



Andalusia
Academy
BRISTOL

Andalusia Academy Bristol

Health and Safety Policy

2018 - 2019

**SIGNED ON BEHALF OF THE TRUSTEES OF BRISTOL ISLAMIC SCHOOLS
TRUST (BIST)**

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Introduction

This document is provided by the Governing Body in pursuance of the Health and Safety at Work etc. Act 1974 and subordinate legislation.

The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.

The document is issued to all school staff to read, understand and comply with its requirements.

Statement of Intent

The Governing Body accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.

All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.

Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.

Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

The Governing Body

The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document.

In particular the Governing Body is responsible for:

- ensuring a health and safety policy is in place;

- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on governor's meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.
- keeping the Trustees informed of any building related matter.

Principal/Head Teacher

As well as the duties which all members of staff have, the Principal/Headteacher has the general and specific responsibilities for health and safety. These are:

Manage the school's staff, site and activities so that the health and safety of all those involved is secured;

Comply with the Trust's policy;

Bring any health and safety concerns that are outside their own control or any health and safety responsibilities that are unable to be met, to the attention of the Local Board and the Trust's Commercial Manager and its Health and Safety Director.

And specifically –

- Assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- Develop and distribute school-specific policies on local health and safety issues;
- Monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- Ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with the academy health and safety procedures;
- Inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- Arrange routine maintenance and servicing of equipment
- Consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- Investigate and record all accidents, near misses and episodes of work related ill-health;
- Monitor and evaluate the health and safety performance of staff;
- Provide the means for consultation with staff on health and safety matters;

- Supply an annual health and safety performance report to the Board of Governors and Trustees.

Health and Safety Officer

The Health and Safety Officer is responsible for:

- Inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);
- Inspecting the buildings and equipment on a termly basis (during the last week of every term) and submitting a report to the Principal/Headteacher;
- Recording all defects noted and, if minor, effecting immediate repair;
- Reporting major defects to be repaired by outside contractors/authorities to the Principal/Headteacher
- Ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week by operating a manual call point;
- Assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Drill Report;
- Ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- All external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- Notifying the Headteacher of any hazards introduced by contractors on site;
- Annually undertaking a risk assessment relevant to the work environment; and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

All Members of Staff

All staff are expected to familiarise themselves with the health and safety aspects of their work. They have a responsibility to:

- take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- follow agreed working practices and safety procedures;
- report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- ensure health and safety equipment is not misused or interfered with.

Hirers, contractors and others

The Principal/Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises are used for purposes not under the direction of the Principal/Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in this document.

When the academy premises or facilities are being used out of normal academy hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employment of BIST, it will be a condition of all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Health and Safety Executive, and that they will not without the prior consent of the Board of Governor:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

All contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal/Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

First Aid

The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a half termly basis by a nominated first aider and all deficiencies made good.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity. **(Please refer to the First Aid Policy document)**

First aiders are responsible for:

- the first aid equipment found in boxes in the designated areas;
- recording when medicines are given to any person;
- recording any accident and subsequent treatment in the appropriate accident book located in the School Office
- immediately informing the Headteacher/and First Aiders of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.;
- completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Headteacher. Completion must be within the same day of the accident; and
- notifying parents of any case recorded in the accident book.

Administration of Medicine

- Children with special needs will be accommodated in accordance with written medical recommendations. A letter from parent/carer must accompany all medication.
- Medicine can only be given to children when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more. All such medication must be labelled with the pupil's name and dosage instructions.yuyyu
- Medicines must not be in the possession of children, they must be handed to the Office staff. The pupil is responsible for reporting to the office to take the medication.
- Throat sweets are medicine and should be treated like other medication.
- All medicine given must be noted in the medicine book in the main office.
- Children who suffer from asthma need to have access to their medication at all times. For this reason their medication is kept either in the office or in their classrooms where the child has been trained to administer the medication themselves. (See Administration of Medication Policy)

Procedure for Dealing with Ill Pupils

- Send pupil to office in the first instance. Symptoms and time of arrival will then be recorded at the office. After analysing/dealing with the situation, the pupil will be sent back to class or arrangements will be made for him to be sent home.
- In the case of a more serious incident, do not attempt to move the person involved. Send for a First Aider. If an ambulance is required the office should be asked to arrange for one to be called immediately.

- Medical incidents should be recorded in the medical book in the office. Serious incidents must be reported to the Head Teacher and/or Governors.

