



# Earsham CE VA Primary School

*Our aim is to provide a happy, purposeful,  
Christian environment, in which each child feels  
secure and flourishes, reaching their full  
potential. We value parents and carers as partners  
in the learning process*

**Health and Safety**

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## **Health and Safety Policy**

### **Earsham C.E.V.A Primary School**

#### **Part 1: Statement of Intent**

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continually improving our performance taking into account human and cultural factors,.
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Providing a safe and healthy working environment for our staff, pupils and others working in the school
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice.
- Investigating and learning the lessons from accidents and work related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives.
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

**Name/Signature of Chair of Governors:** Reverend Sue Cramp

**Name/Signature of Headteacher:** Mrs Sue Armstrong

**Date:** 25/01/18

**Review date:** Spring 2020

## **Health and Safety Policy**

### **Part 2: Responsibilities and Organisation**

#### **Introduction**

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

#### **The Governing Body**

The Governing Body has responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within the school. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- A lead governor for health and safety is nominated.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Adequate time and resources are given to individuals to fulfil their roles as defined by this policy
- Health and safety performance is monitored and targets for improvement are set.
- The school's health and safety policy is reviewed at least every two years
- The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

#### **The Headteacher**

The Headteacher will be responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will :

Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership.

Ensure that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis to reasonably minimise the health and safety risks to staff and any other people who may be affected by the school's activities

- Monitor and review health and safety performance through:
  - Undertaking health and safety inspections of work areas/practices in line with relevant County Council policy
  - Setting health and safety targets and objectives through appraisals and other supervisory reviews
  - Reviewing incidents and accidents

- Monitoring commissioned and contracted work under their control for compliance
- Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- Develop safe systems of work and procedures and ensure that they are implemented
- Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.
- Ensure that they personally undertake all relevant training and all staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay
- Ensure there are adequate and effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
- Ensure information that may assist safety representatives in their role is provided to them as necessary
- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy
- Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team
- Report to the Governing Body at least annually on the school's health and safety performance.

#### **Lead Governor for Health and Safety**

The Lead Governor for Health and Safety has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- To scrutinise and review health and safety performance.
- To provide support and challenge to the Headteacher in fulfilling their health and safety responsibilities.
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented.

#### **School Health and Safety Coordinator**

The School Health and Safety Coordinator has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school.
- To coordinate performance monitoring processes.
- To make provision for the inspection and maintenance of work equipment.
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- To advise the headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

### **Teaching and support staff holding positions of special responsibility**

This includes headteacher, Curriculum Co-ordinators, School Secretary, Cleaner They have the following responsibilities:

- Apply the school's Health and Safety Policy and the relevant Health and Safety Codes of Practice to their own department or area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under they manage are familiar with the relevant health and safety Codes of Practice, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Head teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.

### **Class Teachers**

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.

- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

### **Employee Consultation/Safety Representatives**

The Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by Norfolk County Council will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions which could have health and safety consequences for staff, the governing body will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

### **Staff**

All staff have individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the school's health and safety policy and procedures at all times
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with instruction, training and information received.
- Wear, use, store, maintain and replace personal protective equipment as appropriate
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role

### **Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **Part 3: Procedures and Arrangements**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

#### **Lead Governor for Health and Safety**

The lead governor with responsibility for health and safety is Mr David Reynolds

#### **Risk Assessment:**

##### **General Risk Assessment**

General Risk Assessment will be coordinated by Mr David Reynolds following guidance and documentation on Schools' HR InfoSpace

The head teacher will be responsible for ensuring the actions required are implemented.

##### **Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by governors following guidance and documentation on Schools' HR InfoSpace

##### **Manual Handling**

Manual handling risk assessments will be carried out by governors following guidance and documentation on Schools' HR InfoSpace

##### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by governors following guidance and documentation on Schools' HR InfoSpace

##### **Hazardous Substances**

Governors will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, or in the Caretaking Health and Safety Code of Practice, following guidance and documentation on Schools' HR InfoSpace

##### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by governors following guidance on Schools' HR InfoSpace This assessment cross-refers to the school's behaviour policy.

##### **Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by head teacher, governors and subject teachers using Health and Safety curriculum Codes of Practice on Schools' HR InfoSpace

##### **Consultation with Employees**

Union-appointed safety representatives are none.

Consultation with employees not represented by a union is provided Mr David Reynolds.

##### **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through the NPS Building Maintenance Partnership (BMP3) scheme.

