



Health & Safety Policy

Date adopted: June 2022

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Statement of intent

At Mayfield School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

_____Headteacher

Date: _____

Legal framework

1. This policy has due regard to statutory legislation including, but not limited to, the following:

Health and Safety at Work etc. Act 1974

Workplace (Health, Safety and Welfare) Regulations 1992

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Construction (Design and Management) Regulations 2015

- 1.1 This policy has due regard to national guidance including, but not limited to, the following:

DfE (2014) 'Health and safety: advice on legal duties and powers'

DfE (2015) 'Health and safety for school children'

DfE (2016) 'Keeping children safe in education'

DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'

HSE (2014) 'Sensible health and safety management in schools'

2. Duties of the Local Governing Body

- 2.1. The Local Governing Body, in consultation with the Headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

- 2.2. The Local Governing Body endeavours to provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.

- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

3. Duties of the Headteacher

- 3.1. The Headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 3.2. The Headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.
- 3.3. The Headteacher will designate the School Business Manager as Health and Safety Officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the LA and the HSE where necessary.

4. Duties of Deputy Headteachers & Associate Heads of School/Assistant Head Teachers

- 4.1. Supervisory staff will be familiar with the requirements of health and safety legislation.
- 4.2. In addition to general duties, supervisory staff will be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the Headteacher.
- 4.3. Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- 4.4. Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

5. Duties of nominated representative of Engie/Equans (Wheeler site only)

- 5.1. The nominated representative of Engie/Equans, has a key role to ensure that the school premises are kept clean, secure and maintained and in a safe condition. This is achieved by undertaking tasks as defined in the Service Level Agreement with Birmingham City Council, or additional tasks as determined by arrangement with the Headteacher.
- 5.2. The representative of Engie/Equans is also responsible for the supervision of cleaning staff, materials and any equipment in use.
- 5.3. Additionally, they will ensure deliveries and other items are moved in a safe manner around the School site.

- 5.4. They will also be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of members of staff or other contractors in their sphere of operation. This will include responsibility as first point of call and active liaison with all Engie/Equans suppliers who are at the school premises, ensuring they comply with and are aware of the Health and Safety Policy and arrangements.
- 5.5. It is expected that any work undertaken by Engie/Equans, will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.
- 5.6. The nominated representative of Engie/Equans will also inspect the School campus on a regular basis to identify hazards and will raise any concerns with their line manager and the School Health and Safety Officer. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings and records will be kept in the School Finance Office for audit inspection.
- 5.7. All External visitors/contractors who are NOT escorted around the School site must provide in advance evidence of their Enhanced Disclosure and Barring Service (DBS).
- 5.8. Site security in or out of normal working hours is deemed to the responsibility of Engie/Equans as defined in the schools service level agreement.

6. Duties of all members of staff

6.1. All members of staff will:

- 6.1 Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- 6.2 Cooperate with their employers on health and safety matters.
- 6.3 Carry out their work in accordance with training and instructions.
- 6.4 Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- 6.5 Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- 6.6 Avoid any conduct which puts themselves or others at risk.
- 6.7 Be familiar with all requirements laid down by the Local Governing Body.
- 6.8 Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.

6.9 Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.

6.10 Check if equipment is found to have any defects and then this will be reported immediately, and the item will be labelled as out of use.

6.11 Use the correct equipment and tools for the job and any protective clothing supplied.

6.12 Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.

6.13 Report any defects in equipment or facilities to the designated Health and Safety Officer.

6.14 Take an interest in health and safety matters and suggest any changes that they feel are appropriate.

6.15 Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.

6.16 Exercise good standards of housekeeping and cleanliness.

6.17 Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

7. Pupils

7.1. Pupils will:

Exercise personal responsibility for the health and safety of themselves and others or will be fully supervised if they cannot take personal responsibility due to their individual learning needs.

Dress in a manner that is consistent with safety and hygiene standards.

Respond to the instruction of staff given in an emergency.

Observe the health and safety rules of the school.

Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

8. Training

- 8.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 8.2. The Health and Safety Officer will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- 8.3. The Health and Safety Officer will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.
- 8.4. Staff members will be provided with regular training opportunities and have access to support where needed.
- 8.5. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of Mayfield School.

9. First aid

- 9.1. Mayfield School will act in accordance with the First Aid Guidance at all times.
- 9.2. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.
- 9.3. A record will be kept of all staff members who hold the required first aid qualification. This will be recorded on the CPD log.

