

**Safeguarding Statement**

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Equality & Diversity Statement**

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

## HEALTH & SAFETY AT WORK POLICY

<b>Approval Body:</b>	<b>Full Governing Body</b>
<b>Approval Date:</b>	<b>December 2017</b>
<b>Implementation Date:</b>	<b>June 2015</b>
<b>Designated Person (as appropriate):</b>	<b>Facilities Manager</b>
<b>Committee with Remit (as appropriate):</b>	<b>Resources</b>
<b>Review Date:</b>	<b>December 2018</b>

### Version History

Version	Approval Date	Summary of Changes
1.0	June 2015	
2.0	December 2016	<ul style="list-style-type: none"> <li>i. General updating of e.g. contact details, role identifiers.</li> <li>ii. Addition of Annex A regarding procedures for Lone Working.</li> <li>iii. Para 9 – new guidance re: contractors.</li> <li>iv. Deletion of reference to Employee Assistance Programme.</li> </ul>
3.0	December 2017	<ul style="list-style-type: none"> <li>i. General updating of e.g. contact details, role identifiers.</li> <li>ii. Additional comment regarding parking on-site</li> </ul>

**HEALTH & SAFETY POLICY**

The Designated Health & Safety Officer is: Mr S Robertson, Facilities Manager  
 The Designated Governor for Health & Safety is: Mr C Anderson

**HEALTH AND SAFETY AT WORK ETC ACT 1974**  
*Health and Safety Policy of Langley Park School for Girls*

**INTRODUCTION**

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy. The Governors have issued their policy to extend and particularise the general aims and objectives of the Academies statement.

**With reference to educational establishments,** the responsibility lies with the Headteacher and Governing body to issue a local statement of safety policy and ensure that it is implemented correctly.

The Headteacher and Governors of Academy schools are responsible for the health, safety and welfare of employees, students and visitors.

**ACADEMY SCHOOLS**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of students and other people who may be affected by our activities.

**SECTION A  
 GENERAL STATEMENT OF  
 SAFETY POLICY**

The allocation of duties for safety matters and the particular arrangements put in place to implement the policy are set out below.

The policy will be kept up-to-date, particularly as the curriculum, staff and procedures change. To ensure this, the policy and the way in which it has operated will be reviewed annually.

A copy of the document will be displayed on the Staff Room notice board.



*Dr Anne Hudson,  
 Headteacher  
 Date: Date:*

*Craig Anderson  
 Chair of Governors*

**LAST REVIEWED BY  
 GOVERNORS:** DECEMBER 2017

**NEXT REVIEW DATE:**  
 DECEMBER 2018

## **SECTION B RESPONSIBILITIES**

Final responsibility for health and safety within the school lies with the Headteacher. The following areas are the responsibility of the named persons:-

Classrooms	Head of Subject
Workshops	Lead Technology Technician
Admin offices	Finance Manager
Gymnasiums and sports areas	Head of PE
Stairs, corridors, foyers	Facilities Manager
Boiler room	Facilities Manager
Toilet and shower rooms	Facilities Manager
Medical room	Keyworkers
Kitchen and servery	Catering Manager
Laboratories	Head of Science
Libraries	Librarian
Music rooms	Head of Music
Courtyard and garden areas	Facilities Manager

### **DUTY TO REPORT**

It is the duty of every member of staff, both teaching and non-teaching to report any unsafe conditions to the Headteacher or the deputy in their absence. In addition, an attempt should be made to eliminate the danger before reporting it.

All employees have the responsibility of co-operating with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves, students and others.

Safety Liaison Officer (SLO) is Shaun Robertson (Facilities Manager).

Safety Representative (SR) is Catherine Shelley (ATL representative)

### ***Review of Training Needs***

The Headteacher or Heads of subject as appropriate shall be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include induction and update training.

### **Management**

The Safety Liaison Officer has oversight of the use, condition and care of buildings and liaises with staff representatives to ensure that these conform to health and safety requirements. The Health and Safety Team meets once a term.

