KATHARINE LADY BERKELEY'S SCHOOL
FOUNDED 1384

Health And Safety Policy

Reviewed by: Finance Staffing and Premises

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PART 1 STATEMENT OF INTENT

1.0 Introduction

1.1 It is the policy of Katharine Lady Berkeley's School to ensure so far as is reasonably practicable, the health, safety and welfare of all persons working for the school and others who may be affected by our undertaking.

1.2 The Board of Trustees and Headteacher recognise and accept their responsibilities under law.

1.3 The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed led by the school's Board and Headteacher.

1.4 In particular, the Board of Trustees and Headteacher shall:

1.4.1 provide a safe and healthy working and learning environment

1.4.2 ensure that the premises are maintained in a safe condition

1.4.3 maintain safe access to and egress from the premises

1.4.4 prevent accidents and work-related ill health

1.4.5 assess and control risks from curriculum and non-curriculum work activities including educational visits

1.4.6 comply with statutory requirements as a minimum

1.4.7 ensure safe working methods and provide safe equipment

1.4.8 provide effective information, instruction, and training

1.4.9 develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters

1.4.10 ensure a healthy working environment is maintained including adequate welfare facilities

1.4.11 ensuring safe use, handling, and storage of substances at work.

1.5 In addition to the above commitment, the Board of Trustees and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, students, contractors, etc, or anyone who is or may be affected by the schools' activities with the necessary information, instruction, training, and supervision available to ensure the safety of those affected.

1.6 The Board of Trustees and Headteacher will ensure adequate resources, including finance to implement the Policy.

1.7 The Board of Trustees and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Board of Trustees and Headteachers commitment to continuous improvement in the school's health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co operation of employees and others who use the premises.

1.8 This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

1.9 This Policy Statement and the following arrangements and procedures, has been approved by the school's Board of Trustees.

2.0 Links to other policies and procedures

2.1 Safeguarding Policy

2.2 SEND Policy

2.3 Behaviour and Discipline Policy

2.4 Allergy policy

2.5 Emergency and Business Continuity Plans (Appendix)

2.6 Lockdown Procedure

2.7 Fire Evacuation Plans (Appendix)

2.8 First Aid in School

2.9 Supporting Students with Medical Needs Policy

2.10 Lone Working (Appendix)

2.11 Staff Handbook

2.12 New Teacher Handbook

2.13 Staff Code of Conduct

2.14 Accessibility Plan

2.15 Asbestos Management Plan

PART 2 ORGANISATION

1.0 Introduction

1.1 In order to achieve compliance with the Board of Trustees' and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

2.0 The Board of Trustees

2.1 The Board of Trustees has overall responsibility for ensuring compliance with health and safety law and this policy through good governance practices. The purpose of governance in health & safety is to provide:

2.1.1 strategic leadership

2.1.2 robust accountability for health and safety issues

2.1.3 oversight and assurance of health and safety performance

2.2 In consultation with the Site Manager and Headteacher, the Trustees will ensure that:

2.2.1 there are effective and enforceable arrangements for the provision of health and safety throughout the school.

2.2.2 periodically assessing the effectiveness of this document, ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

2.2.3 ensure compliance in relation to H&S by way of receiving regular reports and updates from the Site Manager or Headteacher.

2.2.4 As part of this monitoring, the Board of Trustees shall question leaders about whether appropriate corrective action is being taken, whether learning is being shared and improvements are being put in place.

3.0 Headteacher

3.1 The Headteacher has ultimate responsibility for health and safety within the school and is accountable, through delegation of duties for ensuring that:

3.1.1 adequate organisation and arrangements exist for effective implementation of the policy on health and safety.

3.1.2 there is sufficient allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

3.1.3 the ongoing vision, commitment and leadership to all involved in the running of the school to ensure compliance with legislation and continuous improvement in health, safety and wellbeing by following best practice.

3.1.4 there is an effective decision-making process for dealing with emergencies and for providing leadership, resources, personnel and arrangements to ensure that it is managed correctly.

3.1.5 relevant information is produced and reported to the Trustees to enable them to effectively monitor safety performance and compliance with this policy.

3.2 Whilst having ultimate responsibility, the Headteacher delegates the following duties to the Site Manager:

3.2.1 Be fully committed to the Health and Safety of the school.

3.2.2 Ensuring that this Policy is communicated adequately to all relevant persons and adhered to, at every level for which they are responsible.

3.2.3 Ensuring this policy is followed by all staff, students and visitors that fall under the duty of care of the school.

3.2.4 All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.

3.2.5 An appropriate organisational structure is in place in the school to manage health and safety – working alongside the Headteacher.

3.2.6 Where necessary, delegate in writing any of the functions listed to appropriate person(s), who will have the knowledge and experience to undertake such functions. Whilst functions may be delegated, accountability will remain with the headteacher.

3.2.7 Qualified first aid personnel and facilities are provided.

3.2.8 First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.

3.2.9 Employees and any other relevant persons are informed of the location of first aid personnel and facilities. This is available on the Health and Safety map of the school (Appendix) Staff are also reminded of the the importance of recording all accidents / incidents using the paper form.

3.2.10 All accidents / near miss incidents are recorded, investigated, reported following the school adopted process; and control measures implemented to prevent any recurrence.

3.2.11 Monitor records and statistics of all accidents and incidents that occur within the school.

3.2.12 Arrangements for fire safety are implemented and that all relevant checks are carried out.

3.2.13 Arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage of substances. This includes obtaining and provision of safety information; undertaking COSHH risk assessments relevant to the activities and hazards within the school(s) and that relevant employees are informed of the significant findings of the assessments.

3.2.14 A risk assessment has been undertaken to identify the measures needed to reduce the risks from infectious diseases and public health incidents.

3.2.15 All health and safety issues raised by employees are recorded and investigated.

3.2.16 Regular inspections of the school buildings and grounds; and maintenance of it

3.2.17 Regular safety checks are undertaken and recorded of the testing, maintenance and statutory inspections of installations, systems and work equipment.

3.2.18 All electrical equipment is adequately maintained, and that only suitably trained and competent persons carry out electrical work.

3.2.19 Any unsafe conditions, faulty systems or work equipment identified is immediately taken out of service until repaired or replaced. Such unsafe conditions or faults are reported to the appropriate person to arrange repair or replacement.

3.2.20 Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.

3.2.21 Adequate welfare facilities, including temperature, lighting and ventilation levels.

3.2.22 Safe access and egress are provided and maintained in all areas within the schools.

3.2.23 Relevant statutory signs and notices are provided and displayed in prominent positions.

3.2.24 All food hygiene procedures are carried out in accordance with statutory requirements.

3.2.25 Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.

4.0 Site Manager

4.1 The Site Manager will oversee the co-ordination of health and safety and facilities management across the school to ensure operational controls are in place and working. This includes:

4.1.1 Managing the school estate effectively to ensure a fully compliant, healthy, safe and sustainable school environment.

4.1.2 Ensuring appropriate funding is available to ensure health and safety within school.

4.1.3 Working with the Board of Trustees and Headteacher on the strategic approach to health and safety within the school, to ensure a positive health and safety culture.

4.1.4 Implementation of a safety management system.

4.1.5 Working to ensure health and safety compliance.

4.1.6 Ensuring all levels of management within the organisation understand their responsibilities and the arrangements for the implementation of the health and safety policy.

