



Health and Safety Policy

Review of Policy	Spring 2026
Members of staff responsible	Health and Safety/Manual Handling Officer
Policy History	Ratified
People involved	Head Teacher LGB
Signed by Chair of LGB	Kevin Floyd
Date	15/1/26
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1. Aims

The aims of this policy are stated on the following page as the 'Statement of Intent'. The statement of intent is displayed on site at all Trust locations.

Health and Safety - Statement of Intent

Wyvern Academy will:

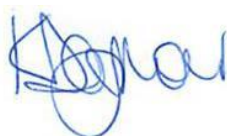
- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and visitors
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

And in addition:

- Implement the requirements of the trusts Health and Safety Policy
- Review and revise policy as necessary and at regular intervals
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks
- Maintain safe and healthy working conditions

If any user of Trust sites has a concern regarding their or others' health or safety whilst on Trust premises, they should speak to a member of the school's senior staff.

Signed on behalf of Wyvern Academy



Katherine Seymour

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues

3. Roles and Responsibilities

3.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the Trust but will delegate day-to-day responsibility to the headteacher.

The Trust Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off Trust premises.

Wyvern Academy, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Trust activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided.

3.2 Headteachers

The head teacher has responsibility for:

- Day to day management of all health and safety matters in the school in accordance with the Health and Safety Policy.
- Ensure regular workplace inspections are carried out in accordance with the following list:

Area	Check list	Completed by	Monitored by	Updated & checked
Outside areas	All grounds Fences Playground equipment	Site team /Premises Manager	HT	Daily Daily Monthly
Fire	Fire alarm Fire door exits Fire extinguishers Fire blankets Emergency lighting	Site team /Premises Manager	FBM/HT	Weekly Weekly Monthly Monthly Monthly
Water	Legionella Flushing outlets	Site team/ Premises Manager	FBM/HT	Weekly
Minibus	Books Weekly health and safety check 10 weekly check at the garage	Site team/ Premises Manager	FBM/HT	Monthly
Changing rooms	Shower heads Twice yearly water hygiene check and de-scaling by external company.	Site team/ Premises Manager	FBM/HT	Quarterly
Caretaking	Ladders/stepladders	Site team/Premises Manager	FBM/HT	Quarterly
Whole School	Termly internal and external inspections	Site team/Premises Manager	FBM/HT	Termly
Kitchen	Kitchen Documentation	Weymouth College	Andy Pye (AP)	Termly
Whole School	PATS	Site team/Premises Manager	FBM/HT	Yearly
Equipment Compliance	PUWER LOLER	Health Safety Manual Handling Officer		Yearly & 6 monthly

- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Identifying and facilitating staff training needs.
- Maintaining an up-to-date register of risk assessments.
- Liaising with trustees on policy issues and any problems in implementing the Health and Safety Policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the Head Teacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's Health and Safety Policy is complied with.

The Operations Manager and Premises Manager are responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The Operations Manager and Premises Manager are appointed with the authority of the Head Teacher to request action from the contractor where conditions are considered to be unsafe.

Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the school's safety co-ordinator/manager, Premises Manager).

Staff with special responsibility

The following staff have special responsibility:

- Head Teacher (DLS, CPD)
- Premises Manager (Wyvern Academy Health and Safety Audit)
- The Operations Manager
- The Deputy Head Teacher (Behaviour Management)
- The Assistant Head Teacher (curriculum and teaching and learning)
- The School Nurses (health plans and protocols and health-based risk assessment)
- Data Manager (CPD)
- Department heads
- The Health and Safety/Moving and Handling Officer (moving and handling, training, specialist equipment service and maintenance, and compliance LOLER, PUWER, H&S audits, Moving and Handling Risk Assessments and on-site Risk Assessments.
- MOVE Co-Ordinator
- The Senior IT technician (IT),
- The Educational Visits Co-Ordinator (off site activity risk assessments),
- The PE subject lead (PE curriculum risk assessment),
- The Design technology subject lead (DT curriculum risk assessment),
- The Science subject lead (Science curriculum risk assessment)
- The Pool Supervisor (COSHH)

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the school's Health and Safety Policy in their own department or area of work, directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the Head Teacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- Ensuring that risk assessments are communicated to all staff that will be engaging in the assessed activity.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff; Ensuring all risk assessments are completed and reviewed;
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

3.3 Employees

Trust/School employees have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with the school on health and safety matters;
- Work in accordance with training and instructions;
- Inform the appropriate person of any work situation representing a serious and immediate danger so

- that remedial action can be taken;
- Model safe and hygienic practice for pupils;
- Understand emergency evacuation procedures and feel confident in implementing them.
- Attend and complete health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

3.4 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.5 Volunteers

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

3.5 Contractors

Contractors will agree health and safety practices with the Premises Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

The Trust's policy on contractors can be found in Appendix A

4. Arrangements

Monitoring and Inspection

The school receives guidance from the Trust's compliance team regarding any health and safety concerns and a termly overview of injuries is sent to Diane Littlecott.

The school completes written termly premises inspections in accordance with DC guidance. A copy of the latest form is available in the Premises Manager's office.

First aid

The school has assessed the need for first aid provision and ensures that the guidelines given within the latest DC First Aid Code of Practice are complied with.

An up-to-date list of all first aiders is displayed in the main entrance, in the staffroom and more widely around the school.