Accident reporting

- All accidents, no matter how minor, that occur to members of staff, are to be reported.
- Accidents to pupils and visitors must be reported in the same way as those to employees. ALL accidents need to be recorded in the Accident Log Book.
- This is located in the School Office.
- The person who has suffered an injury should be asked to give details to another member of staff, who will record the details on the relevant form. If this is not possible, then the Health and Safety Officer should gather verbal information from others/witnesses and produce a written report. Signed copies of the report/form should promptly be given to the Head Teachers. A copy must be retained for school files/records. **(Please refer to the First Aid policy)**

Fire Emergency Plan

The purpose of the emergency plan is to ensure that every person at the school knows what to do to if there is a fire, and to ensure that the premises can be safely evacuated.

All staff should know where the nearest fire fighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly and Fire drills take place Termly. **(See the Fire Safety Policy)**

Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm, which is given by a continuous sounding of an alarm.
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- the assembly point for all staff and pupils is the Triangle on Redcross Street.
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and they always check for any potential fire hazard at the end of the day.

Further, every employee must:

- Never ignore a fire alarm or disregard any notice on fire prevention.
- Never smoke in the school buildings.
- Never be untidy and leave waste materials laying around.

- Never leave obstructions in passages or stairways.
- Never move or interfere with fire fighting appliances.
- Never leave electrical appliances plugged in when not in use.
- Never leave furniture etc. by fire exits or placed directly in front of electrical heaters.
- Pupils should never attempt to attack a fire.
- Staff should only attack a fire with available equipment if they feel it is safe to do so. This should only take place after they have seen to the evacuation of the pupils in their charge and raised the alarm.
- They must inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. If they are in the slightest doubt then they must evacuate the building along with their pupils.

Escape Routes

- Escape routes are displayed throughout the premises with the Fire Action notices; staff and pupils should familiarise themselves with the information provided.
- The Health and Safety Officer along with the Head is responsible for ensuring that a fire drill takes place at least once a year and preferably once a term.
- This should be based on the assumption that one or more of the fire escape routes is affected by fire and cannot be used.
- The Health and Safety Officer, and the Fire Marshalls should act as observers and be told beforehand of the drill.
- Fire extinguishers can be found on each floor: **(W) = water; (F) = foam; (C) = CO₂; (P) = powder**, and fire blankets can be found in both kitchens.

Emergency Evacuation during exams

Prior to the exam period and at the beginning of each exam, the candidates will be informed of the emergency evacuation procedures which is different to the normal evacuation procedures;

- Candidates must remain under controlled exam conditions.
- Candidates are evacuated leaving all exam materials on their desks
- Note the time and duration of interruption.
- Exams officer and other available staff meet at the assembly point to provide assistance and supervision
- On re-entry to exam room, the exam is restarted and the candidates given their full entitlement
- Any student who is found to have communicated with another may be dis-barred from this session

- A full copy of the exam evacuation procedure will be in the exam room during every examination
- Produce a report of the incident and action taken for submission to the Board.

Lunchtime Fire Procedure

- All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all students together away from the building and ensure no child re-enters the building
- Lunchtime supervisors on duty in the hall shall evacuate all students from the building.
- Staff members in classrooms where students are engaged in lunchtime extra-curricular activities or eating, shall evacuate all students from the building and ensure on the way out that any toilets are vacated
- Staff members on the premises should assist the lunchtime supervisors

Risk Assessments

The Principal/Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will adhere to the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.
- Specific risk assessments are required for violence, lone working, etc. where such a risk exists. **(Please refer to Risk Assessment Policy document).**

Use of Machinery

- Care should be taken when using all machines. If anyone does not know how to use a particular machine they should ask for help and advice before attempting to use it.
- All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.
- Staff should not use their own electrical appliances unless they have been PAT tested.
- Photocopying machine – please report any issues to the School Office. The machine should be switched off each evening.

- Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

Lone working

- A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.
- Lone working may occur in the case of a member of staff working late in the evening or during a weekend or school holiday.
- Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

Safety on school visits

- The Teacher-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A specific risk assessment must be completed for each outing.
- When taking children out of school, mobile telephones should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling. (See schools trips policy.)

Manual handling

- All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.
- A specific risk assessment must be carried out for all manual handling operations

Asbestos

- The Trustees and Health and Safety Officer should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in school.

Monitoring

The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors.

Termly, and annual Health & Safety monitoring inspections will be carried out, by means of a walk around by the Headteacher, Health and Safety Officer and if possible a member of the Governing Body.

A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

Review

This policy will be reviewed annually or when a significant change has occurred.