4.1.7 Suitable and sufficient risk assessments are undertaken.

4.1.8 Suitable training is provided and been undertaken.

4.1.9 Maintaining records and statistics of all accidents and incidents that occur within the organisation to monitor trends.

4.1.10 Reviewing policies and procedures, risk assessments and other relevant documentation periodically.

4.1.11 Arrangements for securing and managing contracts with vetted and approved contractors.

5.0 Employees

5.1 All employees shall co-operate with the school to ensure the effective discharge of health and safety responsibilities. Every employee, therefore, shall:

5.1.1 Familiarise themselves with the content of the Health and Safety Policy.

5.1.2 Act in accordance with this policy, any delegated functions and any health and safety training received.

5.1.3 Work with due regard for the health and safety of themselves and others (employees, students, visitors, public etc.) around them.

5.1.4 Support the Headteacher and leadership in the delivery of good health and safety practice and the minimisation of risks.

5.1.5 Draw attention to health and safety problems or deficiencies in the workplace.

5.1.6 Report accidents and incidents with a view to preventing a recurrence.

6.0 Teaching Staff

6.1 In addition to the above, teachers are responsible for the immediate safety of the students in the classroom by:

6.1.1 Identifying and assessing risks when planning lessons and activities for students.

6.1.2 Maintaining the classroom in a condition such that is safe and without risks to health.

6.1.3 Exercise good standards of housekeeping and cleanliness.

6.1.4 Exercise vigilance and conducting periodic inspections to identify any areas of concern or risks to those using or working in the classroom.

6.1.5 Know and apply the procedures in respect of fire, first aid and other emergencies.

7.0 Educational Visit Coordinators (EVC)

7.1 The school shall nominate an EVC who oversees the approval mechanism for all educational visits or the Head assumes the role.

7.2 Due to the nature of the role, the EVCs shall have experience of practical off-site activity and visit leadership, and appropriate status within the school that enables them to guide the working practices of their colleagues. Functions of the EVC which are administrative in nature may be delegated to an appropriate member of staff, but the responsibility to ensure that these functions have been carried out remains with the Headteacher.

7.3 The EVC shall ensure that all educational visits and off-site activities planned by teaching staff meet the requirements of the guidance, as well as the requirements of school policy and procedures.

7.4 The functions of the EVC include:

7.4.1 Taking the lead on developing and reviewing the school's procedures.

7.4.2 Supporting the Headteacher and Trustees with approval decisions.

7.4.3 Assessing the competence and confidence of visit staff to lead and supervise.

7.4.4 Organising the training and induction of leaders and others going on the visit.

7.4.5 Ensuring that emergency arrangements and emergency contacts for each visit are in place.

7.4.6 Ensuring that individual visits are reviewed and evaluated including accident/ incident/near miss reports.

7.4.7 Monitoring of Visit Leader planning and sample monitoring of visits in practice.

8.0 Temporary Staff

8.1 Temporary employees have the same health and safety responsibilities as all employees detailed in the Policy and any specific duties relevant to their role.

8.2 They shall be provided with information and guidance, including the Health & Safety Policy Document, fire and emergency procedures, relevant information about students under their supervision (e.g. medical information) etc. They must understand and follow these guidelines at all times. They are directly accountable to the Headteacher whilst on the school site.

9.0 Volunteers

9.1 Volunteers should act only under the supervision of a qualified employee. Volunteer are directly accountable to the teacher in charge whilst on the school site. Volunteer are responsible for following instruction and guidance to ensure health and safety, fire safety and emergency procedures.

10.0 Visitors

10.1 All visitors have a responsibility to act in accordance with health and safety instruction and guidance and to notify an appropriate employee if they believe there is a failure or potential for failure in the health and safety provided.

11.0 Students

11.1 Students are expected to exercise personal responsibility for their own health and safety and that of others, appropriate to their age and understanding. They should observe all the health and safety rules of the school and follow the instructions of staff at all times. Students must use equipment safely and not misuse or interfere with anything provided for health and safety.

12.0 Safety, Health and Environment (SHE)

12.1 The school has appointed Gloucestershire County Council Safety, Health and Environment (SHE) service to assist the school to meet its statutory duties relating to health and safety. SHE will provide appropriate advice, guidance and support to the Trustees, Headteacher and staff through provision of a service level agreement.

13.0 Contractors

13.1 Contractors have a responsibility to ensure any works carried out on behalf of the school does not expose themselves, our employees, students or others to risks to their health and safety. All contractors must supply up to date RAMS documentation when requested and must bring any significant risk to health and safety to the attention of the Site Manager or Headteacher before work commences and take such measures as is necessary. Contractors have a responsibility to cease work immediately if the health and safety of anyone in the vicinity is at risk of harm.

PART 3 GENERAL ARRANGEMENTS

1.0 Introduction

1.1 The following arrangements will be established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

2.0 Risk Assessment

2.1 The underlying process which informs safety management is risk assessment. A general risk assessment of the school has been undertaken to identify the key facility and activity risks present in the school and the measures that are already in place to manage these. Where necessary further measures have been identified to improve health and safety to be implemented within the school.

2.2 The responsibility for undertaking key risk assessments shall be with the Site Manager. Processes to be used will include GCC Safety, Health & Environment (SHE) guidance, CLEAPSS, etc. Risk assessments will be held by the Site Manager and be brought to the attention of the Headteacher and any other staff affected.

2.3 Assessments of other significant risks must be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded and brought to the attention of the Headteacher and any other staff affected. Where appropriate students and others (e.g. volunteers) must be briefed on the steps they must take for their health and safety.

2.4 All risk assessments will be reviewed annually and after any incidents.

3.0 Accident Reporting and Investigation

3.1 Any incident, injury or near miss is to be reported to the Site Manager or the First Aid Lead by the person or persons involved as soon as possible and details recorded.

3.2 When a child suffers an injury, parents/carers shall be informed. Depending on the severity of the injury, this may be immediately via a phone call, but a note will also be sent home to inform the parent.

3.3 All significant incidents are to be reported to the Headteacher who will carry out an immediate investigation in order that the cause of the accident can be identified and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. The Headteacher shall also inform the Board of Trustees of all major incidents.

3.4 Accidents will be monitored for trends and a report made to the Board of Trustees by the Headteacher.

3.5 Where appropriate, accidents with be reported online using SHE Assure. This will include any injuries or ill-health to employees and visitors; and significant incidents or injuries to children, such as those requiring on site first aid and off-site medical assistance.

3.6 All accidents which fall within the scope of the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported by SHE Unit, once it has been reported through the SHE Assure portal by the Site Manager. This is a legal requirement for the employer to report. If reported on SHE Assure, SHE will report on the school's behalf (as per the SLA) and provide a copy of the report.

4.0 Asbestos

4.1 Asbestos containing materials (ACM) have been detected in several areas of the school building. If managed carefully, the presence of ACM will not pose a risk to staff and students. Undamaged, sealed materials will not release fibres. However, if materials containing asbestos are disturbed or damaged, asbestos fibres can be released into the air and breathed in by staff and children.

4.2 The school will take the following steps to manage the asbestos in the school:

4.2.1 A 'management survey' of ACMs in the school has been carried out by asbestos specialists to assess risk of exposure.

4.2.2 ACM likely to pose a significant risk has been removed.

4.2.3 The annual 'asbestos management survey and report' has been produced and is available to all staff and visitors.

4.2.4 The Headteacher is to make sure staff know the risks and precautions they need to take. All staff have been instructed not to put up any displays, lift ceiling panels or access areas of the building containing ACM.