First aid kits are located at strategic points in the school (swimming pool, outside site office, outside Aqua class, outside Blue class, outside Green class, in the Sixth Form corridor) and portable kits are available for lunchtimes, PE lessons and school trips and visits. The contents of the kits will be checked on monthly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit. For further information, please see the school's First Aid Policy.

The school will record all accidents in accordance with DC Accident reporting policy and procedure.

**Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by Amber Horton, HSMHO*

5. Site security

The Premises Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, for the intruder and fire alarm systems, and for emergency call-out contacts.

6. Administration of medicines

The school follows DfES guidance on the dispensing of medicines within school.

For further details, please see the schools Medical Policy.

6.1 Oxygen

Oxygen is stored in Ruby and Burgundy classrooms, each location has clear signage indicating that oxygen is stored in that area. There is also a map in reception indicating the storage locations for the oxygen.

7. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed annually.

Emergency evacuations are practiced at least once a term.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. Annual Fire Safety Refresher Training will also be assigned to all staff.

Arrangements are in place for evacuating pupils, visitors and staff, those with physical disabilities who require Manual Handling Assistance to efficiently and safely evacuate and pupils whose behaviour places them at addition risk during evacuation procedures. (a personal emergency evacuation plan PEEP and general emergency evacuation plans (GEEPs).

For further details, please see Appendix B and individual school/site evacuation plans and procedures.

8. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Pool Supervisor and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Pupil access to COSHH hazardous substances is supervised directly and permitted where a suitable risk assessment has been completed by the supervising teacher.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

At Wyvern, there are also chemicals related to the Hydrotherapy water management which are stored in the plant room.

The Trust's policy on COSHH substances can be found in Appendix C.

8.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

8.2 Legionella

Water risk assessments are completed by a suitably qualified contractor. Premises Managers are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

This risk assessment will be reviewed annually by the Premises Manager and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection and descaling of showers, regular flushing routines of infrequently used outlets.

8.3 Asbestos – *There is no asbestos in the Wyvern building*

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on school sites.

Please see Appendix D and individual school asbestos plans and reports for further information on asbestos.

9. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

9.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.

Any potential hazards will be reported to Premises Managers immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary, a portable appliance test (PAT) will be carried out by a competent person.

All isolators and switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Please see Appendix E for the more information relating to electrical safety.

9.2 PE equipment

Equipment is set up prior to a PE session taking place by at least one member of competent member of staff depending on the equipment. There is a risk assessment for this in the school OneDrive/Wyvern Academy\Resources - All Staff\Health & Safety Resources\General Risk Assessments\Core\PE.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises Manager.

9.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users, are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

9.4 Manual Handling Equipment (including changing beds and rails)

Any Manual Handling Equipment must be suitable for Manual Handling tasks, meet pupil's needs, have risk assessments in place where needed, training given before use where necessary and be regularly serviced under LOLER and PUWER.

10. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Premises Manager duties
- Site cleaning duties
- Working in a single occupancy office
- School Pool duties

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Please see Appendix F for more information relating to Lone Working

11. Transport on site

Responsibility for the health and safety of pupils travelling to and from school remains with the local authority unless transport is provided by school staff.

Risk assessments are in place for the movement of vehicles on the school site and associated risks.

12. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Premises Manager retain ladders for working at height; Pupils are prohibited from using ladders;
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height;
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons.

Further information on working at height can be found in Appendix G and individual schools' risk assessments and procedures.

13. Manual handling

It is up to individuals to determine whether they are fit to *carry out manual handling operations*. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance, use a mechanical aid, or avoid if it dangerous to move/lift or is above their individual capability.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help;
- Take the more direct route that is clear from obstruction and is as flat as possible;
- Ensure the area where you plan to offload the load is clear;
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

See Appendix H for further information on manual handling.

14. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed for all off-site visits;
- All off-site visits are appropriately staffed;
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- There will always be at least one first aider on school trips and visits;

15. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's Health and Safety Policy and will have responsibility for complying with it.

16. Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent behaviour towards our staff.

All staff will report any incidents of violence directed at themselves to their line manager/headteacher immediately.

Due to the needs of some of the pupils in school, some may display dangerous behavior towards other pupils and staff when dysregulated. Staff will receive Therapeutic Thinking Training and students who pose a risk to others have risk reduction plans in place.

All injuries will be reported as and when they occur and reviewed weekly by the HSMHO.

17. Smoking and vaping

Smoking and vaping is not permitted anywhere on Trust premises.

18. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- The school will inform staff if there is a confirmed case of chicken pox, shingles or any other high-risk illness immediately via email.

19. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors where possible.

If an individual considers their level of occupational stress to be affecting their wellbeing, they should report this to their line manager.

20. Accident reporting

20.1 Accident recording on the database

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who has supported the injured person/ persons.

As much detail as possible will be supplied when reporting an accident.

Information about injuries are stored on the school database for review and parents of both the victim (if a pupil) and the assailant will be contacted by the class teacher via phone if a violent incident.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then

securely disposed of.

20.2 Reporting to the Health and Safety Executive

The headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death;
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment;
 - The accidental release of a biological agent likely to cause severe human illness;
 - The accidental release or escape of any substance that may cause a serious injury or damage to health;
 - An electrical short circuit or overload causing a fire or explosion;

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

21. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

22. Monitoring

This policy will be reviewed every two years.

At every review, the policy will be approved by the Trust governing board.

23. Risk assessments

Risk assessments are completed for any significant risks in accordance with the Trust Risk Assessment policy. These risk assessments are working documents and must be viewed by staff

carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity/task/personnel/or following an accident. For further information, please refer to the DC Risk Assessment Policy. The risk assessments are stored under OneDrive - Wyvern Academy\Resources - All Staff\Health & Safety Resources\General Risk Assessments.