Name: _____

Date: _____

Appendices

The appendices that follow contain useful documents and specimen policies and procedures in some specific areas.

Appendix 1 Health and Safety Inspection checklist - Termly

Appendix 2 Risk Assessments

Appendix 3– Manual Handling Procedure

Appendix 4: Specimen Lone Working Procedure

Appendix 5: Specimen Working at Height Procedure

Appendix 1: Health and Safety Inspection checklist

Persons involved:	
Date of inspection:	

Section 1 – External Areas and Play Equipment				
		Yes	No	Comments
1.1	Are paths and playgrounds free from foreseeable trip/slip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Are manholes secure?	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Are grass areas reasonably even and free of glass, needles etc?	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Do trees/branches appear safe?	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Is the perimeter fencing sound?	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Is play equipment well maintained and free from sharp edges or rough surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 2 – Evacuation				
		Yes	No	Comments
2.1	Are escape routes clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Are exit doors free from internal/external obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Are evacuation notices displayed adjacent to alarm call-points and key locations?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Are fire drills held termly?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Have extinguishers/alarm been serviced within last year?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Is the alarm audible?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 3– Building Issues				
		Yes	No	Comments

3.1	Are floors and floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Are handrails on stairs sound?	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Are door mechanisms in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Is safety glass used where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Are facilities for people with disabilities appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Do gutters, down-pipes and other fixtures appear sound?	<input type="checkbox"/>	<input type="checkbox"/>	
3.7	Do roof tiles appear secure?	<input type="checkbox"/>	<input type="checkbox"/>	
3.8	Are security systems adequate?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 4 – Temperature & Ventilation

		Yes	No	Comments
4.1	Can a reasonable room temperature be maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Are fans/blinds provided to alleviate high temperature?	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Is the natural and artificial ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 5 – Lighting

		Yes	No	Comments
5.1	Are all lights working?	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Are diffusers clean?	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Is internal lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Is external lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 6 – Electricity

		Yes	No	Comments
6.1	Is access to electrical system restricted to authorised persons?	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Is there a warning sign displayed?	<input type="checkbox"/>	<input type="checkbox"/>	

6.3	Is there an electric shock first aid poster displayed?	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Are materials in the electrical cupboard stored in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Are portable electrical appliances tested periodically by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Are plugs and leads in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	Are socket outlets at least 1m away from running water?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 7– First Aid and Medical Provision

		Yes	No	Comments
7.1	Are names of first aiders displayed or known?	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Are certificates valid?	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Are first aid boxes adequately stocked?	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Are arrangements in place for safe disposal of body fluids and sharps?	<input type="checkbox"/>	<input type="checkbox"/>	
7.5	Do staff wear gloves when dealing with body fluids?	<input type="checkbox"/>	<input type="checkbox"/>	
7.6	Are staff aware of your policy for administering medicines?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 8 – Welfare Provision

		Yes	No	Comments
8.1	Are there suitable toilet facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Are suitable washing facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Are the facilities adequately inspected, cleaned, ventilated and lit?	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Have drinking water outlets been labelled?	<input type="checkbox"/>	<input type="checkbox"/>	

8.5	Are there appropriate facilities for people who are unwell?	<input type="checkbox"/>	<input type="checkbox"/>	
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Section 9 – Working at Height

		Yes	No	Comments
9.1	Are steps or 'kick-stools' available and used appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	
9.2	Are ladders/scaffold towers in good condition and stored securely?	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Are ladders/scaffold towers used by authorised persons only?	<input type="checkbox"/>	<input type="checkbox"/>	
9.4	Is there a safe system for working at height e.g. roofs?	<input type="checkbox"/>	<input type="checkbox"/>	
9.5	Where staff cleans windows, have safe procedures been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	
9.6	If a window-cleaning contract is used has a safe system of work been agreed?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 10 – Management

		Yes	No	Comments
10.1	Is LEA health and safety information available?	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Do staff know of their existence?	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	Is the health and safety law poster displayed?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 11 – Miscellaneous

		Yes	No	Comments
11.1	Is furniture in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?	<input type="checkbox"/>	<input type="checkbox"/>	

11.3	Is storage of small quantities of flammable/hazardous substances suitable?	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Do office staff have enough working space?	<input type="checkbox"/>	<input type="checkbox"/>	
11.5	Are all parts of the school maintained in a clean and tidy condition?	<input type="checkbox"/>	<input type="checkbox"/>	
11.6	Are there adequate facilities for the safe storage and disposal of waste?	<input type="checkbox"/>	<input type="checkbox"/>	
11.7	Have risk assessments been completed and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	
11.8	Is the school health and safety policy up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 2: Risk Assessments

Please refer to separate document

Appendix 3: Specimen Manual Handling Procedure

Please note that approximately 1 in 3 accidents reported relate in some way to manual handling. It is therefore essential to take note of these procedures.