4.2.5 All contractors are to check the register in the asbestos management plan and sign a permit before undertaking any work.

4.2.6 The asbestos management plan will be reviewed at least annually.

4.2.7 Before any refurbishment work in the building the Trustees will commission a refurbishment and demolition survey.

4.3 If there is an incident of asbestos exposure the Headteacher/Site Manager must be informed and take the necessary steps to ensure that everyone is safe and, unless the incident is very minor, will need to report it to the Health and Safety Executive as required.

5.0 Consultation with employees

5.1 The school recognises the importance of consulting with employees on health and safety matters. This is achieved by:

5.1.1 Consulting staff in the risk assessment process

5.1.2 staff meetings,

5.1.3 union meetings

5.1.4 sharing information through emails and the Staff Handbook

5.1.5 supervision and performance reviews include health, safety and welfare

6.0 Contractors

6.1 The policy of the school is to ensure that whoever carries out work on behalf of the school is able to do so in a way that does not put workers or the students at unacceptable risk.

6.2 Before any work is carried out, the Site Manager must establish contractors are suitable and have sufficient skills and knowledge to do the work safely by consideration of the following points:

6.2.1 References from previous customers;

6.2.2 Inspection of previous work;

6.2.3 Examination of the contractor's health and safety policy, procedures and practices;

6.2.4 Membership or registration with a Federation, health and safety scheme (e.g. CHAS), National Inspection Council and any appropriate licences are held (e.g. for asbestos).

6.2.5 The contractor has up-to-date Public Liability insurance.

6.3 The contractor must assess the risks for the contracted work and follow their own safe systems of work taking into account how they will impact upon staff, students and other visitors on site. Contractors must supply risk assessments in advance of any work.

6.4 Contractors shall sign in to school at the reception and wear a visitors' badge. Upon issue of the badge they will be made aware of fire and accident procedures. Photo ID is required by all contractors . Contractors will be required to view the asbestos register and sign the permit to work.

7.0 Display Screen Equipment

7.1 The majority of employees within the school will likely come within the definition of DSE users as this includes persons that:

7.1.1 normally use DSE for continuous or near-continuous spells of an hour or more at a time; and

7.1.2 use DSE in this way more or less daily; and

7.1.3 have to transfer information quickly to or from the DSE; and

7.1.4 need to apply high levels of attention and concentration; or

7.1.5 are highly dependent on DSE or have little choice about using it.

7.2 The school seeks to provide safe working conditions in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, the objective being to minimise the risk of occupational ill health by:

7.2.1 Users shall complete a DSE workstation self-assessment questionnaire when necessary.

7.2.2 Taking proper breaks or changes of activity

7.2.3 Maintaining good posture

7.2.4 Providing suitable workstations and the necessary equipment to meet legal requirement and individual's specific requirements and comfort

7.2.5 Providing access to eye tests and allowance for glasses if needed for DSE work

7.3 Employees shall take personal responsibility for ensuring that their workstation is set up correctly and that breaks etc. are included in their working day.

7.4 Employees shall be expected to apply good practice when using DSE at home and in doing so further reduce the opportunity for harm arising from the use of DSE.

7.4.1 The school should refer to SHE guidance.

7.4.2 The Headteacher/Site Manager/Heads of Department must ensure that DSE workplace assessments are conducted for any users as necessary

8.0 Driving for Work

8.1 It is the school policy that arrangements shall be in place to mitigate road risk to drivers and passengers involved in driving in connection with school operations.

8.2 Transport operators will be used on the most part for transporting students to offsite activities.

8.3 Where any member of staff is required to transport students in their own vehicle, this must be approved by the Headteacher/Site Manager beforehand and only after checking the driver has appropriate insurance cover, a clean driving licence and an MOT certificate for the vehicle if one is required. It is the responsibility of the driver to ensure an appropriate child seat or booster seat is used and properly fitted.

8.4 The Headteacher/Site Manager shall ensure that:

8.4.1 Risk assessments include transport and business driving operations

8.4.2 Employees have a valid driving licence (an appropriate category for the vehicle)

8.4.3 Employees who drive their own vehicle have appropriate insurance cover and an MOT where applicable

8.4.4 Employees are referred to Occupational Health when they have a health problem that could affect their driving

8.4.5 A signed letter of declaration is obtained from volunteer drivers

8.5 Where the school is responsible for providing vehicles for travel, such as minibuses, arrangements shall include:

8.5.1 regular vehicles inspections and maintenance

8.5.2 systems in place to report, record and deal with faults

8.5.3 ensuring driver competence to safely drive the type of vehicle they use in the course of their work (KLB driver assessment).

9.0 Educational Visits

9.1 Each year the school will arrange a number of activities that take place off the school site, which support the aims of the school. The school has adopted GCC's 'Guidance for Educational Visits'.

9.2 Any member of staff that wants to propose a visit is responsible for undertaking detailed planning in good time before the event. (Trip Request - Booking form 2026/7).The Educational Visits Coordinator (EVC), Ed Thomas, must be informed before a visit is planned and shall approve the completed plan and risk assessments for the visit before departure.

9.3 The member of staff leading a visit shall be responsible for identifying the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken, and this will be recorded in a risk assessment. Staff must liaise with the SEN lead for individual student Risk assessments and TAs that may be required.

9.4 Written consent from parents will not be required for students to take part in local, low-risk, off-site activities organised by the school as most of these take place during school hours and are a normal part of a child's education at school.

9.5 Online consent (via SCOPAY or MS forms) will be required for trips and activities that need a higher level of risk management and those that take place outside school hours. Parents will be advised where their child will be and of any extra safety measures required.

9.6 The Headteacher/EVC will ensure there is appropriate and adequate communication with participating trip staff, students and families (in normal and emergency situations). The Headteacher and another senior members of staff will be appointed as the emergency contacts for each visit. Full details of all students on a visit will be given to the Head Teacher/EVC in advance; for residential trips this information will include emergency contacts, including the home contact details of parents and next-of-kin, as appropriate.

9.7 Mobile Phones – Students must not use their phones on school transport travelling to or from fixtures, trips or other school activities, unless a member of staff has given specific permission to use them for a particular purpose.

9.8 Please see the Educational Visits Policy for further details.

9.9 Each year the school will arrange a number of activities that take place off the school site, which support the aims of the school. The school has adopted GCC's 'Guidance for Educational Visits'.

9.10 Any member of staff that wants to propose a visit is responsible for undertaking detailed planning in good time before the event. The Educational Visits Coordinator (EVC) must be informed before a visit is planned and shall approve the completed plan and risk assessments for the visit before departure.

9.11 The member of staff leading a visit shall be responsible for identifying the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken, and this will be recorded in a risk assessment.

9.12 Written consent from parents will not be 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 a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required. Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours.

9.13 The Headteacher/EVC will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations). The Headteacher and another senior members of staff will be appointed as the emergency contacts for each visit. The Visit Leader will leave full details of all students and accompanying adults on the visit with the emergency contacts, including the home contact details of parents and next-of-kin, as appropriate.