24. Hydrotherapy

Procedures relating to health and safety in the pool area are contained within the Pool Safety Operating Procedures. Select staff receive Aquatic Therapy Pool Rescue Award training (ATSPRA); please refer to the PSOP for further guidance. There is also a school lifeguard on site 11:45-19:00 Monday- Friday.

Appendix A: Contractors

GENERAL STATEMENT:

WYVERN ACADEMY takes its responsibility to ensure the health and safety of pupils very seriously. From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school. This policy has been created to ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance. In addition, the school is required to ensure the safety of contractors by informing them of known risks on the premises, such as asbestos, that may affect them during their activities.

DEFINITIONS:

Throughout this policy, the term 'contractor' refers to any party (company or individual) that the school hires to complete work but is not an employee.

ROLES AND RESPONSIBILITIES:

The Premises Manager is responsible for:

- Ensuring the health and safety of all staff, pupils, visitors and contractors by undertaking a risk assessment of the premises.
- Ensuring that all contractors work within the school's Health and Safety Policy.
- Ensuring all planned work is organised out of school time, wherever possible.
- Ensuring that contractors work in a responsible and professional manner.
- Making arrangements for contractors to work safely on site during the school day.
- Ensuring that the working agreement is adhered to.
- Notifying the contractor of any potential risks posed by the premises.
- Monitoring and reviewing the Contractors' Policy.

All members of school staff are responsible for:

- Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors.
- Making themselves aware of any upcoming work on site and associated working agreements.

Contractors are responsible for:

- Complying with all health and safety policies and procedures provided by the school.
- Acting in a responsible and professional manner.
- Actively working towards an optimal working agreement between themselves and the school.

THE PLANNING STAGE:

Prior to commencing work, the school will identify all aspects of the work requiring a contractor and consider the health and safety implications of each. Before moving forward, the school will ensure it has obtained all required statutory approvals and planning permission, including buildings regulations approval, and ascertained whether the project falls under the Construction (Design and Management) Regulations 2015 (CDM).

IDENTIFYING A CONTRACTOR:

Before confirming a contractor to work on school premises, the school must be satisfied that the contractor is competent to do the job safely. When choosing a contractor, the school will determine competency via a series of checks. These may include:

- Previous experience of the work required.
- Clear health and safety policies and procedures.
- Copies of their safety method statements/relevant risk assessments.
- Whether they sub-contract and how this is selected. The school must be satisfied that their selection criteria is sufficient.
- Membership of any relevant trade or professional bodies.

Contractors must have commercial public liability insurance for at least £5,000,000.

RISK ASSESSMENTS:

Both the school and the contractor are required to make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks. If the Premises Manager deems necessary, contractors will submit copies of site and task specific risk assessments and method statements, prior to commencing work.

SAFEGUARDING:

The requirement for contractors to undertake a DBS check will depend on the nature of the work being carried out and contact with children. Where possible, the school will aim to effectively manage the risk of potential harm by not leaving contractors unattended whilst on site, unless outside core hours

MANAGING CONTRACTORS:

The Premises Manager is normally the designated contact with contractors. No other staff member may give the contractors instructions without being delegated by the Premises Manager. The contractor will provide full and adequate supervision during work and provide the name of the person responsible for site supervision. There will be one point of contact for both the contractor and the school.

The contractor will ensure that an agreed work practice is in place. If they utilise sub-contractors, they will ensure they adhere to the agreed work practice and that supervision is provided where necessary.

Contractors are required to:

- Provide a copy of their Health and Safety Policy.
- Comply with all relevant health and safety legislation.
- Provide a copy of their insurance policy.
- Ensure that no products containing asbestos or CFCs are used on school premises.
- Be aware of and comply with the school's fire and emergency evacuation procedures.
- Evacuate buildings at the sound of fire alarm, report their safe evacuation to the Premises Manager and go to the nominated assembly area(s).
- Provide written risk assessments/method statements before work commences.
- Work in a safe manner and not endanger staff, pupils, the public or themselves.
- Adequately control physical/chemical hazards to prevent risks to school staff/pupils/visitors (trailing leads, solvent fumes, absence of lighting or fire alarm, etc.).
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only with the consent of the Premises Manager.
- Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.

Contractors are responsible for:

- Testing all works on completion as necessary and supplying the Premises Manager with commissioning/test data.
- The provision of all necessary protection of floor/wall/door surfaces against damage through works including the provision of dustsheets etc.
- The provision of their own First Aid facilities.
- Posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
- Dressing appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

The following activities are prohibited on Trust grounds:

- Smoking and vaping.
- Possessing or drinking alcohol.
- Playing radios etc. when pupils are on site.
- Taking, possessing or being under the influence of illegal substances.
- Shouting, swearing, over-familiarity with pupils or staff.
- Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the school.

If any of these requirements are not met, the Premises Manager has the authority to stop the contractor working. If the Premises Manager believes a danger is posed to contractors, staff or pupils, they may stop the contractor working.

IDENTIFICATION:

All contractors must wear a visitor's badge at all times whilst on school grounds. All visitors' badges will be returned at the conclusion of the work. No contractor will execute work on the school site without the express permission of the Premises Manager, other than in an emergency or to make the area safe following theft or vandalism. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and escort them to reception or off site. Where there are uncooperative visitors, whether contracted to work with the school or not, threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

MONITORING AND REVIEW:

The Trust will monitor this policy and amend to reflect any changes to relevant legislation.