The Safety Representative has legal standing and is a person appointed from a recognised Trade Union under the Safety Representatives and Safety Committees Regulations 1977. She/he will be a member of the Health and Safety Team and will contribute to the planning and evaluation of health and safety matters.

Heads of Faculty/Subject and Line Managers are delegated local responsibility for areas under their control and are required to ensure that staff are trained to ensure that they are fully aware of Health and Safety procedures at all levels. This includes induction and update training:

- on new machinery or equipment
- on new conditions
- when transferred to new positions within the School

## SECTION C

## ARRANGEMENTS

### Risk Assessment

The co-ordinator is the Facilities Manager.

It is accepted that some of the school's activities may, unless properly controlled, create risks to members of staff, students or visitors. We will take all reasonably practicable measures to reduce these risks to an acceptable level.

Assessments are completed at the end of each autumn term and are recorded electronically on the shared network ('T' drive). Once the annual assessment has been completed, it will be reviewed by the Leadership Team and a schedule of prioritised remedial work established and undertaken. Once completed, a report of the findings and outcomes will be given to the Health and Safety Committee. Fire risk assessments will be undertaken as part of the annual general risk assessments.

#### 1. Electricity

The "competent" person for ensuring that tests have been carried out on portable electrical equipment is the Facilities Manager or nominated members of staff within a subject area.

Staff are to conduct a visual check on electrical items prior to use. If there is any doubt as to the safety of the equipment it must not be used and site staff must be informed. Labels are used on equipment to indicate whether a test has taken place or not.

Visual inspections of electrical equipment should take place pre-termly and continuity tests using a portable electrical tester are carried out annually. Results of all tests are held by the Facilities Manager.

Any electrical items brought into the school for whatever reason must be reported to the "competent" person to enable a test to be carried out before their use. This includes items on loan and gifts.

Contractors on site must test their own equipment. No member of staff should use contractors' equipment.

The use of multi adaptors is to be avoided, as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected.

#### 2. Fire

Annual fire risk assessments will be conducted as part of general risk assessments.

Fire drills are carried out termly and results recorded locally. Three drills are arranged, one in the autumn, one in the spring, one in the summer, known only to the Headteacher and the Facilities Manager.

The Facilities Manager or nominated person is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. Records must also be kept.

Fire notices are prominently displayed throughout the school in classrooms, staffrooms and offices.

The school will implement an ongoing training programme for all staff on procedures in the event of a fire.

All staff must also be familiar with emergency drills, escape routes, assembly points and emergency evacuation procedures. This information is given in the Staff Information File.

### 3. First Aid

The qualified first aiders are:



**Mrs S Creffield** – Admin  
Ext 5234)

**Mr G Short** – Premises  
(Ext – 5231)

**Mr D Margetts** – Premises  
(Ext – 5231)

**Mrs L Brown** - Music  
(Ext 5247)



**Mrs B Foster** – Student Support  
(Ext 5290)

**Mr R Holdsworth** – Music  
(Ext 5227)

**Mrs D Howlett**- Resources  
(Ext 5274)



**Mrs D Sweeney**– Student Support  
(Ext 5223)

**Ms C Bush** – PE  
(Ext – 5249)

**Mrs S Revindharan** – Student Support  
(Ext – 5206)



Defibrillator only- Not first aider  
**Ms N Hamlett** – PE (Ext – 5249)



**Trained in emergency life support and defibrillation**

FOR **URGENT** ATTENTION CONTACT RECEPTION (Ext 5221/ 6627 / 5206)

Location of first aid boxes:-

Main Reception, Resources Food Tech (E004fd), PE office, DT office ground floor, Science prep room ground floor, Sixth form admin office, Main Building 2<sup>nd</sup> floor Opposite M203c, Sports Centre office and both minibuses.