9.14 Please see the Educational Visits Policy for further details.

10.0 Emergency Management/ Business Continuity

10.1 It is the school policy to have in place arrangements for foreseeable emergency situations and major incidents. This includes:

10.1.1 Injuries or illness to people in workplaces

10.1.2 Fire

10.1.3 Lockdown

10.1.4 Security incidents

10.1.5 Natural disasters

10.1.6 Loss of services (power, water, heating, ICT)

10.1.7 Loss or illness of key personnel

10.1.8 Outbreak of disease or infection

10.2 A Business Continuity Plan is in place that provides a framework for such events. The plan encompasses practical steps including communication with parents, the local authority, insurers, emergency services and utilities.

10.3 A team shall be in place to act as the decision-making body for the management of any incident. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the emergency, necessary office equipment and supplies and appropriate building plans.

10.4 A test or exercise is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed periodically and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.

11.0 Estate Management

11.1 The school has arrangements in place for good estate management to ensure legal responsibilities for managing and maintaining school buildings, services, fixed fittings and equipment.

11.2 The Site Manager has defined responsibilities for estate management and any access to competent persons with expertise to support property compliance.

11.3 Confirmation that statutory requirements and industry standards for servicing, testing and inspection are adhered to in order to reduce the risk of accidents, failures and defects.

11.4 Details of the periodic self-inspections that are made of the buildings, site and classrooms etc. for obvious signs of damage or risk to safety.

11.5 All staff shall report defects, faults, maintenance issues to the Site Manager via the email reporting system.

12.0 Electrical (Portable and fixed wiring)

12.1 The school shall ensure that all electrical wiring systems and electrical equipment is installed and maintained in a safe condition.

12.2 The electrical systems and equipment are monitored (by a combination of formal testing, inspections and user checks).

12.3 Only authorised and fully qualified personnel are permitted to inspect, install or repair the electrical system and any equipment.

12.4 Any electrical faults that are known or suspected are to be reported immediately to the Site Manager.

12.5 Faulty electrical equipment must not be used and if it becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repaired.

12.6 Portable appliances shall be inspected and tested periodically. The frequency of such inspections and testing depends on the equipment, the environment in which the equipment is used and the conditions of usage.

12.7 Personal appliances should not be brought into school. In an exceptional situation, where it is deemed necessary by the Headteacher/Site Manager, all appliances will be subject to testing.

13.0 Water Hygiene

13.1 The Site Manager and his team of Site Assistants have been trained in the management of Legionella.

13.2 Regular Legionella testing is conducted and documented to include water outlet temperature testing and flushing regimes

13.3 A Legionella survey and risk assessment is undertaken every two years

14.0 Glazing

14.1 the risks from glazing have been considered and protective measures put in place where appropriate (e.g., safety glazing or safety film fitted).

14.2 Window openings are restricted to no more than 100mm to prevent collision with open windows, falls from open windows and unwanted behaviour, such as throwing objects out of windows.

15.0 Doors and Gates

15.1 Routine inspections and maintenance of doors and gates are undertaken

16.0 Gas Installations

16.1 Gas Safe registered engineers install, maintain or repair the school's gas fittings.

16.2 Regular/periodic inspections of gas pipework, appliances and flues, together with any necessary remedial work (e.g. annual gas safety check).

16.3 All rooms with gas appliances have adequate ventilation in line with manufacturer specification.

16.4 Gas safety systems are installed in the kitchen, boiler room etc. with emergency isolation switches, which are periodically inspected by competent engineer.

17.0 Trees

17.1 All trees on site are inspected on an annual basis by a competent person, reflecting the level of risk.

17.2 Visual inspection of trees shall be undertaken following any potentially damaging activities or weather.

17.3 Remedial work to trees shall be undertaken by competent persons

18.0 Standards for School Premises

18.1 In accordance with the requirements in School Premises Regulations, confirm of compliance with the following standards:

18.1.1 Suitable toilet and washing facilities are provided.

18.1.2 Accommodation is provided in order to cater for medical and therapy needs of students (with washing facilities and near to toilets).

18.1.3 Acoustic conditions and sound insulation of each room or other space are suitable, having regard to the nature of the activities which normally take place.

18.1.4 Lighting is suitable for the activities normally taking place (internal spaces and externally).

18.1.5 Suitable water supplies are provided, including drinking water, hot and cold water to toilets and washing facilities.

18.1.6 Hot water at the point of use does not pose a scalding risk.

19.0 Snow and Ice

19.1 The Site Manager makes arrangements to minimise the risks from snow and ice on the site e.g., access/egress routes.

19.2 Risks are assessed and plans developed to determine what action needs to be undertaken during adverse weather conditions e.g., which specific routes are gritted.

19.3 There is suitable storage for salt/grit and tools (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

20.0 Fire Safety

20.1 Arrangements for Fire Safety are:

20.1.1 the school has a fire risk assessment undertaken by a competent body every year

20.1.2 the school reviews the fire risk assessment and any actions within it at least annually

20.1.3 staff are briefed on the findings of the fire risk assessment and cooperate in managing fire risk (e.g., by closing fire doors, keeping ignition sources separate from fuels such as paper or aerosols)

20.1.4 staff fire awareness training

20.1.5 fire evacuation procedures are displayed in every classroom and at various points throughout the school and all staff shall familiarise themselves with the means of escape

20.1.6 the Headteacher/Site Manager will ensure regular fire drills are carried out to test the procedures so that staff and students are familiar with what to do in the event of an evacuation

20.1.7 details of fire wardens and others with specific responsibilities are available to all

20.1.8 the fire alarm system is tested weekly on Tuesdays at 3pm

20.1.9 records are held in the Site office

21.0 First Aid

21.1 Arrangements for providing emergency first aid include:

21.1.1 first aid needs have been assessed.

21.1.2 the school medical room contains first aid equipment and supplies

21.1.3 the school follows the statutory requirements for first aid and provides a sufficient number of suitably trained first aiders

21.1.4 designated first aiders have attended First Aid at Work/Emergency First Aid at Work course

21.1.5 details of staff with first aid training are held by the HR Manager

21.1.6 records of injuries and first aid or medical treatment will be kept

22.0 Hazardous Substances

22.1 Potential exposure to harmful substances shall be identified by the Site Manager and risk assessed. This may include chemicals, dusts such as wood dust, and biological hazards from bodily fluids.

22.2 Wherever possible, the school shall use non-hazardous products. Any substances supplied shall be accompanied by relevant information, such as a Material Safety Data Sheet or labelling on the container. This information will be used to determine if the substance is hazardous and if so a COSHH risk assessment shall be completed.

22.3 Exposure to some substances may require health surveillance to be undertaken, which will determined by the risk assessment. Substances may include:

22.3.1 respiratory sensitisers (isocyanates)

22.3.2 skin sensitisers

22.3.3 carcinogens (cancer causing substances)

22.3.4 commercial herbicides (weedkillers)

23.0 Radioactive Sources

Radiation Protection Officer: Head of Physics and Senior Technician

Radiation Protection Adviser: GCC SHE Team

23.1 The Head of Physics and Senior Technician is responsible for ensuring all records in relation to radioactive sources are maintained.

23.2 The CLEAPSS guidance in managing ionizing radiations and radioactive sources must be followed.

23.3 CLEAPPS covers: health and safety including model risk assessments; chemicals, living organisms and equipment; sources of resources; lab design, facilities and fittings; technicians and their roles; DT facilities and fittings.