Routine local testing of emergency lighting, fire alarm call points, will be carried out by Mrs Linford  
Flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by Mr Blake Rackham



Any problems or defects with plant and equipment should be reported to Mrs Linford who will contact NPS

## **Information, Instruction and Training**

### **Information and Advice**

The Health and Safety Law Poster is displayed in the staffroom

Health and safety advice is available from the headteacher/health and safety coordinator; and from HR Direct on 01603 222212 or email [hrdirect@norfolk.gov.uk](mailto:hrdirect@norfolk.gov.uk)

### **Health and Safety Training:**

#### **Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by head teacher following guidance and documentation on Induction on Schools' HR InfoSpace

Employees named below have received or will receive health and safety training in the following areas:

#### **Strategic Health and Safety Management and Premises Management Training**

- Leading Health and Safety for Governors Mrs David Reynolds
- Health and Safety for Managers: Head teacher 10/10/12
- Premises Management 1 – General: SA & AL 13/11/15
- Premises Management 2 – Asbestos: **No asbestos on site – Not needed but covered above**
- Premises Management 3 – Fire Safety Risk Assessment: Head teacher 14/11/12 teaching staff and TA's completed online 23/10/14 list in H&S folder. Online fire safety completed Jan 2018
- Premises Management Refresher: Head teacher - completed
- Risk Assessment: Head teacher and Mr David Reynolds

#### **Curriculum/Subject Specific Health and Safety Training**

- Level 2 Award in Food Safety:

Judy Whyte, Basic Food Hygiene, 30/09/12

Marie Mitson, Basic Food Hygiene, 30/09/12

Julie Walton, Basic Food Hygiene, 12/04/13

Eileen King, Basic Food Hygiene, 27/09/16

#### **Primary and Secondary PE and School Sport**

Risk Management in PE and School Sport:

Teachers complete risk assessments for PE and sports. Mr Adams attended training – 5<sup>th</sup> October 2016

## **Safe Supervision of Swimming :**

Mr Woodcraft 06/01/17 – Valid for 2 years

## **Outdoor Education**

- Educational Visits Coordinator: Mrs S Armstrong  
Training booked for 06/05/15

## **Occupational Risks**

- First Aid at Work: Mr Luke Adams & Mrs M Mitson
- Emergency First Aid at Work: Miss Braddock, Mrs Whyte, Mrs Reynolds, Mrs Walton, Miss Rush
- Paediatric First Aid (for schools with children up to age 5): Mrs Greenwood, Miss Braddock, Mrs Walton, Mrs Hood
- Manual Handling: All staff yearly
- Moving and Handling of Disabled Pupils: N/A currently training would sought should need arise.
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: Mrs Whyte
- Norfolk Steps (Team-Teach) training Step on Training – February 2018

Previous Step Up training booked for 13/05/15

Details in safeguarding folder

## **Caretaking/Site Management**

- Norse Commercial Services: IOSH Working Safely: N/A
- Norse Commercial Services: Ladder Training: N/A
  
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate: N/A

## **Health and Well-Being**

- Well-Being Facilitators: Mrs Judy Whyte

## **Minibuses**

- Norfolk County Council Minibus driver training: N/A

## **Training Records and Training Needs Identification**

Health and safety training records are held by: head teacher

Training needs will be identified, arranged and monitored by: head teacher

## **Incident Reporting and Investigation**

All accidents and cases of work-related ill health involving employees (or non employees where the injury is caused by a defect in a work activity, equipment or premises and where the non employee is taken directly to hospital) must be recorded on the Norfolk County Council online incident reporting system following guidance on Schools' HR InfoSpace

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept in the folder in the disabled toilet.

Head teacher will investigate all incidents and act on findings to prevent a recurrence.

## **First Aid**

First aid boxes are kept disabled toilet.

The following employees are available to provide first aid:

Mr Adams, Mrs Mitson, Miss Braddock, Mrs Whyte, Mrs Reynolds, Mrs Greenwood, Mrs Walton and Mrs Hood, Miss Rush

### **Managing Medicines**

Prescribed medication will be administered to pupils following guidance and documentation on Schools' HR InfoSpace

Head teacher is responsible for control of administration of medicines to pupils.

### **Site Security and Visitors**

All visitors must report to the office where they will be asked to sign the visitors book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are:

Alarm activated entrance to school

### **On-Site Vehicle Movements**

The risks of persons and vehicles coming into contact will be controlled by the following measures:

Reminders of safety precautions to parents via newsletter and interactive notice board.

Secure car park

Cars must be parked in designated areas.

Delivery/contractor vehicles must park either in the road or in the school car park.

### **Selection and Management of Contractors**

Contractors are selected and managed following guidance and documentation on Schools' HR InfoSpace

### **Management of Asbestos N/A new build**

### **Educational Visits**

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council.