Appendix B: Fire

GENERAL STATEMENT:

WYVERN ACADEMY will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire, and ensure that adequate means of escape in case of fire exist for all persons on the Academy premises.

OBJECTIVES:

WYVERN ACADEMY recognises the importance of safeguarding students, employees and visitors by enforcing on-going management of fire safety within its premises. WYVERN ACADEMY will ensure that:

- adequate means of escape in case of fire exist for all persons on WYVERN ACADEMY premises.
- all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, must not leave or store items in designated escape routes or block emergency exits.
- means of escape have adequate emergency lighting which will be maintained in efficient working order.
- adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- adequate means for fighting fire are present and are maintained in efficient working order.
- appropriate instruction will be given to all persons on the Academy premises on evacuation procedures.
- the Academy premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks

INTRODUCTION:

Fire can have a devastating effect on the schools. Due to the risk of fire and the serious consequences of fire, the following policy has been produced.

AIMS:

- To safeguard all persons on school premises from death or injury in the event of a fire of associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

APPLICATION:

This policy applies to all persons on the school premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

RESPONSIBILITIES:

The Premises Manager is responsible for monitoring and auditing the Fire Policy.

The Premises Manager or a suitably qualified contractor is responsible for organising or conducting fire risk assessments, providing advice and training and monitoring and auditing the Fire Evacuation Procedures.

The Premises Manager is also responsible for ensuring that adequate maintenance checks are carried out on the Academy's fire detection and alarm system, firefighting equipment and emergency lighting.

Whilst it is the WYVERN ACADEMY's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Premises Manager
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
 - Appropriate escape routes.
 - Fire Assembly Points
 - The emergency services number (currently 999 or 112).

Training:

The Premises Manager is responsible for arranging suitable staff training and for organising regular fire drills (at least once a term).

Fire Evacuation Procedure:

The Premises Manager is responsible for drawing up and implementing a Fire Evacuation Procedure which is specific to their site. This procedure details further responsibilities of members of staff in the event of a Fire or false alarm.

SMOKING and VAPING:

Smoking and vaping is banned on WYVERN ACADEMY premises.

STORAGE:

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

INSTRUCTIONS:

Staff must comply with all instructions given to them regarding fire safety and fire procedures.

FAULTS:

Staff must also report any observed shortcomings in fire precautions to the Headteacher/Premises Manager.

VISITORS:

Visitors must comply with all instructions given to them regarding fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge.

RISK OF ARSON:

Doors should be locked and windows closed at all times when the Academy is unoccupied.

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk. Staff must report any observed shortcomings in the fire precautions to the Headteacher.

To minimise the risk of arson, staff should close windows in their areas before leaving. The paper recycling bin outside should be stored in an area not too close to the Academy building.

ELECTRICAL ITEMS:

All electrical items used on Trust sites must have a current PAT (Portable Appliance Test) certificate. This is normally indicated by the presence of a PAT label on the appliance, which will include an expiry date.

FIRE EVACUATION PROCEDURE:

For details of evacuation procedures and false alarm procedures, please refer to individual school/site documentation.

Appendix C: COSHH

GENERAL STATEMENT:

WYVERN ACADEMY acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to substitute substances hazardous to health with a safer alternative, and to ensure that the exposure of employees to such substances is controlled to within statutory limits and prevented where practicable.

It is WYVERN ACADEMY's responsibility to inform, instruct and supervise any health inform, instruct and supervise staff, contractors and visitors regarding foreseeable health issues which may arise through their intended activity on trust premises. To this end WYVERN ACADEMY will maintain an asbestos register, COSHH register, and risk assess any other area or tasks that may involve a hazard as appropriate.

WYVERN ACADEMY undertakes to control exposure by engineering means where reasonably practicable. Appropriate personal protective equipment (PPE) will be provided free of charge, where the risk assessment requires it to be worn, and after consultation with employees or their representatives.

All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this Policy requires the total co-operation of all members of management and staff, including the contractors and visitors.

INFORMATION AND TRAINING:

WYVERN ACADEMY will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Premises Manager and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

CONTROLS:

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken. The most important steps are:

- Identify the hazard.
- Assess the risk.
- Eliminate, substitute, or prevent or control the risk.
- Maintain and monitor the controls.
- Monitor the health of the workforce.
- Ensure assessments and controls are up to date.

A copy of the Material Safety Data Sheet (MSDS) and corresponding COSHH assessment will be held for every product on site that is identified as harmful. These will be obtained from the supplier or manufacturer.

The Premises Manager will review the MSDS to ensure they remain current, usually at the same time as reviewing the main COSHH assessments.

WYVERN ACADEMY will ensure that all products on the COSHH register are subject to assessment annually. The assessment will be recorded and dated.

Appendix D: Asbestos Policy

GENERAL STATEMENT:

Wyvern Academy acknowledges its duty to protect employees, pupils, contractors, and visitors from exposure to Asbestos Containing Materials (ACM's), and to reduce to the lowest level reasonably practicable the spread of ACMs from any place where work is carried out under the control of the headteacher or Premises Manager.

WHAT IS ASBESTOS?

Asbestos is a term used for various forms of naturally occurring fibrous silicate minerals, which were extensively added to building materials used in the UK from the 1950's to 1980's. Any building built before 2000 can contain asbestos. The most hazardous ACMs were used to insulate or fire protect. The three most common asbestos types used were CROCIDOLITE (blue), AMOSITE (brown) and CHRYSOTILE (white). All ACM's should be controlled regardless of type. ACM's can be found in under floor services, floor, ceiling tiles, pipe covering, Artex ceiling and heat deflection and other materials.