24.0 Infectious Diseases

24.1 The school shall seek to reduce the risk of transmission of infectious diseases to as low as is possible. This includes:

24.1.1 blood-borne viruses, such as Hepatitis, spread from contact with bodily fluids or needle-stick injuries

24.1.2 coronavirus

24.1.3 colds and flu

24.1.4 norovirus

24.2 The school will take such measures that can reduce transmission, such as good personal hygiene, ventilation in enclosed spaces, enhanced cleaning and not attending school with illness symptoms or when infectious.

24.3 The school follows the UK Health Security Agency guidance on health protection in children and young people settings, for the management of infectious diseases and minimising disruption. Emergency plans shall include actions for managing outbreaks and incidents and continued provision of education. When the school becomes aware of an outbreak and there appears to be significant concern (e.g. a school is considering closure) the Headteacher will consult with UKHSA and/or the Local Authority Public Health service.

25.0 Lettings and Shared Workplace

25.1 Refer to the Lettings Policy and Hirer Agreement

25.1.1 The school ensures that the hirer/tenant has public liability insurance in place to indemnify the school from all such hirers'/tenants' claims arising from negligence.

25.1.2 If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner.

25.1.3 A signed, written letting agreement is completed and copies are kept, and a risk assessment has been undertaken.

25.1.4 Tenancy agreement in place including a clear understanding of each party's responsibilities.

25.1.5 Managing access and security by restricting which are they can access during periods of use (e.g. to offices, classrooms, etc.) or providing separate entrances/ exits

25.1.6 Locking up arrangements or if they have keys, a formal key management system (i.e. maintain a list of key holders, signing in/out)

25.1.7 Hirer's/tenant co-operates with the school's arrangements.

25.1.8 The school provides clear and concise instruction and information for the user, including what to do in an emergency and emergency contacts, reporting incidents, defects, damage etc.

26.0 Lone Working (see Lone Working Guidelines in Appendix)

26.1 The school is committed to managing the risks associated with lone working, and where lone working occurs, shall ensure that the risks are adequately assessed and controlled.

26.2 So far as is reasonably practicable, the site and buildings shall be safe by design with adequate security, fire prevention and protection so occupants should be safe even when working alone.

26.3 Risk controls shall be adopted where appropriate and depending on the circumstances include the following:

26.3.1 Avoid lone working when possible

26.3.2 Work in pairs

26.3.3 Reduce risk of injury by avoiding hazardous work activities when alone (for example, work at height, heavy lifting, etc.)

26.3.4 Ensure that someone knows where lone workers are and what time they will return or finish work.

26.3.5 Check in/out with someone at the start and end of the day

26.3.6 Reduce the length of time spent lone working, for example take work home rather than staying in the building alone after hours

26.3.7 If working alone in a building, ensure that external doors and windows are all secure

27.0 Manual Handling

27.1 Where possible employees shall avoid hazardous manual handling tasks. Where manual handling cannot be avoided, the risk of injury shall be assessed and reduced as far as is reasonably practicable.

27.2 For most employees, manual handling operations are not considered hazardous because they involve light weights, handling is infrequent and takes place in favourable working conditions, in which case there is no need to carry out specific task related to manual handling assessments.

27.3 Measures to reduce the risk of injury shall include:

27.3.1 Providing information on good manual handling technique

27.3.2 Formal training by competent instructors where it has been identified as a necessary control measure in risk assessments

27.3.3 Providing lifting aids and other equipment as necessary

27.4 Risk assessment for moving/handling people shall be considered as part of the care planning process.

27.4.1 included in student care plans

27.4.2 employees trained in correct moving/ handling techniques

27.4.3 handling aids such as hoists and lifts are inspected and serviced

28.0 Medical Needs

28.1 Refer to the 'Supporting Students with Medical Conditions' Policy:

28.1.1 medical needs of all children identified, and appropriate arrangements are in place to meet individual care needs including 'care planning' for higher needs students

28.1.2 responsibility for students' safety is clearly defined within individual care plans where necessary and each person involved with students with medical needs is aware of what is expected of them

28.1.3 close cooperation between school, parents, health professionals and other agencies to agree safe procedures

28.1.4 medication is administered in a controlled and recorded fashion with parental consent

29.0 Personal Protective Equipment (PPE)

29.1 The need for PPE as a control measure is assessed on the basis of risk assessment. Other means of controlling risk posed by hazards shall be sought first (e.g. remove the person from any hazard or isolate the hazard in some other way).

29.2 Employees shall be supplied with equipment that is suitable and sufficient and be provided with information, instruction and training in the correct use, storage and care of PPE. Employees are responsible for ensuring that they use PPE where it is provided. The Site Manager shall ensure that risk assessments reflect the need for PPE and what is provided.

30.0 Pregnant Employees and New Mothers

30.1 The school has maternity policies and shall manage risks to new and expectant mothers. Once the Headteacher/HR Manager is made aware of the employee's pregnancy, they shall assess the risks to the employee, which shall be reviewed at reasonable intervals during pregnancy, and if the pregnant employee's situation changes.

30.2 If a risk assessment has identified any risks that could affect the employee, or that of their baby, and these risks cannot be avoided, action to remove, reduce or control the risk shall be taken. This shall include:

30.2.1 temporarily adjust their working conditions and/or hours of work; or if that is not possible,

30.2.2 offer them suitable alternative work (at the same rate of pay) if available; or if that is not feasible,

30.2.3 suspend the employee from work on paid leave for as long as necessary, to protect their health and safety, and that of the child.

30.3 The school shall provide suitable rest facilities for pregnant and breastfeeding employees and students.

31.0 Security Arrangements

31.1 The security measures that are in place have been reviewed to assess risks and identify any additional steps that shall be taken to prevent unauthorised access and protect staff and students from harm and to protect school property. Measures include:

31.1.1 entry to the school site is restricted with fencing, gates, boundary hedges and landscaping to prevent all but the most determined.

31.1.2 the site is physically secure out of hours including effective intruder alarms and response arrangements.

31.1.3 access control measures prevent unauthorised access to the building during the day.

31.1.4 visitors to the school are directed to the main reception by signs outside.

31.1.5 all external doors are secured from outside entry when the students are inside.

31.1.6 during outdoor play students are supervised on the site.

31.1.7 all visitors entering the school must provide ID and be requested to sign the visitors book and sign out at the end of the visit. Badges are worn by all visitors.

31.1.8 Visitors will be accompanied by a member of staff for the duration of their visit.

31.1.9 If unknown visitors are encountered in the school or not wearing a valid lanyard they shall be challenged by staff and reported to the school office immediately.

31.1.10 Persons are responsible for the security of their own personal items. Staff and students are discouraged from bringing valuable items into school.

31.1.11 Procedures for controlling access and barring individuals from the premises.

31.1.12 Emergency procedures shall be implemented in the event of a security breach or threat. Lockdown procedures are practised with staff.

32.0 PE Equipment

32.1 The Head of PE is responsible for ensuring all PE equipment is suitable and safe for the activities planned, taking account of ages and abilities.

32.2 Risk assessments have ben completed for all PE activities and staff should be familiar with these.

32.3 Fitness Suite equipment is inspected formally every year

32.4 Students must not use PE equipment unless supervised.

32.5 Any faulty equipment must be taken out of use and reported to the Site Team

33.0 Smoking and vaping

33.1 The school is a no smoking site and staff, visitors and contractors are required to conform. The policy is that e-cigarettes and vaping are to be treated as other smoking material i.e. not permitted in our buildings/on site.

33.2 The school will support employees who find it difficult to restrict their smoking or wish to give up smoking and provide details of smoking cessation organisations.