10. Contacting the emergency services

- 10.1. Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
- 10.2. If there is no first-aider immediately available, a common-sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

11. Fire safety

- 11.1. All staff members fully understand and effectively implement the Fire Evacuation Plan and it forms part of all staff induction.
- 11.2. The Health and Safety Officer is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 11.3. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 11.4. The school will test evacuation procedures on a termly basis.
- 11.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

- 11.6. Engie/Equans representative / Heathfield Rd Site Supervisor will ensure that firefighting equipment will be checked on an annual basis by an approved contractor.
- 11.7. Fire alarms will be tested weekly from different fire points around the school, and records will be maintained and held in the Heathfield Rd Reception Office / Engie/Equans Site Supervisor Office.

12. Accident reporting

- 12.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated SLT member who has responsibility for accidents and risk assessments using the standard School Accident Report Form.
- 12.2. The Health and Safety Officer will be responsible for informing the Headteacher if the accident is fatal or a "major injury", as outlined by the HSE.
- 12.3. More in-depth information concerning reporting accidents and near-misses can be found in the Accident Reporting Procedure Policy and Near-miss Policy.

13. Significant accidents

- 13.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

14. Reporting procedure

- 14.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the **Health and Safety Officer**, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 14.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

15. Reporting hazards

- 15.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 15.2. In the main, reporting of hazards should be forwarded verbally and by email (fixit@mayfield.eiat.org.uk) to the Heathfield Road Site Manager or to the Wheeler Street site Engie/Equans Team, Log Email (ssc-helpdeskbirminghamschools.uk@engie.com) as soon as possible, Site staff will then inform the Headteacher as appropriate.

16. Accident investigation

- 16.1. All accidents will be investigated by a member of the Senior Leadership Team and the outcomes recorded on the relevant accident forms.
- 16.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.

- 16.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 16.4. The Health and Safety Officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

17. Our active monitoring system

- 17.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

Annual audits, including fire risk assessments and health and safety audits.

Termly examination of documents to ensure compliance with standards.

Termly inspection of premises, plants and equipment.

Monthly reports and updates to the Headteacher.

External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

18. Crisis Incidents

- 18.1. Upon receipt of information regarding serious threat to either school site, either evacuation or lockdown procedures will be engaged. These will be agreed with co-located partners and will be reviewed annually.
- 18.2. The Headteacher will communicate such an event to the relevant LA officers.

19. Evacuation

- 19.1. In the event of a fire, the Fire Evacuation Plan will be implemented.
- 19.2. If an evacuation is deemed necessary for reasons other than fire, the following procedure will take place:
 - 19.3 All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures.
 - 19.4 Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if seen as at risk in the specific situation).
 - 19.5 Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
 - 19.6 Once the police have arrived, staff will await further instruction from the emergency services.

20. Visitors to the school.

- 20.1. All visitors will sign in at reception.
- 20.2. Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- 20.3. No contractor will carry out work on the school site without the express permission of the School Business Manager / Headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- 20.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 20.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 20.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 20.7. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 20.8. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 20.9. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 20.10. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

21. Maintaining equipment

- 21.1. The Health & Safety Officer will ensure the inspection of the following equipment for health and safety issues annually:
 - Portable Appliance Test (PAT) all electrical appliances (Heathfield Rd Site Supervisor / Engie/Equans Representative)
 - All fixed gymnasium equipment
- 21.2. It is the responsibility of the Deputy Headteacher for each site to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

22. Hazardous materials

- 22.1. No chemicals or other hazardous materials will be used without the permission of the Health and Safety Officer

- 22.2. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- 22.3. Control measures will be checked and reviewed by the Heathfield Rd Site Manager / HML Engie/Equans Site Manger on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- 22.4. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 22.5. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 22.6. Storage life will be considered by the Health and Safety Officer. All Control of Substances Hazardous to Health (COSHH) regulations will be adhered to.
- 22.7. The Health and Safety Officer will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- 22.8. A termly audit of hazardous materials will be undertaken by the Health and Safety Officer with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

23. Asbestos management (Heathfield Rd only)

- 23.1. In accordance with HSE guidance, an asbestos management survey was undertaken on 12/07/2014 by BCC Representatives.
- 23.2. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.
- 23.3. Further details concerning the management of asbestos can be found in the Mayfield School Asbestos Management Plan.

24. Medicine and drugs

- 24.1. The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to by all staff.