LEGAL DUTY:

When asbestos fibres are inhaled, they can cause serious diseases and the increased risk of lung cancer for asbestos workers who smoke. To ensure that risks from asbestos in places of work are managed, the Control of Asbestos Regulations 2012 place duties on those responsible for the maintenance or repair of work premises.

RESPONSIBILITIES:

Trust Directors are the duty holders for Asbestos management at each school and an overall legal responsibility for the safe management, maintenance and repair of the Academy buildings under their control.

TRAINING:

A Governor representative, Headteachers and Premises Managers/Supervisors from every Academy must complete Asbestos Awareness and Management Training, whether or not the building is pre 2000.

This training does not necessarily ensure competence to review the asbestos register or make an assessment of ACMs.

MANAGEMENT OF ASBESTOS:

- All schools that were built before 2000 must have a current Management Survey (which complies with up to date asbestos regulations).
- If the school is planning either a demolition or refurbishment, then a Demolition and Refurbishment survey must be carried out before work commences.
- The above surveys must be carried out by Licensed Contractors with UKAS Accreditation.
- The survey must include locations of any potential ACM's. E.g., storerooms, yards, outbuildings, under floor services, pipes, ceiling voids, corridors etc.
- Each school must prepare a written plan before any work on asbestos is carried out, including details of the work and the appropriate actions to control risk and prevent harm.

- A register of location(s) of any ACM's must be recorded and include:
 - Date of inspection
 - Date of next review
 - Should be supported by a marked floor plan and photographs.
 - Type of asbestos
 - What products it is contained in
 - The condition

The environment around the ACM's are a significant risk factor. ACM's can deteriorate due to age, fire, flood, wear and tear, damage, therefore the register should be reviewed every 12 months by a Licensed Contractor with UKAS Accreditation.

A copy of the register must be provided to any person who will be planning to undertake work on the building(s) or any groundwork's which may be contaminated.

It should always be assumed that there is ACM's present when undertaking any work on the fabric and structure of the building, even if/where it has not been identified and included on the register.

- An assessment of potential risk from the ACM's must be completed by a Licensed Contractor who is UKAS Accredited.
- Consideration should be given to the condition of the ACM's whether they are likely to be disturbed and what action is necessary to manage the risks.
- From the outcome of the assessment, prioritise and rationalise an Asbestos Management Action Plan.

Managing Asbestos Left in Place

If the material is in good condition, well protected either by its position or physical protection e.g., encapsulated, reducing the likelihood of damage, and is unlikely to be worked on regularly or otherwise disturbed, it is usually safer to leave it in place and manage it.

This information should be entered on to the record/register including locations and the information kept up to date.

ACM's can be identified easily by e.g. a sticker placed on the location with a number which should cross reference the register.

Removal of Asbestos Containing Materials (ACM's):

Any contractor used for the removal of ACM's must have a current HSE Licence. The current 'Asbestos License Holders List' can be found on the www.hse.gov.uk. On completion of an assessment of potential risk, if it is necessary to remove the ACM's the Headteacher must be informed immediately. Appropriate actions will be taken in line with this Policy.

Great care must be taken to ensure that ACM's are not brought onto the Academy site e.g., in the form of industrial or residential products, vinyl floor tiles, partition wall panels, loose fill insulation, pipe lagging, roofing felt etc.

COMMUNICATION

All information regarding ACM's must be recorded and easily accessible. It is recommended that an Asbestos file is kept and this can be provided to any relevant persons who potentially could release asbestos e.g.

- In house staff - who may undertake maintenance work. The Asbestos Awareness and Management training is not sufficient for any staff to carry out any work on ACM's.
- Licensed Contractors used should provide the academy (on request), information relating to the work to be completed, e.g., risk assessments, methods statements, safety systems of work including barriers, signage, Incident Management Procedure. No one must work on any ACM's unless all of the requirements of the current up to date Asbestos Regulations are complied with.

CONTRACTOR H&S POLICY AND PRE-CONTRACT CHECKS TO BE MADE:

All Contractors completing survey's must be UKAS Accredited and contractors undertaking the removal of ACM's must hold a current HSE License, these must be checked by the Academy to ensure that they are in currently in date.

A Contractor H&S Policy and Pre-contract Checks form must be completed by the contractor and evidence provided by the contractor should include: Health and Safety Policy, Risk Assessments, Method Statement, Emergency Procedures. The above information along with a copy of the Asbestos Policy and associated documentation must be provided to relevant authoritative agents when requested e.g., Emergency Services.

CAUSES OF DAMAGE TO ACM'S:

Include: Accidental or malicious damage to the building fabric, fixtures or fittings may occur. By building contractors or maintenance personnel where 'hidden' ACM's may be present e.g., behind sealed ducts and within voids.

Damage to ACM's can also be caused by fire, flood, or severe weather, people accidentally damaging e.g., by moving furniture and hitting walls, pipework etc., or by a person(s) deliberately causing damage e.g., vandalism, or an act of violence.

EMERGENCY PROCEDURES: - for dealing with uncontrolled release of asbestos and spread of contamination.