34.0 Stress, Mental Health and Wellbeing

34.1 All staff are encouraged to support each other, discuss openly and not see stress or mental health as a sign of weakness. The Headteacher and other members of staff shall be aware of the signs of stress and how to deal with them.

34.2 Identifying particularly difficult periods (e.g. Ofsted inspections, audits, SAT's) and finding ways of combating stress during these times is the responsibility of the Board of Trustees and Headteacher.

34.3 Staff are responsible for raising concerns with the Headteacher, HR Manager, their own supervisor or a member of the Board of Trustees (if they feel unable to raise it with the Headteacher, HR Manager or supervisor) if there are work issues causing them stress and having a negative impact on their well-being. Where workplace stress arises, the Headteacher, HR Manager, Board of Trustees or supervisors will deal with the issue in a sensitive and constructive manner, using all available means to manage stress and assist staff.

35.0 Traffic (on-site)

35.1 Refer to Managing Vehicle Traffic on Site.

35.2 A risk assessment shall be conducted to identify traffic hazards on the school site and traffic control measures, including

35.2.1 speed limits implemented and enforced (e.g. 5 mph) on school grounds.

35.2.2 use of clear and visible signage to direct traffic and indicate pedestrian crossings

35.2.3 barriers and gates installed to control vehicle access during peak times

35.2.4 parking arrangements:

35.2.4.1 staff parking: designate specific parking areas for staff

35.2.4.2 bus parking: safety procedures established for students embarking/disembarking from buses and safe movement of buses

35.2.5 drop-off and pick-up procedures establish specific drop-off and pick-up zones to minimize congestion and ensure safety. School rules are clearly communicated to parents/carers.

35.2.6 staff assigned to supervise high risk areas during peak times to ensure smooth traffic flow and safety

35.2.7 pedestrian crossings are clearly marked and well-maintained

35.2.8 designated entrances and walkways for pedestrians, separated from vehicle routes.

36.0 Training

36.1 The school is committed to ensure employees are competent to undertake the roles expected of them. The Headteacher/Site Manager undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered, and training records held centrally. The training shall be reviewed at least on an annual basis. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.

37.0 Violence

37.1 The risk of violence shall be assessed, and suitable and sufficient measures taken to prevent or limit the impact of violence. Staff should not be expected to put themselves in danger and the Board of Trustees and Headteacher will not tolerate violent/ threatening behaviour towards staff.

37.2 Any incidents of inappropriate behaviour by parents/visitors towards staff are to be reported to the Headteacher and Board of Trustees to consider any consequences. In cases of abuse or threats to staff, students or other parents, the Board of Trustees may ban parents from entering the school.

37.3 Staff shall report any inappropriate behaviour. The school shall support employees who have experienced an incident of hostile, threatening and violent behaviour. Any incident shall be discussed so appropriate action may be taken; and recorded in the same way as work-related accidents. Depending on the circumstances and the consequences incidents may also be reported to the police.

38.0 Working at Height

38.1 Work at height will be avoided wherever possible. Staff shall not climb onto chairs, desks, other furniture, etc. When working at low height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used.

38.2 Work carried out at height where a significant injury could result must be agreed by the Headteacher/designated person and a specific risk assessment carried out in order to identify and implement suitable control measures. Staff who work at height will be briefed in risk assessment findings. Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment.

38.3 Equipment provided for accessing height (kick stools, stepladders, ladders, towers etc.) shall be inspected before use and a documented thorough examination carried out at least annually. Any damaged access equipment shall be taken out of use and clearly labelled and removed as soon as practicable.

PART 4 MONITORING AND REVIEW

1.0 Introduction

1.1 The school shall comply with statutory duties including undertaking a range of active and reactive monitoring of our health & safety performance and reviewing health and safety arrangements. This enables us to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment.

2.0 Monitoring Arrangements

2.1 Regular Inspections and Audits

2.1.1 Routine inspections of classrooms, grounds, laboratories, workshops and other facilities

2.1.2 Schedule periodic premises inspections by the Headteacher/Site Manager/Trustee/SHE Unit

2.1.3 Document findings and corrective actions taken

2.1.4 Professional servicing and inspection of systems, services and equipment

2.1.5 Records of defects and property damage

2.1.6 Reports are reviewed, presented to the Board of Trustees and actions arising are tracked until closure in a recorded fashion

2.1.7 External audit of safety arrangements by the local authority SHE team

2.2 Incident Reporting and Investigation

2.2.1 Procedures for reporting accidents, near misses and health issues

2.2.2 Accidents will be investigated to determine the cause of the accident, underlying factors (e,g. management, training etc.) and measures taken to prevent a reoccurrence

2.2.3 Incident data will be shared and analysed to identify trends to prevent future occurrences

2.2.4 Safeguarding incidents recorded and investigated

2.2.5 Behavioural, violence and aggression and security failures reviewed for lessons learnt and post incident support

2.2.6 Ill-health and sickness absence reporting and monitoring

2.3 People Management

2.3.1 The school encourages all employees to provide feedback on health and safety practices

2.3.2 We will use surveys, suggestion boxes, and regular meetings to gather input

2.3.3 System for monitoring staff training (e.g., training spreadsheet)

2.3.4 Supervision of employees and contractors to check competence during work activities, ensuring they are working safely and are following our policies and arrangements

2.3.5 Monitor staff health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessments and medical advice

3.0 Reviewing Arrangements

3.1 Policy Review

3.1.1 School policies are reviewed periodically according to a schedule of review to ensure health and safety arrangements remain relevant and effective

3.1.2 Updates to the policies to reflect changes in legislation, industry standards, and organisational priorities

3.2 Management Reviews

3.2.1 Regular leadership meetings to review health and safety performance

3.2.2 Health and safety is a standard agenda item for Board meetings

3.2.3 Discuss audit results, incident reports, and employee feedback

4.0 Risk assessments

4.1.1 Those with responsibility for assessing risks in the school review risk assessments at least annually to check and make sure the precautions remain suitable

4.1.2 Relevant risk assessments reviewed following any significant incidents, change in tasks, premises layout, equipment or personnel

4.1.3 Risk assessment training/update is undertaken regularly

Area of compliance	Inspection Regime under Estates and Facilities Manager	School site staff to carry out
Emergency Lighting	3 hour test every 6 months	Monthly 'flick' test covered on a rolling rotation
Legionella Control- water and water system testing	Monthly water temp checks. Showerheads are cleaned every quarter. CWS tanks are inspected annually. TMVs are maintained annually. Every two years a report is carried out by an external agency and any points arising are actioned.	Monthly water temperature tests – these are logged. Documented weekly flushing regime when school is closed or partially closed.
Asbestos Monitoring	Initial management survey and annual re-inspection (summer)	Regular unrecorded checks as part of site walks and a regular duty to be aware and ask staff to be aware and report any areas of concern.
Fire risk assessment	Initial risk assessment and annual re-inspection	
Kitchen equipment and gas safe	Annual inspection and certification	
Mechanical and electrical inspections including boilers gas safe	Inspection every 6 months and annual certification	
Dust and fume extraction (DT) And maintenance of all DT machines	Annual Inspection of all machinery used within DT Department.	.
Art and Drama	Stage Lighting will be serviced on an annual basis.	
Fire detection and prevention	Inspection every 6 months	Weekly alarm test using different call points
Electrical fixed wire testing	Inspection every 5 years (last carried out 2019)	
PAT Testing	Depending on statutory guidance either annually or 48 months	
Fire Fighting Equipment	Annual Inspection	Site team to check weekly that they are in position with pins in place.
Trees	Annual survey by tree engineer	Any damage to trees must be reported to Site Manager