The Student Support receptionist and Keyworkers are responsible for co-ordinating the provision of first aid supplies and for the recording of students' own medication held in Student Support reception. The Facilities Manager/SLO is responsible for overseeing the recording of accidents in the Accident File and making a report to RIDDOR when necessary.

First aid outside school hours: - Following an initial assessment of any incident, if staff remain in doubt, they are advised to use common sense and dial 999, placing the onus on the medical services.

#### 4. **Manual Handling**

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. Senior teachers/heads of subjects must ensure that risk assessments include any high risk manual handling activity. Staff must follow any control measure identified such as use of handling aids or safe systems of work. Staff should report any problems with working activity or equipment as soon as they occur.

#### 5. **Display Screen Equipment (DSE)**

Heads of Faculty/Subject are to briefly assess the work of all staff in order to determine those who are designated DSE 'users'. 'Users' will be those staff who habitually use computers as a significant part of their normal work and who have little discretion over such use. It is anticipated that 'users' will be confined mainly to administrative positions. The person responsible for conducting risk assessments in each faculty/subject area will conduct workstation assessments of any identified users. All staff that use display screens are advised to take regular 'breaks' which simply means stopping and doing quick stretches or other work.

Adjust furniture and equipment to suit your needs- do not adjust your posture to the work station. Avoid static posture and prolonged DSE work without change of activity. Always report problems with your furniture, equipment or eyesight as soon as these arise. A close assessment of such work areas will be needed and records kept.

Any employee identified as a DSE user is entitled to request an eyesight test. Please contact the Facilities Manager for more information.

#### 6. **Reporting Accidents**

The method of reporting all accidents and incidents is clearly laid down in the Health and Safety file in the staff information folder on the 'T' drive. Procedures and criteria for filling in the Accident Book and RIDDOR forms must also be followed.

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. Guidance for schools on what, how, where and when to report is explained in the HSE education information sheet: Incident reporting in schools.

Employers must report accidents which result in:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- where there is an accident connected to the work activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital; and
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Keyworkers will make the Accident Book available for completion an electronic version can be found in the desktop icon request form on all school computers. Forms should be submitted to the Keyworkers/ SLO for investigation and signature.

The SLO will also check to see if an incident constitutes a report under RIDDOR.

All incidents of violence or abuse to staff, whether physical or non-physical, are to be reported.

## 7. Use of premises outside working hours

To ensure lessees are fully aware of their responsibilities during the period of the letting, the Lettings form should accompany every acknowledgement of a booking. This will be sent out by The Facilities Manager. When the Duty Site assistant opens the school prior to the letting, he must show the lessee the whereabouts of the nearest fire alarm call point, fire extinguishers, and fire exits to the area to be used. He should also acquaint that person with any special emergency arrangements, such as wheelchair routes. The system for contacting the emergency services should be explained.

### Lone Working

At Langley Park School for Girls we recognise that there may be an increased risk to the health and safety of its employees whilst working alone. All lone working is to be approved by the responsible manager/Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. Please refer to **Annex A 'Lone Working'**.

## 8. Security

The procedures for clearing the school and setting the alarms are the responsibility of the Facilities Manager or Duty Site assistant. The users of dangerous or high value items, such as chemicals or TVs, should ensure that those items are secure on completion of use.

- Lights and electrical equipment, computers (if programmes are not running), projectors, amplifiers, electric heaters, radios are to be turned off in classrooms and offices when rooms are vacant.
- Lights in corridors and staircases will be left on until areas are fully vacated and final lock up takes place.
- Internal doors are to be closed (not left held open by furniture etc).
- All sacks of refuse to be cleared from the buildings.
- Entry and Exit doors will be locked up at the end of the day when the building has been vacated.
- The waste bin area and kitchen gates will be locked last (when everyone has left the building).

The procedure for visitors is to report to Reception as soon as they enter the premises. They should sign the visitors' book and wear a visitor's badge. They should then wait for their escort/point of contact, or proceed if authorised. All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report their presence to the Headteacher.