Planning – for emergency procedures

- Name of AP, each incident should have only one single point of contact from the list of AP(s). A list of more than one AP is recommended to allow for annual leave, sickness of the main AP, so that they can be called upon to take control if/when required.
- Appointed person(s) contact number(s)
- Contact details of AP's to be recorded and distributed to all relevant persons e.g. Contractors, Governor, Headteacher, Business Manager
- Contact details of all of the above to be distributed amongst all relevant people and updated as and when required.

Appointed Person (AP) Management of Emergency Procedures

The AP is responsible for managing the incident. Management must include a contract with an Asbestos Removal Contractor for every case of suspected, (if in doubt, presume it is ACM) uncontrolled release of asbestos and spread of contamination.

ACTION PLAN

A procedure to review the plan every 12 months, or if earlier if there has been any incident involving ACM's.

To be completed by AP to include e.g., all items, which require action, should be noted and listed within a timetable with target dates set. These should include dates when the inspection programmes will be complete, dates when contractor consultation will be complete, dates for training etc.

AUDIT AND REVIEW:

The system should be regularly audited i.e. every 12 months to ensure that it remains compliant with the current regulations. Audits will also identify whether the process is effective and appropriate actions can be taken.

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR):

Under the above regulations any of the following diseases occurring from an activity involving the working or handling of asbestos or any admixture of asbestos is reportable:

- Mesothelioma
- Lung Cancer
- Asbestosis

If you are concerned about possible exposure to asbestos from work activities, you are advised to consult your GP and ask for a note to be made in your personal record about possible exposure, including date(s), duration, type of asbestos and likely exposure levels (if known). In some circumstances, your GP may refer you to a specialist in respiratory medicine.

HSE does not advocate routine X-rays for people who have had an inadvertent exposure to asbestos. Asbestos-related damage to the lungs takes years to develop and become visible on chest X-rays. X-ray examinations cannot indicate whether or not asbestos fibres have been inhaled.

Appendix E: Electrical Safety

GENERAL STATEMENT:

The provision of electrical safety within WYVERN ACADEMY will be in accordance with the legal guidance in the electricity at work Regulations 1998 and the current edition of the Wiring Regulation as issued by the IEE.

RATIONALE:

WYVERN ACADEMY has a duty of care to provide a safe workplace for staff, pupils and visitors. This obligation includes the provision, regular testing and maintenance of safe electrical equipment.

AIMS:

To ensure that electrical equipment within the Academy is safe for staff, pupils and visitors to use.

IMPLEMENTATION:

Electrical equipment, including leads and cables, will be routinely PAT tested as required by a competent trained and qualified person in accordance with Electrical Safety Standard.

Regular testing of equipment will form part of the Schools' annual inspections and servicing contracts as follows:

- Fixed wiring will be tested every 5 years. Repairs to Fixed Wiring and its components must only be carried out by a competent person; alterations and additions to Fixed Wiring must be carried out by a fully qualified electrician and relevant test certificates completed as a result.
- Portable electrical equipment must be tested by someone who has undergone training to City and Guilds 2377. The frequency of equipment tests will vary depending on the item (see table 1.1 for a guide). Staff are responsible for conducting visual checks on electrical equipment before every use.

A recording system with dates and results of tests form an important component of annual testing and copies of certification and testing will be kept.

Staff members will treat all electrical equipment including leads and cables with care.

Where possible, use of extension cables will be minimised; high loads (e.g. electrical heaters) shall not be plugged into extension leads.

Staff members who notice damaged, worn or abused electrical equipment must ensure that the equipment is not used and report the incident to the Premises Manager.

Wyvern Academy will include within its annual budget, an appropriate amount for annual testing and tagging of electrical equipment as required.

Electrical equipment not owned by WYVERN ACADEMY can only be used at a School after it has been tested or if it is brand new.

Appendix F: Lone Working

GENERAL STATEMENT:

WYVERN ACADEMY, through the Governors and staff, acknowledges that no task can be considered completely safe. As lone working can increase the risks to individuals, all reasonable steps will be taken to control identified hazards in order to achieve safer working practices

Where hazards or risk to health are identified lone workers will, where practicable, avoid them by deferring related tasks to a place and time when they are not working alone.

INTRODUCTION:

WYVERN ACADEMY 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 managing them adequately. Any questions regarding its operation should be addressed to the Premises Manager or the Headteacher.

Lone working is not covered by any specific legislation, but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply. This legislation states that "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees" and "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his/her acts or omissions at work; and as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with".

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours. Lone working differs from situations where people work unaccompanied, with a means of communication available. However, in certain situations where individuals work unaccompanied, it may be necessary to adopt a similar approach to lone working in order to control the risks to the unaccompanied worker. Examples of factors that may need to be taken into account are given below.

DEFINITION:

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone without direct supervision. This may occur:

1. During normal working hours at an isolated location within the normal workplace,
2. When working outside normal business hours.

If an individual is working alone in a School during evenings, weekends and holidays they must conform to the requirements of the WYVERN ACADEMY's lone working Policy and the risk assessment completed by the School.

People at risk may include anyone who comes into School alone during closure times and particularly the premises staff and Premises Manager. It also includes finance officers when taking cash to be banked.

PROCEDURES

The Headteacher and the Premises Manager are responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring lone or unaccompanied working, within their area of responsibility and that any remedial action identified is implemented. Such procedures (safe system of work) must detail precautions or specific methods of work to be followed, including action to be taken in the event of an emergency. Lone working must only be carried out following authorisation of the Headteacher, or the Premises Manager who have responsibility.

Any person who becomes aware of circumstances involving lone working, where existing control measures may not be fully effective, must inform the Headteacher, or Premises Manager as soon as possible.