Lift Inspection	Quarterly and annual testing by external contractor	Report any problems to Site Manager
Walkways in Main	As part of fire inspection	
Buildings Services and Plant Inspections	Annual inspections. Results recorded and actioned.	Staff to report any defects problems
Routine inspections of site	Carried out regularly by Site Manager) and termly by Headteacher.	Report any damage and problems to Site Manager.
PE Equipment	Annual inspection by external organisation	Regular visual inspection by PE team.
Science lift and LEVs _ Local Exhaust Ventilation	Annual inspection by external contractor	
Energy Certificates	These are done in line with statutory guidance – their frequency is determined by size of building and varies between annual and every 10 years.	
Water tanks	Sanitised annually by external contractor	

Appendix 1: Key Health and Safety Legislation and Documents

This policy has been prepared with regard to relevant health and safety legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH), as amended
- Control of Asbestos Regulations 2012
- Construction (Design and Management) Regulations 2015
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1998, as amended
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992, as amended
- Health and Safety (First-Aid) Regulations 1981
- Lifting Operations and Lifting Equipment Regulations 1998
- Manual Handling Operations Regulations 1992, as amended
- Personal Protective Equipment at Work Regulations 1992, as amended
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform (Fire Safety) Order 2005, as amended
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998, as amended

Appendix 2: Lone Working

Katharine Lady Berkeley's School Lone Working Guidelines

This guidance deals is for members of staff who work by themselves, without close or direct support or supervision.

This guidance is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It provides a framework for considering the risks that certain situations may involve and to manage those risks.

Introduction

The primary operational responsibility for discharging the health and safety requirements with regard to this policy lies with the Headteacher, or a Deputy Headteacher if the Headteacher is absent. In addition, a key role in implementing this guidance lies with the departmental heads and line managers who must ensure all of the following requirements are addressed and implemented.

Katharine Lady Berkeley's School acknowledges its duty to make adequate provision for health and safety of lone workers. It is the policy of the School to fully implement the general requirements of the Health and Safety at Work Act 1974 and Management of Health and Safety at Work regulations 1999.

Who are Lone Workers?

Lone workers can be anyone who works by themselves without close or direct supervision. Some examples within the school are:-

- A person working on their own in a workshop or laboratory or opening / closing the school.
- Persons working in an office or a classroom.
- People working outside normal hours on their own.
- Staff on the school site outside normal occupied school hours, including during school holidays and early and late work.
- Staff working off-site, for example in primary schools

Note: For students on site, guidance is provided through a different mechanism. For example 6th Form students are allowed unsupervised onsite until 5.30pm in the study library.

Controlling the risks

As required by the Management of Health and Safety at Work regulations 1999 a suitable assessment should be carried out to identify the hazards and the level of risk to which lone workers are exposed.

Suitable controls will be identified within the assessments. Depending on the level of risk there may be some higher risk activities/areas that, due to the level of risk, lone working will not be permitted e.g. certain items of mechanical equipment, certain activities with students.

Requirements of lone workers

- It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. If necessary, advice will be sought from Occupational Health. Consideration will be given to routine work and foreseeable emergencies which may impose additional or specific risks.
- Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.
- Suitable support should be available. The nature of the support will depend on the level, type and duration of exposure to any risks. The support may involve some of the following:
    a) periodic checks on lone workers i.e. visual
    b) periodic contact with lone worker i.e. telephone
    c) general or specific alarms for emergencies
    d) checks on lone workers to ensure they have returned to the school on completion of extra curricular / off site activities.

Lone Working - Staff

The following guidance is provided for staff:

- If you intend to work alone with a student or student, consider carefully the risk of a malicious allegation against you. Seek advice from a senior member of staff if you are unsure.
- If you need to work alone with a student or student in a room, you should only use a room where colleagues are working nearby and ensure that that the classroom / office door is open. This is both for your own safety and for safeguarding reasons.

- If you are meeting a parent/carer after 4:30pm, use a room near to the reception area of the school and ensure that another member of staff is aware that your meeting is taking place. If you are not sure which room can be used, please ask a member of the senior management team.
- You should not assume that having a mobile phone offers a safeguard itself. The first priority is to identify and then avoid or at least minimise the risk.
- Ensure that you have a mobile phone so that you can call for assistance is necessary. If you are working after 4:30pm, ensure that you have the number of a member of staff who can provide assistance as the school switchboard may not be operating.
- In addition to the above, a radio is retained at reception and may be used by staff to contact the member of premises staff on duty.
- Be aware of the fact that if you are lone working it may be difficult to access first aid assistance and therefore you have to minimise the likelihood of injury or accidents by avoiding hazardous activities.
- First aid assistance is available from 8:00am to 6:30pm (or later when school events take place) from the site staff by using the radio at reception.
- If you feel unwell whilst at work you must not try and work alone. Please call for assistance
- When connecting electrical equipment ensure that you take particular care. Do not pull or stretch cables to make them reach. Ensure they are laid flat on the ground so you don't trip over them.
- The site staff start to lock outer buildings from 5:00pm onwards and therefore you should ensure that you are aware if the building in which you are working is being locked up. You are advised not to be on your own after 5.30pm in an outer building and to move into the main building if you need to continue to work at school.
- In exceptional circumstances which dictate that you have to work later, the Site Manager will need to be informed of your location and expected time of departure. Please email this to site@klbschool.org.uk
- Unless taking part in a calendared evening event, staff, other than premises staff, must vacate the premises by 6.00pm (5.30pm on Friday), unless they are an authorised key holder.
- On hearing the fire alarm all staff members and visitors must evacuate the building using the closest exit and assemble at the dragon, until the all clear is

given. In the absence of a member of SLT the member of site staff on duty shall make the decision on reoccupation.

- For staff visiting students / parents during the day, they must sign out at reception and inform their line manager of their destination, anticipated return time and a contact number. Their line manager will then monitor their return and if they are overdue by 30 minutes will call the contact number. If there is no response this will then need to be raised with a member of SLT.
- During holiday periods, all staff on site must sign in and out at reception so that the site staff can ensure all staff have left before the site is secured and where necessary undertake checks on staff.

Monitoring and Review

- The ongoing implementation of the Lone Working Guidance will be monitored by Heads of Department, associate staff line managers and relevant senior staff.
- Lone working and risk assessment will be regular agenda items for team meetings.
- Any member of staff with a concern regarding these issues should ensure that it is discussed with their Head of Department or a member of the Leadership Team, as appropriate.

Appendix 3: Fire Safety and Evacuation Policy and Procedure:

Purpose and scope

This policy sets out the school's arrangements for preventing and managing fire risks and for safely evacuating all people on site. It applies to students, staff, trustees, volunteers, visitors, contractors, lettings and out-of-hours activities, including performances in Berkeley Theatre. It should be read alongside the current fire risk assessment, evacuation maps, Personal Emergency Evacuation Plans (PEEPs) and the Health and Safety Policy.

2. Policy commitments

KLB will manage fire risks in accordance with the Regulatory Reform (Fire Safety) Order 2005 and other applicable legal requirements. The school will maintain suitable fire precautions, escape routes, warning systems, emergency lighting and firefighting equipment; provide relevant information and training; carry out drills; and act on findings from assessments, inspections and incidents. Fire safety arrangements will account for people who need additional evacuation assistance.