### **Occupational Health**

Access to occupational health services is via [NCC](#)

### **Emergency Procedures – Fire and Evacuation**

Escape routes are checked by H&S committee

Fire extinguishers are maintained and checked

Alarms are tested

Emergency evacuation procedures will be tested once every term.

### **Monitoring**

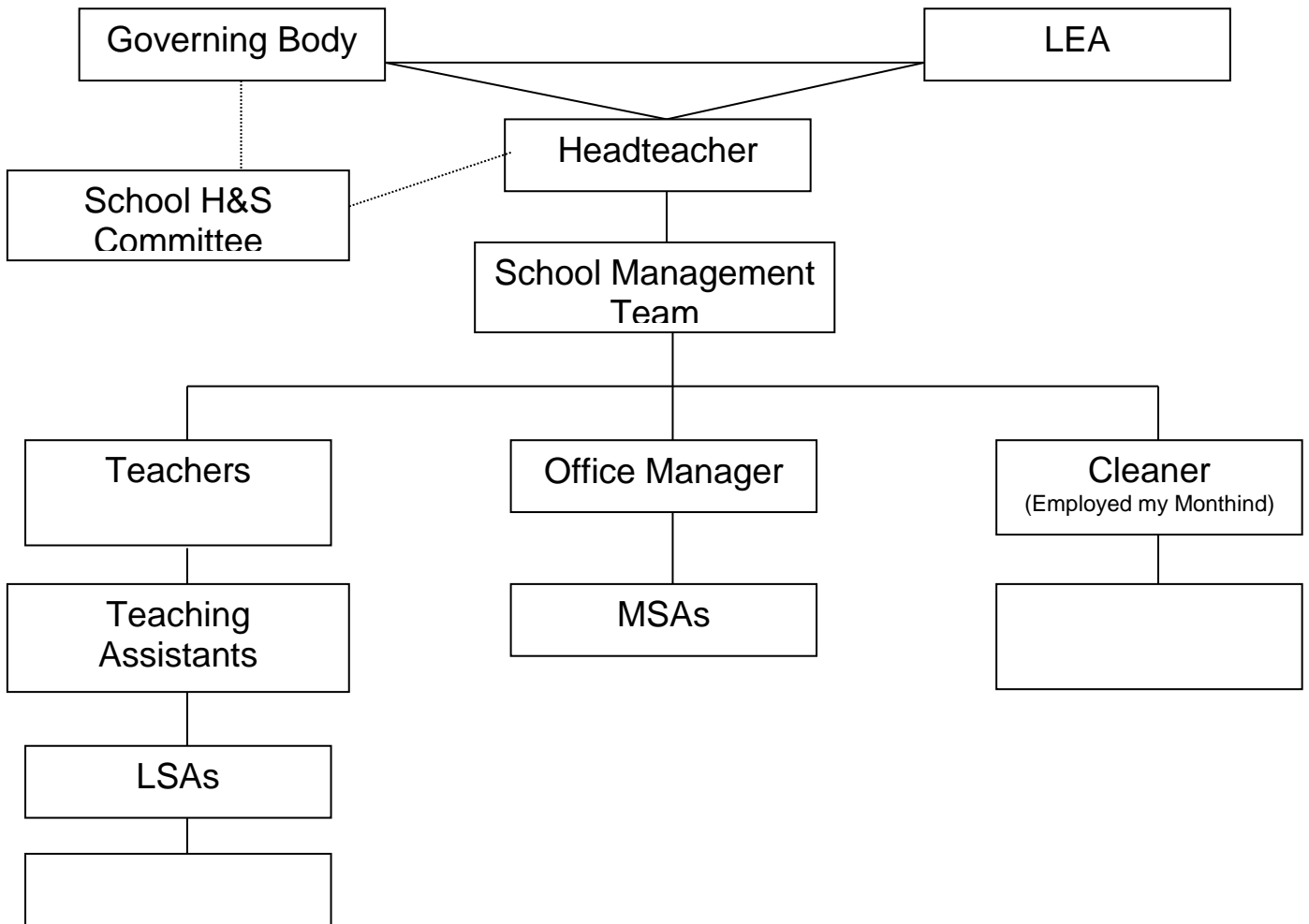
Routine inspections of the premises to ensure safe working practices are being followed will be carried out by H&S Committee

**Review of Policy**

This policy will be reviewed at least every 2 years and more frequently if needed, or because of operational or organisational changes.

EARSHAM CE VA PRIMARY SCHOOL

HEALTH AND SAFETY ORGANISATIONAL CHART



## FIRE AND EVACUATION PROCEDURES

Fire notices are displayed in all rooms.