## 9. Contractors

All contractors must report to Reception to sign in and must liaise with the Facilities Manager or Duty Site assistant. Works will not take place until the Facilities Manager receives and agrees all relevant paperwork. Any members of staff wishing to use an outside contractor must ensure that the Facilities manager is notified to ensure that works can be carried out.

Monitoring of contractors on site will be carried out by the Facilities Manager or his nominated person. However, if staff feel that something is dangerous, the Headteacher/SLO should be informed. Segregation of the work area must be maintained.

No vehicles should be manoeuvred to or from the site whilst students are in the area. No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

**10. Action on Identifying Potential or Actual Hazards**

If any member of staff identifies a hazard, it is their duty to report it to the Headteacher/SLO as soon as possible. If the hazard is of a nature that may cause imminent actual harm, then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

Once the hazard is reported, the Headteacher may seek expert help to eliminate the hazard.

**11. Communicating Health and Safety**

The Headteacher has the duty of ensuring all members of staff read this Safety Policy, and that copies of it are available in the Staff Information File (SIF) on the staff shared (T) drive. The school Safety Policy is displayed on the school's Health and Safety notice board. The "H & S Law: What you should know" poster is displayed in the Staff Room and on the school's Health and Safety notice board.

Any amendments to either policy will be circulated to all staff. Any hazards that are brought to the attention of the Headteacher from any source will also be publicised to staff that may be affected.

Heads of Faculty/Subject are responsible not only for training in the use of new equipment, etc., but also for the dissemination of any handbooks to the relevant staff.

The Headteacher/SLO will investigate all injuries, accidents, near accidents and damage that may lead to a hazard and ensure that they are reported to the appropriate authority.

Health and Safety will be a regular item on the agenda of staff and faculty/departmental meetings.

Heads of Faculty/Subject are responsible for ensuring that personal protective equipment for use by staff is of the correct type for the hazard it is required to counter. Staff are to be trained in its use, maintenance and cleaning. Regular checks should be undertaken to ensure its usability. Any defects should be reported by staff to their Head of Faculty/Department.

The School Health and Safety Committee meet termly to discuss all issues of concern and to receive up to date information.

Governors will be informed by the Head teacher of updated practice relating to any Health and Safety issue. Health and Safety forms a regular item on governors' committee agendas.

**12. Workplaces**

The school will ensure so far as reasonably practicable that staff have a comfortable and appropriate place of work with suitable ventilation and temperature (minimum 16 degrees Celsius, there is no maximum in law, but attempts will be made to keep temperatures as comfortable if possible). Safety of glazing will be the responsibility of the site staff.

**13. Responsibility of Specified Departments**

The following subject areas have their own specific policies and procedures. These are provided to each member of the faculty/department and are supported by printed and displayed rules for students.

**SCIENCE**

The Head of Science has the responsibility of ensuring that the advice of the Academy is followed by other members of staff; that all staff, particularly new staff, are familiar with this policy; that the delegation is effective and that delegated duties are being carried out.



## **Risk Assessment**

The Head of Science has the responsibility for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks.

### **(i) COSHH Regulations 2002**

In order that these regulations may be complied with, no substances should be used unless an assessment of them has been undertaken. Science staff are to consult the following texts for published assessments on any substance they intend to use:

CLEAPSS Hazards  
 Topics in Safety – Chapter 7 for chemicals-  
 Chapter 8 for micro-organisms  
 Microbiology: An HMI Guide  
 CLEAPPS Laboratory Handbook  
 Safeguards in the School Laboratory  
 Hazardous Chemicals: A Manual for Schools and Colleges

Copies of these should be readily available within the department and are available on the CLEAPSS cdrom.

If an assessment for a particular substance cannot be found then the CLEAPSS School Science Service should be consulted before the substance is used.

If any experiment requires a substance to be used in variance to that stated in Hazards, the safety procedures must be modified and checked by a senior member of the Science staff.