3. Governance and responsibilities

The academy trust retains its applicable legal duties as employer and dutyholder. The Headteacher has overall responsibility for implementing the school's fire safety arrangements and delegates day-to-day operational management to the Site Manager. The Site Manager coordinates fire risk assessments, testing, maintenance, training records, drills, investigations and operational evacuation arrangements. The Headteacher reports significant findings, drill outcomes and progress on actions to the Finance, Staffing and Premises Trustees Committee.

During an evacuation, designated members of SLT coordinate the junior and senior assembly pens alongside the Site Manager. The Site Manager leads operational checks and communicates with the Headteacher. Reception staff bring and distribute paper registers and visitor/contractor lists. Designated staff take tutor-group registers. Fire marshals check established allocated areas where safe and report directly to the Site Manager. All staff must guide and supervise students, follow instructions and report concerns.

4. Fire risk assessment, prevention and maintenance

KLB commissions an annual fire risk assessment by an external competent specialist, with additional review following significant changes to buildings, use or fire safety arrangements. The Site Manager maintains records, oversees identified actions and escalates significant concerns to the Headteacher. Departments must store flammable materials and manage specialist risks safely, keeping relevant hazard information available for emergency responders.

The Site Manager coordinates a planned programme of inspection, testing, servicing and maintenance for fire alarms, emergency lighting, extinguishers, exits and other fire safety equipment, using competent external contractors as appropriate. Testing, faults, repairs, servicing and remedial actions are recorded in the fire safety logbook. Escape routes and exits must be kept unobstructed.

5. Raising the alarm and contacting emergency services

Anyone discovering a fire must raise the alarm using the nearest call point and evacuate. Every alarm must be treated as genuine: evacuation begins immediately and is not delayed while the cause is investigated. The Site Manager identifies the indicated alarm location at the fire alarm panel and directs Site Team investigation only where safe. If fire is confirmed or suspected, or the cause cannot promptly and safely be established, 999 must be called immediately. The Site Manager or Reception Team will ensure the call is made; nobody should assume the alarm system has automatically contacted the Fire and Rescue Service. Information about the location, access, hazards and any unaccounted-for people must be passed to attending crews.

6. Immediate evacuation

Stop work or teaching immediately; leave calmly by the nearest safe exit and follow staff instructions.

Do not delay to collect bags, coats, phones or other belongings. Do not return to buildings or investigate an alarm.

Close doors where this can be done safely without delaying escape; do not lock doors. Do not use lifts unless their use is specifically provided for in an agreed evacuation plan. Staff supervising students should check their immediate teaching area only where safe and without delaying evacuation, then direct students to their tutor-group assembly positions.

Everyone must remain at their designated assembly area until authorised to move.

7. Assembly, registration and communication

The primary assembly points are the junior and senior pens shown on the school's assembly map. During lessons, break and lunchtime, students proceed to their designated pen and assemble in tutor groups, not teaching groups. Reception staff bring paper tutor-group registers; designated staff take the registers and report directly to the SLT member responsible for that pen. Staff are also accounted for using paper registers. Reception staff bring printed visitor and contractor lists; a Reception Team member checks and supervises these individuals at their separate designated assembly point.

SLT leads for the two pens communicate by walkie-talkie with each other, the Site Manager and Headteacher. Any missing or unaccounted-for person must be reported immediately, with last known location where available. No one must re-enter a building to search for a missing person. A second set of paper registers is stored separately; Reception staff collect and distribute these if the primary registers are inaccessible. Staff must identify any known students or personnel off site or signed out when reconciling attendance.

8. Fire marshals

Designated fire marshals have established areas to check, including relevant toilets and enclosed spaces. They check only where it is safe and without delaying their own evacuation, and report the result directly to the Site Manager. If a marshal is absent, another appropriately trained member of staff is assigned to cover that area. The Site Manager oversees the allocations and cover arrangements; an up-to-date operational allocation list should be maintained separately.

9. People requiring assistance

The SENCO and Site Manager coordinate student PEEPs; the Site Manager oversees arrangements for staff. Plans cover disabilities, medical needs and temporary injuries where assistance is required and are updated as circumstances change. KLB has evacuation chairs and trained staff. Individual plans identify assistance, equipment and contingency arrangements, including when a usual helper is absent. Staff must never improvise an unsafe evacuation or delay calling for assistance. Appropriate arrangements must also be considered for visitors who require assistance.

10. Specialist areas and school dog

In science laboratories, design and technology workshops, kitchens and other specialist areas, staff may make equipment safe only where this can be done immediately without risk or delaying evacuation. Everyone then follows the normal evacuation procedure. The Exams Officer is responsible for collecting Berkeley, the school dog, and taking him to an assembly point, provided this can be done safely without delaying their own evacuation.

11. Out-of-hours events and Berkeley Theatre

A member of the Site Team is present for organised out-of-hours activities and coordinates any evacuation with the event organiser. Event organisers supervise their groups and ensure that audience members or participants receive relevant evacuation information. Before Berkeley Theatre performances, the audience is briefed on emergency exits and directed assembly arrangements. In an evacuation, audience members proceed to the Protractor or Berkeley Plaza, as directed by event staff and the Site Team. Relevant attendance and visitor information must be used to account for those present.

12. Examinations

Examinations are covered by a separate examination evacuation procedure managed by the Exams Officer and invigilators. A designated member of SLT makes decisions about examination arrangements following an alarm, consistent with the school's examination procedures and applicable JCQ requirements. Immediate safety and evacuation always take priority; any decision about continuation or resumption of an examination must not delay evacuation.

13. Alternative assembly, all clear and re-entry

If the junior or senior pens become unsafe, the Site Manager and designated SLT members direct people to the school field, continuing supervision and registration. If wider relocation is required, the Headteacher implements the Business Continuity Plan, potentially using the wider school grounds or moving towards Sport Wotton, subject to conditions and emergency-service advice.

The Site Manager establishes whether the buildings are safe to re-enter and obtains emergency-service clearance where applicable. The Site Manager informs the Headteacher when the all clear has been established. The Headteacher then authorises and coordinates orderly release from the assembly points and return to buildings. Silence of the alarm alone does not authorise re-entry.

14. Firefighting equipment

The priority is to raise the alarm, evacuate and summon emergency services. Students must never attempt to fight a fire. Staff should only consider using an extinguisher if appropriately trained, the fire is very small, conditions are safe and a clear escape route remains available. No one is expected to put themselves at risk to protect property.

15. Training, drills, records and review

New staff receive fire safety training during induction, with periodic refresher training. Students are briefed on evacuation arrangements at the start of each academic year. Fire marshals and evacuation-chair operators receive additional role-specific training. KLB carries out at least one fire evacuation drill per term. The Site Manager records drills, evacuation times, registration or communication issues, faults, lessons learned and corrective actions, and reports the outcomes to the Headteacher after each drill.

The Headteacher reviews this policy annually in consultation with the Site Manager, before presentation to the Finance, Staffing and Premises Trustees Committee. It is also reviewed following significant changes, incidents or lessons learned.

16. Related operational documents

Health and Safety Policy and current external Fire Risk Assessment

Fire safety logbook, testing and maintenance records

Site evacuation and assembly maps; fire marshal area allocations

Individual PEEPs and evacuation-chair arrangements

Business Continuity and Lockdown Plans

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