- Escape routes are checked by governors every 12 months.
- Fire Extinguishers are maintained and checked by BMP every 12 months.
- Alarms are tested by office manager weekly.

Emergency evacuation procedure will be tested once every half term.

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm. They should then notify the main office of the exact location.

The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.

- The office manager will go to the zone where the alarm has been set off to investigate if there is a fire or false alarm. The office manager will dial 999 if it is a fire.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.

If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during BREAK or the LUNCH HOUR, pupils must leave the building by the nearest marked escape route and go to the assembly area. Pupils should assemble in class groups.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the office manager at the assembly point.

Disabled pupils' timetables will be held in the main offices for access in an emergency. The Health and Safety Co-ordinator will discuss with any disabled pupils and their parents the evacuation procedure in case of an emergency and draw up a [Personal Emergency Evacuation Plan \(PEEP\)](#) following guidance in Section 4 of the Health and Safety Manual.

- The assembly area is:

Tennis court.

- The headteacher or a senior teacher will sweep the building if appropriate and undertake supervision of the assembly areas.

Immediately pupils arrive at the assembly area, they must stand in their class groups in silence while staff check their registers. Registers and visitors' book etc. will be taken out to the assembly point by

office manager. The result of this check must be reported to the person in charge as soon as it is completed.

The office manager and headteacher will liaise to check that any named disabled pupils and helper or disabled visitors have been evacuated.

The senior member of staff will liaise with the Fire Brigade on their arrival.

When the senior member of staff is satisfied that it is a false alarm, she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to the church rooms and arrangements made to contact parents.

**Investigation of Incidents and Remedial Action**

The head teacher will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence.

**Reporting**

The person responsible for recording and reporting of incidents to County Hall and maintaining records is the headteacher



**Bomb Threat Checklist**

In the event of a bomb threat, the following checklist MUST be completed and handed to the Police at the earliest opportunity.

**Bomb Threat Checklist**

Name of person receiving threat ..... Contact  
No. ....

Exact wording of the  
threat

.....  
.....  
.....  
.....

Ask the following questions:

Where is the bomb right now?

.....

When is it going to explode?

.....

What does it look like?

.....

What kind of bomb is it?

.....

What will cause it to explode?

.....

Did you place the bomb?

.....

Why?

.....

What is your name?

.....

What is your address and telephone number?

.....  
.....

**Record time call end** ..... Length of  
call .....

1471 / Caller ID on  
telephone?

.....  
**Contact Police and / or Head Teacher.**

Time and date of call:

.....  
Signature:

.....  
Date:

.....  
Print Name:

.....  
**Please turn over the page to complete details about the caller.**

**About the Caller**

Male       Female       Adult       Child       Approx Age

**What sort of voice did the caller have?**

Loud       Soft       High pitched       Deep       Disguised  
 Whispered       Poorly spoken       Well spoken       Hoarse       Lisp  
 Slurred       Nasal       Stutter

**What sort of accent did the caller have?**

Local accent       From another part of the country       Foreign

Where  
from?

.....  
**How did the caller speak?**

Fast       Slow       Average       Clearly

**What manner did the caller have?**

- |                                   |                                    |                                     |                                  |                                 |
|-----------------------------------|------------------------------------|-------------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Excited   | <input type="checkbox"/> Calm       | <input type="checkbox"/> Crying  | <input type="checkbox"/> Angry  |
| <input type="checkbox"/> Rational | <input type="checkbox"/> Irritated | <input type="checkbox"/> Irrational | <input type="checkbox"/> Muddled | <input type="checkbox"/> Normal |

**Did the caller sound familiar, like anyone you know?**

.....

**Background sounds?**

- |  |                                       |  |                                  |                                   |
|--|---------------------------------------|--|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Railway | <input type="checkbox"/> Plane    |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Factory      | <input type="checkbox"/> Office        | <input type="checkbox"/> Music   | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Static        | <input type="checkbox"/> Voice        | <input type="checkbox"/> Clear         | <input type="checkbox"/> Other   |                                   |

**If yes to any, give extra details:**

.....  
.....  
.....  
.....

## Appendix 5

### Lone Worker Policy

#### 1. General Statement

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the head teacher. All staff that have been identified as lone workers must sign the form displayed in the staffroom to say that they have discussed and understood the lone worker risks associated with their role. Staff will be expected to do this on a termly basis.

#### 2. Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal business hours. These are deemed to be from between **07:30 and 21:30, Monday to Friday.**

#### 3. Legal Position

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

#### 4. Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

**Risk of violence** - All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.

**Plant and equipment** - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.

**Work at height** - Working at height will not be undertaken when working alone.

**Chemicals** - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.

**The worker** - The medical fitness of workers working alone will be assessed.

**Access** - Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

#### 5. Control Measures

In order to manage the risks identified, we have introduced the following control measures:

##### **Risk of violence:**

Staff are required to lock themselves in the buildings when lone working.

Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.

Staff are required not to handle cash when lone working.

Late meetings must finish promptly and not leave one member of staff alone on site.

Staff must not approach, or let into the buildings, unauthorised persons when lone working.

All staff are required to give 24 hours notice to the headteacher or another member of staff before lone working, either after hours or through holiday periods. The school will be locked during these periods.

Staff attending alarm activations will only attend either with police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police **support must** be gained before entering the school.

**Communication: Staff are advised to:**

Avoid lone working wherever possible by arranging to work in pairs or as a group.

- Sign in and off the site using the alarm system.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

**First aid:**

For those working on our premises, first aid kits can be found in the disabled toilet.

**Emergency procedures:**

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the headteacher, the staff member's nominated person or the emergency services.

**Access**

Staff are required to consider weather conditions before coming into and while at work.

**6. Unacceptable Lone Working**

The following activities are not to be carried out by lone workers under any circumstances:

**Working at height.**

**Manual handling of heavy or bulky items.**

**Transport of injured persons.**

**7. Training**

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

**8. Line Managers**

It is the responsibility of the headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks change in any way, he must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

**9. Lone Worker Duties**

All lone workers are expected to cooperate fully with instructions given by the headteacher. They are also expected to follow the school's safe systems of work and any associated procedures. Failure to do so, may be a disciplinary offence

**Revised by: Head, staff & governors:**

**Date: Spring 2015**

**Next Review: Spring 2017 or sooner if regulations / circumstances change**

The following members of staff have been identified as potential lone workers. Please sign below on a termly basis to confirm that you are complying with the lone worker policy. **Copy of form in staffroom.**

Name	Autumn 2017	Spring 2018	Summer 2018
Mrs S Armstrong Headteacher			
Mrs A Linford Secretary			
Mrs T Greenwood Class Teacher			
Mr M Woodcraft Class Teacher			
Miss V Braddock Class Teacher			
Mr L Adams Class Teacher			
Mrs J Walton Key holder			
Mr B Rackham Monthind Cleaner			

## **Related Policies**

**Data Protection** Policy aims to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation.

**Spiritual, Moral, Social and Cultural Development Policy** aims to prepare all pupils for the opportunities, responsibilities and expectations of life.

**The Single Equality Scheme** states that inclusion for all pupils will be achieved by ensuring the learning environment, resources and activities are appropriate to each child. All staff are committed to inclusion and plan lessons that dispel stereotypical attitudes and discrimination.

**The Health and Safety Policy** is adhered to in everything we do. The learning environment, resources and activities are planned by staff to take account of this. Children are encouraged to be safety conscious and contribute to the risk assessment process themselves.

**The Special Educational Needs Policy** stipulates that pupils will be assessed and provided or as an integral part of every lesson. Staff are experienced in effective differentiation and provide opportunities for children to work on their Individual Education Plan targets in all areas of the curriculum.

**The Gifted and Talented Pupil Policy** ensures that children who are on the register are encouraged to reach their potential through extension activities and problem solving challenges.

**Internet Safety and Acceptable Use Policy** - In common with most technologies, Internet use presents risks as well as benefits. Pupils could be placed in inappropriate and even dangerous situations without mediated Internet access. The headteacher and ICT coordinator will pass on current information and recommendations by CEOP, the Child Exploitation and On-line Protection Centre to staff and parents. Teachers will use CEOP's "ThinkUKnow" website with children in every class to ensure they understand the dangers of some internet use and are able to make the right choices themselves. Parents will be encouraged to access these materials at home with their children to embed these important safeguarding principles.

## **Whole School Safeguarding and Child protection Policy**

The purpose of Earsham C.E. V.A. Primary School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to;

- Protect our children / young people from maltreatment
- Prevent impairment of our children's / young people's health or development
- Ensure that our children / young people grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable our children/young people to have optimum life chances and enter adulthood successfully.

## **Behaviour Policy**

At Earsham we believe that helping children develop attitudes that will enable them to become kind, responsible, hardworking citizens is our most far-reaching role. We create overt opportunities for development of their self esteem and work with parents to ensure children grow up with a positive sense of self worth, aware of their rights and responsibilities in a community.

## **Anti-bullying Policy**

Earsham C.E. V.A. Primary School will not tolerate any form of bullying. We believe that pupils and staff have the right to learn in an affirming and safe environment which promotes positive personal growth and self-esteem for all.