The Head of Science must regularly monitor compliance with the COSHH regulations by carrying out spot checks. They must also keep a record of all checks.

Safety instructions must be written on all work schemes, work cards etc.

Fume cupboards must be fully tested annually.  
 This is done by an outside contractor.

Certificates and records of all tests are to be kept by the Head of Science. Weekly visual checks are to be carried out by a science technician.

Pressure cookers and model steam engines are checked annually by science technicians under the Pressure Systems Regulations and copies of reports are held by the Head of Science.

### **(ii) Emergency Procedures**

**FIRE:** Science staff must follow the normal school procedures in case of fire; however, they must also know the immediate remedial measures necessary for clothing or hair on fire.

**INJURY:** Staff should again follow the school procedures for reporting accidents. They must be aware of the immediate remedial measures whilst awaiting first aiders to arrive.

Each laboratory should have emergency measures for irrigating eyes, skin and clothing following chemical splashes.

Chemical and mercury spillage kits are kept in the science prep room.

**(iii) Radioactive Sources**

Any advice on the use of radioactive sources or queries about their storage should be directed to Mr Robert Small who is the school's Radiation Protection Supervisor (RPS).

Any further advice may be obtained from the London Borough of Bexley's Radiation Protection Officer (RPO) Mr Chris Stringer 020 3045 5642 .

All staff who are going to use radiation sources should have the necessary qualifications. The RPS is to ensure that full records are kept before, during and after work. They are also to ensure that decontamination and leak testing on containers are carried out regularly.

**(iv) Animals and Plants in Schools**

CLEAPSS guidance L56 has detailed information about housing and keeping small animals in schools.

**(v) Specific Restrictions**

The Academy has prohibited the taking of blood from students. Eating, drinking and smoking are prohibited in laboratories and prep rooms.

**(vi) Communications**

Person to contact for first aid:	Reception in the first instance Ext 5221/6627/5206
Persons to contact in case of fire:	Facilities Manager Ext 5293/5231
CLEAPSS:	01895 251496

**(vii) Electricity/Gas Mains in Laboratories**

Annual checks on gas appliances will be conducted by an outside contractor  
Gas electricity and water should all have master controls (emergency shut offs) in the science labs, easily accessible by staff, but not by students.

**(viii) Removal of Waste**

Everyone associated with the school science laboratory shares the responsibility to minimize the amount of waste produced, and to dispose of waste in a way that has the least impact on human health and the environment. Prior to generating and managing any waste, carefully evaluate each experiment and confirm that your work environment and disposal methods are safe and in compliance with all applicable regulations.

**14. PHYSICAL EDUCATION (Including Dual Use)**

**(i) Conduct and Supervision**

All sports and activities are to be carried out in accordance with the following references:

- Safety in Physical Education (HMSO)
- Safety in Outdoor Pursuits (HMSO)
- Safe Practice in physical education and school sport

The senior PE teacher must monitor activities to ensure adherence to the published guidance.

The senior PE teacher is also responsible for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks.

If any sport or activity other than those mentioned in the above references is to be included in the curriculum then guidance from the National Governing Body of that sport/activity is to be obtained before any participation. No teacher is to take responsibility until they have received appropriate training.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair should be tied back and nails should be kept short.

All jewellery and personal effects must be removed before a lesson commences.

**(ii) Abilities**

It should be remembered that students vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a students may be asked to do is fully understood by them and within their capabilities.

**(iii) Equipment**

The PE equipment must be subjected to an annual check by a nominated accredited firm and records kept of all such inspections. Any defects must be reported to the Headteacher or Head of Department.

The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. On completion of the lesson, all equipment is to be replaced securely and correctly.

No pupil is to move equipment unsupervised.

**(iv) Accidents**

Any accidents occurring during organised activities whether in the school or away from the establishment must be reported at the earliest opportunity. On return, the supervising person is to fill in the Accident/incident reporting form.

