safety management systems.

At different times and for different reasons, there will be a need to carry out an audit to:

- 5.2.1 Determine whether health and safety management systems are capable of achieving the required standards of health and safety performance
- 5.2.2 Determine whether or not each Department (or part of it) is fulfilling all its obligations with regard to health and safety
- 5.2.3 Identify the strengths and weaknesses of the health and safety management systems
- 5.2.4 Identify if each Department (or part of it) is actually carrying out and achieving what it claims to do.

The school recognises that auditing is an essential element of a health and safety management system. For health and safety auditing to be of value, senior management should be fully committed to the concept of auditing and to its effective implementation within the school. This includes a commitment not to reject audit findings and recommendations without good reason and to take appropriate action within a reasonable time.