Manual handling means: the transportation or supporting of a load by hand or by bodily force including lifting, putting down, pushing, pulling and carrying.

A load includes a person as well as an inanimate object, but does not include using tools or equipment for intended purpose e.g. lifting a kettle, using a floor polisher.

This policy deals with:

- Handling inanimate objects
- Handling mobility-impaired pupils

In both cases, the Manual Handling Regulations 1992 make it a legal requirement for schools to carry out risk assessments.

Handling Inanimate Objects

Principles of correct manual handling Plan:

- The person undertaking the manual handling will assess the load and determine how it will be handled and where it will be placed. By assessing the situation first, that person can decide if a handling aid, a transporter or another person is needed to move the object; if there is sufficient space for the lifting to be done in the right position; and if there are any obstructions likely to be encountered.
- Determine the best technique: All factors will be taken into account when determining the best technique. A person undertaking a lift must lift efficiently and rhythmically, avoiding bending of the lower back. The best technique involves suitable balance and avoidance of unnecessary bending, twisting and reaching.
- Take a secure grip on the object being handled: The grip helps to determine how safe the task will be. Wherever possible, a comfortable power grip (with the whole hand) must be used rather than a pinch grip (with fingers only). Carrying with one hand must be avoided.
- Pull the load in close to the body: For lifting in particular, it is important to have the centre of gravity of the load close to the body to prevent excessive stress on the

back and to make the strongest muscles of the arms available to hold the load. It is important to minimise the effects of acceleration by lifting slowly, smoothly and without jerking.

- Vary handling tasks with lighter work: The job/task must be designed so as to provide alternative tasks that do not heavily stress the same muscles. Lighter tasks allow the active muscles to recover and must be alternated with heavier handling tasks.
- Team lifting: To enable load sharing, lifting partners should be of similar height and build. There must be one person nominated as team leader to coordinate the lift.

Risk assessments must be carried out for tasks which meet all of the following criteria: 1. The task cannot be avoided 2. The task cannot be mechanised or automated 3. The task poses a foreseeable risk of injury.

When carrying out risk assessments everyone who is required to undertake the task is considered, including pupils where appropriate. In the case of pupils carrying out manual handling tasks, consideration must be given to their physical capabilities. If you feel you would benefit from training in manual handling to assist you, please ask your line manager.

Appendix 4: Specimen Lone Working Procedure

Lone workers are those employees who work by themselves without close or direct supervision and, as such, come under the school's Health and Safety Policy. The following situations are covered by this policy:

- Caretaker or last employee in the building or locking up
- Employees working outside of normal working hours
- Employees attending out of hours meetings or functions
- Contractors

There is no legal prohibition to working alone, however, any hazards must be identified, risk assessments carried out and measures put into place to control any risks. All employees must consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible, all staff must be aware of the procedures required for working alone.

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- Ensure that someone is aware that you are working alone and that you keep in regular contact and or have given an expected time of return ☑ Ensure that external doors are kept closed and locked

- Have a mobile phone to hand or access to the phone in the office
- When entering or leaving the building during darkness, make sure that your key is readily available and be alert for intruders
- If leaving the building at night after a function or meeting, try to leave with others
- Do not confront intruders or unauthorised users and notify the head teacher, caretaker or police if there is any sign of intrusion or if you are concerned about unauthorised users

In the case of employees with certain medical conditions it may be necessary to seek medical advice before allowing them to work alone, e.g. epilepsy.

All lone workers must be capable of responding to an emergency situation and to be aware of emergency procedures, e.g. fire procedure.

Appendix 5: Specimen Working at Height Procedure

Carry out a risk assessment before carrying out any task at height, decide whether it could be done from ground level in another way. If not, decide on the most appropriate type of access:

- Kick-stool
- Stepladder
- Trestle
- Ladder
- Scaffold tower

All ladders/steps must be in good condition and should be checked before use. All ladders must:

- Be footed by a second person
- Be one metre higher than the highest rung being stood on
- Be marked with BS Load Rating
- Never be rested against glass or plastic features such as guttering.
- Included on a register

Under no circumstances should any employee or pupil stand on chairs, boxes, shelves or any other non-weight bearing object.