25. Smoking

- 25.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

26. Housekeeping and cleanliness

- 26.1. Contract cleaners will be monitored by the School Business Manager. The standard required will be clear in the service level agreement held with the contracted cleaners.
- 26.2. Special consideration will be given to hygiene areas.

- 26.3. Waste collection services will be monitored by the Heathfield Rd Site Manager / HML Engie/Equans Site Manger.
- 26.4. Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 26.5. The Heathfield Rd Site Manager / HML Engie/Equans Site Manger is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of **16°** with a constant supply of fresh air.

27. Infection control

- 27.1. Mayfield School actively prevents the spread of infection through the following measures:

Routine immunisation

Maintaining high standards of personal hygiene and practice

Maintaining a clean environment

- 27.2. Mayfield School employs good hygiene practice in the following ways:

Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing

Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school

Employing cleaners to carry out thorough and frequent cleaning that follows national guidance

Providing Personal Protective Equipment (PPE) where necessary

Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste

Washing all laundry in a separate dedicated facility and washing any soiled linens separately

Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand

Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor

Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

- 27.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- 27.4. All staff are subject to a full occupational health check before starting employment at Mayfield School.
- 27.5. Mayfield School keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.
- 27.6. Mayfield School encourages parents to have their children immunised.
- 27.7. All cuts and abrasions should be covered with waterproof dressings.
- 27.8. Wall-mounted hand sanitiser is available around the school.

28. Risk assessment

- 28.1. The Health and Safety Officer has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- 28.2. Termly assessments of high risks areas, such as hydrotherapy pool, nurses' office and toilets will take place.
- 28.3. Annual risk assessments will be conducted for all other areas of the school.
- 28.4. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 28.5. The Local Governing Body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 28.6. The Assistant Headteacher with responsibility for Educational Visits will ensure risk assessments are completed by staff leading day trips or residential stays.

29. Security and theft

- 29.1. Closed circuit television (CCTV) systems will be used in some areas of HML and Heathfield Rd to monitor events and identify incidents taking place.
- 29.2. CCTV systems may be used as evidence when investigating reports of incidents.
- 29.3. Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.

- 29.4. Money will be counted in an appropriate location, such as the Heathfield Rd Finance Office / HML Finance Office and staff should not be placed at risk of robbery.
- 29.5. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 29.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 29.7. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 29.8. Missing or believed stolen equipment will be reported immediately to a senior staff member.

30. Severe weather

- 30.1. The Headteacher, in liaison with the Local Governing Body, makes a decision on school closure on the grounds of health and safety.
- 30.2. If a closure takes place, the Chair of the Local Governing Body will be promptly informed.

31. Safe use of minibuses

- 31.1. The Health and Safety Officer is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 31.2. If the vehicle is under 3.25 tonnes, the driver will need to have a current license, be aged 21 years or over and hold a full licence in Group A or passenger carrying vehicles. Over 3.25 tonnes, the driver must have a D1 category displayed on their license. All drivers must do the BCC Midas Minibus driver training.
- 31.3. Drivers will complete the relevant form and supply a photocopy of their driving licence.
- 31.4. The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- 31.5. Fines accrued will be paid by the driver at the time the offence was committed.
- 31.6. Starting and closing mileage, along with any potential risks or defects identified, will be reported in the minibus log record upon return to the school.
- 31.7. A record will be kept of all staff members who hold the required licence and have completed specific training allowing them to drive the minibus. This will be recorded on the CPD log. Checks must be made against this log when nominating a driver for an educational visit.

32. School trips and visits

- 32.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits Policy.

33. Manual handling

- 33.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- 33.2. In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

34. Working at heights

Guidance concerning employees working at heights are as follows:

Control measures

First assess the risks. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on.

Before working at height work through these simple steps:

- avoid work at height where it's reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

Dos and don'ts of working at height

Do....

- as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

Don't...

- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height
- Staff members are required to sign statements confirming that they have received, read and understood the guidance, prior to being allowed to work at heights.

35. Lone working

35.1. Policy and procedures concerning employees' lone working are addressed in the Lone Working guidance below.

Mayfield Lone Worker Guidance

Introduction

Mayfield School recognises that there may be an increased risk to the health and safety of DSL's, Pastoral Support Workers (DSL's/PSW) and any other staff when working alone. This guidance has been established to identify risks and manage them accordingly. The school has a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health, safety and welfare of employees. Within this guidance, 'lone working' refers to situations where staff, in the course of their duties, work alone either in the school or in pupils homes and are physically isolated from colleagues, possibly without immediate access to assistance.