School **risk assessments** will cover all tasks 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 any 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.

Access and egress - Some lone working may require access to locations that are difficult to access or exit. Risk assessments will consider whether these tasks are suitable to be carried out by one person.

EXAMPLES:

Examples of factors that will be taken into account when authorising lone or unaccompanied working include:

- The nature of the tasks involved.
- The nature of any substances involved.
- The nature of any tools or equipment involved.
- Means available for raising an alarm in the event of an emergency.
- Any known medical conditions of persons involved.
- The level of knowledge, qualifications and experience of any persons involved;
- The vicinity involved;
- The time of day involved;
- The means available for periodically checking the well-being of any persons involved;

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

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

CONTROL MEASURES:

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

- Do not undertake work for which they are not trained/qualified.
- Take reasonable care of their own health and safety.
- Know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Inform the Headteacher, Operations Manager or HSMHO of any relevant medical conditions.
- Inform the Headteacher, or Premises Manager of any hazards or accidents encountered. All accidents should be reported using the Schools' agreed procedures.
- The lone worker will inform a colleague, friend or family member about where they are and when they are likely to return.

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 informed 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.

COMMUNICATION:

Staff members are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Carry either a mobile phone at all times when lone working. There may be the need to consider a radio or other hand held communications system.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- This is particularly relevant to those staff, who attend, or are required to work during any closed days, or holidays.
- 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 your premises, first aid kits can be found in various School areas, these must be available and communicated to the Lone Worker.

EMERGENCY PROCEDURES:

Schools will have in place appropriate action plans outlining what to do in an emergency.

Access and egress:

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

LONE WORKING DUTIES:

All lone workers are expected to cooperate fully with instructions given by the Headteacher, or Premises Manager, and the WYVERN ACADEMY's Lone Working Policy. 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.

Appendix G: Working at Height

GENERAL STATEMENT:

This policy sets out the safe working procedures and precautionary measures for all work at height where step stools, stepladders, ladders or mobile towers are being considered for use by staff.

The School will undertake to ensure compliance with the relevant guidance & legislation regarding working at height for all pupils, staff, contractors and visitors and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

OBJECTIVES:

The objective of this policy is to ensure that all work undertaken at height within the Trust is conducted safely and effectively and complies with all current guidance and legislation on this activity:

- Health and Safety at Work Act 1974.
- Management of Health & Safety at Work Regulations 1999.
- Work at Height Regulations 2005.

DEFINITIONS:

- **Working at height** includes any work activity where a person could fall from a place of work and could suffer an injury or be killed. This includes working in or on vehicles, but does not include staircases in buildings. It also includes getting to and from a place of work at a height.
- **Access equipment** is the collective term for equipment that is selected for work at height. It typically includes step stools, stepladders, ladders and mobile towers, although this list is not exhaustive.
- **Competence** to use access equipment will vary from the qualifications that are required for mobile tower users through to simple instructional training in the use of step stools.

RESPONSIBILITIES:

Board members:

The Wyvern Academy Local Governing Board has a duty of care for all staff, contractors and visitors.

Headteachers

Responsible for the effective implementation of, monitoring and evaluation of the 'Working at Heights Policy' through: Risk Assessment, Accident and absences statistics

They are also responsible for delegating responsibility to a member of staff for implementing 'The Working at Heights Policy.'

Premises Managers:

Responsible for ensuring Working at heights and related legislation are fully implemented.

Pupils, Members of Staff, Contractors and Visitors:

Must not undertake any activity that involves Working at Height or use equipment designed for tasks that involve working at height unless they have received training as outlined below.

GENERAL REQUIREMENTS:

Within the school and its grounds, work at height should always be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that last for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access.

Stepstools in the school must be at one of the minimum standards or class:

- BS 7377
- EN 14183
- GS Approved
- Have a maximum capacity rating of 150kgs.

Stepladders and ladders in the school must be at one of the minimum standards or class:

- BS 1129 / Class 1 (wood)
- BS 2037 / Class 1 (metal)
- BS EN 131 (wood, metal & glass fibre)
- GS Approved (wherever this marking/standard is used)

Standing on tables, chairs or other furniture for any reason is strictly prohibited.

Use of Mobile Tower (Platform)

- For anything other than low risk, short duration work at height, the use of a mobile tower is to be considered in the first instance. A mobile tower (also known as a work platform) must be properly and safely erected by competent, trained people and have suitable edge protection which physically prevents falling. In some cases a hired (vehicular) mobile elevated working platform for high-risk tasks (e.g. access to work on a roof) may be the most appropriate access equipment.
- All users are to have received appropriate training before using a mobile tower for work.
- Mobile towers are to be periodically inspected in accordance with the formal training provided to the mobile tower user, who should carry out the required safety inspections at intervals including:
 - Following initial assembly
 - Following every movement of the mobile tower prior to further use
 - Weekly inspections (or more frequently as dictated by local circumstances)
- A mobile tower found to be defective is to be dismantled and safely disposed of as soon as is practical.

TRAINING:

All persons must be appropriately trained before they use *any* access equipment.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they are to contact the Headteacher prior to use.

The following sets out the minimum instructional training and/or training course requirements for typical access equipment:

- **Step Stools** - A simple instructional training brief is to be given by the Premises Manager to all users.
- **Step Ladders (low risk work)** - Where low risk work at height may be required to be undertaken using stepladders, staff members must be trained first by the Premises Manager. Alternatively, this training may be provided by any external competent training course provider.
- **Step Ladders (high risk work), Ladders and Mobile Towers** - Where higher risk work at height is expected to be undertaken using stepladders, ladders or mobile towers (platforms), the member of staff must attend a formal stepladder, ladder or mobile tower safety training course.