**15. Technology**

The Head of Subject within the technology department has the duty of seeing that the advice of the Academy is followed by other members of staff; that staff, particularly new staff, are familiar with this policy; that the delegation is working and that delegated duties are being carried out. The Facilities Manager and the Lead Technology Technician are responsible for ensuring that risk assessments are carried out and for prioritising effort to reduce the higher risks.

**(i) Equipment**

Annual inspections of all fixed workshop equipment are to be undertaken by an outside contractor All records are to be kept and any defects reported to the Head of Technology. All hand tools are to be inspected technology technicians. Any defective item is to be removed until repaired.

All items of protective clothing are to be inspected by technology technicians.

All lifting machines and tackle are to be inspected by technology technicians.

Teachers must ensure that any protective clothing supplied for use on a piece of equipment during a process and any fixed protective guarding on machinery is used in the correct manner during use of that equipment.

**(ii) Communications**

Person to contact for first aid: 5221/6627/5206 or list of First Aiders-Section 3 above

Person to contact in case of fire: **Facilities Manager** Ext 5293/5231

Staff should consult the following texts for additional information:

Health and Safety in Workshops for Schools and Similar Establishments – BSI

Safety in Practical Studies – DES

Managing Health and Safety in School Workshops – NAAIDT

Woodworking Machines Regulations 1974 – HMSO

**(iii) Removal of Waste**

Everyone associated with the school Technology Department shares the responsibility to minimize the amount of waste produced, and to dispose of waste in a way that has the least impact on human health and the environment. Prior to generating and managing any waste, carefully evaluate each process and confirm that your work environment and disposal methods are safe and in compliance with all applicable regulations.

**(iv) Control of Substances Hazardous to Health**

No substance is to be used unless a COSHH assessment is held for it. If an assessment cannot be found for a particular substance then the Central Safety Unit must be contacted for further guidance.

The Head of Technology must regularly monitor compliance with COSHH by carrying out spot checks. They must keep records of all spot checks.

Safety instructions must be written on all work schemes etc.

**16 STAFF GUIDELINES****1. Duty to Observe**

Staff must observe the following requirements:

**Tidiness**

- Everything should have a place. Cupboards and storerooms should not be dumping grounds
- Equipment should be carefully placed in cupboards

**Fire hazards**

- Fire exit doors should not be blocked
- No rubbish behind benches or in corners
- No wall charts above heaters
- No clothing on radiators

**Cupboards**

- No large objects on top of cupboards
- Cupboards containing any dangerous material are to be locked
- Cupboards containing any potentially dangerous material should be appropriately labelled

**Storerooms**

- No trip hazards on the floor
- Large equipment propped against the wall could slide down

**Classrooms**

- No chairs on desks whilst teaching
- Access not to be obstructed in walkways between desks

**Management of asbestos**

An asbestos register is available to all staff on the (T) drive and details of how the school manages its asbestos risks. This is reviewed annually

**Trips abroad**

Schools need to consider their duties under health and safety law when planning trips abroad. HSE's frequently asked questions on school trips provides further guidance. Any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred.

A school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff.

### **Car Parking**

All staff park at their own risk, the school will not accept any liability for any accidents, damage or loss incurred while parking on site.

### **Adventure activities using licensed providers**

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

### **Parental consent to off-site activities**

Written consent from parents/carers is required for students to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are part of a child's education at school. Parents/carers should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take part outside school hours. The D of E has produced a "one-off" consent form which the school can ask parents to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities. This form is available on the D of E website.

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

## Annex A

### LONE WORKING

#### Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) at another LPA premises, (3) if making home visits and; (4) when working outside normal working hours. These are deemed to be from between **06:00** and **18:00 (Mon, Thurs And Fri)** and **06:00** and **19:00 (Tues and Wed)**. During half term and end of term periods the Facilities Manager will advise all staff of opening and closing times

#### Legal Position

Our duty to both assess and control any risks from lone working is governed by the **Health and Safety at Work Act 1974** (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under s.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999** (as amended).