Under no circumstances should DSL's/PSW compromise their personal safety. If DSL's/PSW feels in danger, they should remove themselves from the situation immediately. A risk assessment must be undertaken of the activities the DSL/PSW is engaged in. It must cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of available assistance should something go wrong. The Head Teacher is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring lone working. These procedures must ensure that all involved are aware of precautions and methods of work to be followed, including emergency action to be taken if necessary. Once relevant tasks are identified, the following must be considered:

- Risk of violence: All jobs involving lone working are assessed for risk of verbal threats or violence
- Access: Some lone working may require access to locations that are difficult to access. Assessments will consider whether these tasks are suitable for lone working
- Situational hazards: These include potentially dangerous animals in the home, dangerous locations and visits to locations where previous problems have occurred.

An approved list of lone working activities will be established, outlining situations where lone working may be authorised and the necessary precautions and work methods to be followed. Providing the activity is on the approved list, lone working may be deemed 'authorised'.

Unless explicitly stated on the approved list, lone working must only be undertaken following authorisation from the Head Teacher/Deputy Head Teacher/Lead DSL. A log of known risks, with regard to locations and persons, must be kept, updated and reviewed regularly. It must be available to the DSL/PSW prior to visits and held in a secure location. If a DSL/PSW is leaving the school's employment, they are required to inform their successor of any known concerns via a report, and a briefing if possible.

Appointments must be managed so that colleagues of the DSL/PSW are always aware of their movements and appointments. A list of appointments for the DSL/PSW is kept for the SLT/Lead DSL to view when needed. The list includes the address the DSL/PSW will be visiting, the details of the persons whom they are visiting and a known contact number, and indications of how long they expect to be at these locations. The list is held securely in the Reception Offices across both sites to ensure the information remains confidential. If the Head Teacher is not available, responsibility for the list defers to the deputy head teachers and assistant head teachers.

Details of vehicles used by the DSL/PSW, including make, model, registration number and colour, must be held by the main office. Once in place, appointment arrangements should be adhered to.

The DSL/PSW must notify the front office staff of changes to their schedule. If a visit is deemed high risk, where there is a history of violence or the location itself is considered high risk, the visit must only be made if absolutely necessary. In these

cases, the DSL/PSW may request a meeting in a more suitable location or to be accompanied by another member of staff.

During a visit, the DSL/PSW will:

- When required staff to carry out a pre site risk assessment using information held and a site visit in pairs to assess hazards and control measures – DSL's PSW to discuss prior to initial visit
- Carry an ID badge and be prepared to identify themselves
- If driving park your car away from the address to protect identity and or other such as damage
- Carry out a '10 second risk assessment' when they first arrive at the house. If they feel in danger, they should have an excuse ready not to enter the house and arrange an alternative appointment
- Be aware of any animals in the house and ask for them to be secured in a separate room. If there is a known problem with animals at the address, the occupants should be contacted and requested to remove or secure the animals before arrival
- Ensure that they shut the door behind them and make themselves familiar with the door lock, in case an emergency exit is needed
- Not position themselves in the corner of a room or in a situation where it is difficult to escape
- Remain calm and focused at all times and keep their possessions close to them
- Be aware of their body language and the body language of other adults. There is potentially a risk of exacerbating the situation by sending out nervous or aggressive signals, particularly where cultural, gender or physical issues need to be considered
- The DSL/PSW will report, via telephone, to the front office staff and site SLT when the visit has been completed.

The school operates that reception staff and SLT will know where the DSL/PSW will be working and when they arrive and depart from this location. They will:

- Be aware of the schedule and movements of the DSL/PSW
- Have all necessary contact details of the DSL/PSW, including next of kin
- Have details of the DSL/PSW scheduled breaks and rest periods if required

Attempt to contact the DSL/PSW if contact is not made as agreed.

Follow agreed escalation procedures and notify the Head Teacher/SLT/Lead DSL. Contingency arrangements must be in place for a member of staff to take over the role of front office staff in case they are unavailable, for example, the staff are called into a meeting or appointments go beyond their working day.

Where there is genuine concern, as a result of a lone worker failing to attend a visit or report back to the reception staff, the Head Teacher/SLT/Lead DSL will use the information held on record to try and ascertain the whereabouts of the DSL/PSW. If

contact cannot be made, the Head Teacher/SLT/Lead DSL will decide, depending on the circumstances, whether to contact the police.

If police involvement is necessary, police will be given access to all information held.