Employers and employees, therefore, have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

#### Persons at Risk

At Langley Park School for Girls people at risk may include anyone who comes into school alone during closure times, any member of staff working late or in a remote location and particularly the premises staff and Facilities Manager.

#### Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual
- 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 lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list and individuals will be expected to report all situations to the Headteacher or Health and Safety Representative which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary.

Through the risk assessment process, existing control measures will be assessed for their effectiveness.

#### Home Visits:

- Employee or school representative **MUST NOT** provide home visits in the evening unless they are totally unavoidable.
- Employee or school representative must be aware of background information before making a visit.
- When arranging the first home visit with a parent/carer over the telephone ask who will be present in the home
- The employee or school representative may be accompanied by a colleague on initial home visits where it is deemed that there may be a high personal safety risk factor.
- Employee or school representative should not be left alone with child in home.

- Clear notes of the meeting should be made by the employee or school representative.
- Meetings at any neutral venues should be logged with manager with times and venues clearly stated.
- All movements should be diaried and variations notified.
- If employee or school representative finds they are delayed, call the parent and let them know you will be arriving later than originally planned.
- If, on arriving at a home, you consider yourself to be at risk, decline to enter or make an excuse to leave where necessary, e.g. "I've left the car lights on" or "I've left some papers in the car" and depart. Do not attempt to enter what is considered a risk situation.
- Employee or school representative should leave a mobile phone on at all times so that she can be contacted for checks or can report in any issues.
- If at any time, the employee or school representative experiences any aggression or verbal abuse, or other unwelcome approaches, this should be reported to the SCHOOL immediately, when safe to do so. Employee or school representative should leave at the earliest opportunity.
- Employee or school representative must not then arrange to make another appointment with the abusive or aggressive person until the case has been reviewed.
- The employee or school representative must ensure she/he has appropriate car insurance for transporting parents/carers and their families if necessary when carrying out their day to day duties.

### **Control Measures**

All staff will:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety
- not do anything to put themselves in danger
- know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the Headteacher or Health and Safety Representative of any relevant medical conditions
- inform the Headteacher or Health and Safety Representative of any hazards or accidents encountered
- not handle cash when lone working
- late meetings must be arranged so as to finish promptly and so as not to leave one member of staff alone on site.

The Health and Safety Committee of Langley Park School for Girls will:

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard
- provide panic alarms at the request of the individual but will advertise their availability regularly

Where possible, outside of normal working hours, staff should arrange to be in school with others. Staff should inform each other when they are on the premises and when they are leaving by 'signing in and out' at the Reception.

## Telephone and Other Communications Information

There are handheld radios in the school office which members of staff may take to other areas of the building if they are working alone and use to contact the site team or school office.

Staff are required to have access to a school phone or carry a personal mobile phone at all times when lone working and must be aware of the Facilities Manager's direct line.

There are telephone extensions in the staff room, Reception and all departments. Staff should make themselves aware of the location and use of the telephones. Extension numbers and emergency services information are near to each telephone.

By dialling 9 an outside line can be obtained. The number required can then be dialled to call the number, including the emergency services.

If any member of staff needs to regularly work outside normal school hours in an isolated location they will be provided, upon request, with mobile phone numbers for all site and senior staff to contact should they have any concerns.

### Line Managers

It is the responsibility of individual line managers to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that risk tasks described above are not carried out by one person alone. If the nature of the tasks change in any way, the manager must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

### Lone Worker Duties

- All lone workers are expected to co-operate fully with the procedures and with any instructions given by their managers and see the Facilities Manager to complete a risk assessment.
- The lone worker should notify someone of their intended time at work and their intended time of return.
- Staff should sign in and out at Reception when working outside of normal school opening times
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- Staff should be proactive in bringing to the attention of the Headteacher or Facilities Manager any aspect of work related risks which may occur when lone working.
- Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.



## Langley Park School for Girls - Health and Safety Responsibilities