In case of an emergency call the main office. When connected raise a concern by using the following phrase:

Hi (Caroline), I'm at the home of (Adam Smith) and I need you to fetch the red folder so I can check a number.

It is the responsibility of the individual concerned to ensure all necessary precautions and procedures are adhered to at all times. Any person who becomes aware of circumstances involving lone working, where the existing control measures may not be fully effective, must inform the Head Teacher/SLT as soon as possible.

Training

Lone workers will be fully trained in safe working practices. The School Business Manager and Lead DSL is responsible for organising all relevant training. The DSL/PSW will undertake training in conflict resolution to enable them to negotiate difficult situations safely. Other training that will be considered for DSL/PSW includes: cultural awareness training, diversity and racial equality training, specific equipment training, manual handling training, first aid training, and training in disengagement techniques.

Duties of a lone worker

Lone workers are expected to follow all the procedures outlined in this policy and all relevant training. Failure to do so may be a disciplinary offence.

Child protection and safeguarding

Physical restraint and use of force: Our policy on physical intervention by staff is set out in our Positive Handling Policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person. We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

One-to-one sessions; If lone working is an integral part of an employee's role, a full and appropriate risk assessment will be conducted and agreed. Full and ongoing training regarding child protection, physical restraint and the use of reasonable force, and lone working procedures will be provided for all staff with regular lone working responsibilities. Meetings or sessions with children will never be held in remote or secluded areas (unless the child is undergoing a therapy session with staff, due to the confidentiality of these sessions). Colleagues will be informed beforehand when holding one-to-one sessions or discussions. The use of 'engaged' or equivalent signs is not advised however under certain circumstances interruptions may disrupt the effectiveness of interventions; such interventions will take place where doors

have viewing panels and windows. Doors will be kept open when conducting one-to-one sessions (unless a Therapy session with a child). Where this is not possible, for example in a music lesson, it will be ensured that both parties can be seen through one or more windows. When holding one-to-one sessions, staff members will talk to the child with a desk between them, or otherwise arrange the room or environment to avoid unnecessary physical contact (unless in a therapy session with a member of staff). Both parties will sit near to the door. If a child becomes emotional, distressed or angry, the staff member will seek assistance, it will be reported to SLT/Lead DSL and a record kept of the employee's concerns.

Allegations:

Our policy and procedures for dealing with allegations against staff can be found in our Child Protection and Safeguarding policy.

36. Workplace health and safety: stress management

- 36.1. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms can gain support from the school's Leadership Team but are also advised to consult their GP as soon as possible.

37. Workplace health and safety: display equipment

- 37.1. Display screen assessments will be carried out by the Education Impact Trust IT Team for teaching staff and administrative staff who regularly use laptops or desktops computers.

38. Monitoring and review

- 38.1. The effectiveness of this policy will be monitored continually by the Headteacher, School Business Manager and the Local Governing Body. Any necessary amendments may be made immediately.

39. Construction/maintenance of the premises

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

The carrying out of any building, civil engineering or engineering construction work and includes:

The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;

The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;

- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;

- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;

- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Health and Safety Officer / Engie/Equans representative will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

The Health and Safety Officer / Engie/Equans representative will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The Health and Safety Officer / Engie/Equans representative will ensure that:

The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:

- What the school wants built or maintained
- The site and existing structures
- Hazards such as asbestos
- Timescales and budget for the build
- How the school expects the project to be managed
- CDM appointments of principal contractor/principal designer
- Welfare arrangements
- Details of nearest A&E department

The principal contractor draws up a [Construction Phase Plan](#) that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.

The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.

The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.

Sufficient time and resources are allocated and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.

The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

Following completion of the project, the health and safety file is handed over to the Headteacher, kept up-to-date by the Health and Safety Officer, and is made available to anyone who needs to alter or maintain the building.

The Health and Safety Officer / Engie/Equans representative will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Appendix

Register of Appointed Persons

The below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
Health and safety link Chair LGB	Mike Dunn	07809 897962	mike.dunn@swans.bham.sch.uk
Headteacher	James Horspool	07977 503222	j.horspool@mayfield.eiat.org.uk
Health and Safety Officer	Marie McGrady	0121 809 2500	marie.mcgrady@mayfield.eiat.org.uk
Heathfield Rd Site manager	Peter Hall	07950 774337	p.hall@mayfield.eiat.org.uk
HML Site Manager	Ted Dubberley	07764 471545	ted.dubberley@equans.com