The Premises Manager will maintain a record of all instruction and training given to members of staff.

RISK ASSESSMENTS:

All Working at Height tasks identified are to be risk assessed by the Premises Manager before any such activity is undertaken. Risk assessments to be reviewed annually or when circumstances change.

MAINTENANCE & INSPECTIONS:

A register of all access equipment held by the school is to be maintained by the Premises Manager. The register is to include the equipment's unique serial number and a record of all inspections and maintenance to ensure that it is maintained in a safe condition and fit for use by staff members who are trained in its use.

At no time are any items of access equipment (including stepladders and ladders) to be loaned (even for a short period), borrowed or hired out to non-employees.

6-monthly inspections of all stepladders and ladders are to be carried out by the Premises Manager. Such inspections are to be recorded in the register of access equipment.

Any maintenance carried out is to be recorded in the register of access equipment.

Where any access equipment fails a periodic formal inspection or user's pre-use check, it should be clearly marked or tagged as defective and removed from service. Ideally, it is to be locked away and safely disposed of as soon as is practical. The Premises Manager is to be informed for updating of the register of access equipment.

STORAGE & TRANSPORTATION:

Storage:

- Storage areas should be readily accessible.
- Where possible and practical, ladders and stepladders should be stored on suitable racking designed to provide protection when not in use.
- Racking should have sufficient support points to prevent sagging.
- Materials and equipment should not be placed on top of stored ladders/stepladders.
- Wooden ladders/stepladders should be stored away from areas which may be exposed to the elements and stored in well-ventilated and dry areas.
- Ladders/stepladders should never be hung from their rungs – only their stiles.

Transportation

- Ladders/stepladders carried on vehicles are to be properly supported to avoid sagging and there should be a minimal overhang beyond support points.
- They should be tied to each support point to minimise rubbing and the effects of road shock.
- Other equipment should be carefully loaded to avoid damage and to ensure ladders and stepladders are not subjected to shock or abrasion during transportation.

Appendix H: Manual Handling

GENERAL STATEMENT:

This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure manual handling tasks are carried out safely.

This policy will apply to all work activities involving manual handling across the Academy. Individual classes or activities may need to supplement this policy with specific guidance relating to their areas of service provision, particularly those who are involved in known high risk activities such as the manual handling of people or machinery.

The Academy recognises its responsibility both to provide access for pupils and to ensure the health, safety and welfare of its employees as far as is reasonably practicable, when having to: lift, support a load (carrying), pushing, pulling, setting down as well as turning, twisting and reaching.

No identified Manual Handling tasks should be undertaken without appropriate training. If there are any issues with a Manual Handling task, clarification must be sought prior to the task being attempted.

OBJECTIVES:

- Avoid any hazardous manual handling as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has not been possible to eliminate it.
- Reduce any risks that are identified to the lowest level.
- Review all the handling procedures and risk assessments annually or sooner if a significant change occurs.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.

RESPONSIBILITIES:

Board members:

The WYVERN ACADEMY Board has a duty of care for all staff, contractors and visitors.

The Headteacher:

Responsible for the effective implementation of, monitoring and evaluation of the 'Manual Handling Policy' through risk assessment, and accident and absence statistics.

Responsible for delegating responsibility to the HSMHO to implementing 'The Manual Handling Policy' This is normally the Premises Manager.

The Premises Manager will ensure manual handling and related legislation are fully implemented.

Training:

Annually provide refresher training in 'Safe Handling' for all staff. Any new members of staff are to be trained in 'Manual Handling.' Records of this training and the content of training will be kept for a minimum of 7 years.

Risk Assessments:

Manual Handling tasks identified are risk assessed by either the class teacher or Premises Manager. Risk assessments are to be reviewed annually or when circumstances change.

Equipment:

Appropriate resources are provided for moving and handling. Responsibility for maintaining equipment lies with the Premises Manager

Class Teachers:

Are responsible for ensuring:

- Risk assessments are carried out for manual handling tasks. This will be undertaken with the support and guidance of the HSMHO. These must be updated regularly or when circumstances change.
- Safe systems of work are in place.
- Any concerns about equipment or manual handling tasks are reported to line managers and/or the Premises Manager.

Employees have a duty to:

- To take reasonable care of their own health.
- Make full and proper use of any equipment, systems of work and training provided for their safety.
- Report any accidents or near misses in the Accident book (kept in School Offices)
- Report any faults or defects, or any potential dangers e.g. unsafe flooring, inadequate lighting.
- Report any concerns about any aspect of Manual Handling report to Premises Manager, HSMHO or Line Manager
- Inform the Headteacher of any physical condition that might affect their ability to undertake moving and handling tasks safely.
- Undertake refresher training.
- Wear suitable clothing and footwear.

Pupils who require specialist Manual Handling to support their physical needs will have a Manual Handling Risk Assessment in place. These can be found in the individual pupil folders in classes and OneDrive - Wyvern Academy\Resources - All Staff\Pupil Casework\Manual Handling Risk Assessments. Staff working with pupils with Manual Handling needs will have specific manual handling training carried out by the HSMHO who has received Level 4 Advanced Children Handling and Risk Assessment Key Trainer's Certificate with Edge Services. All Manual Handling equipment is inspected by Zurich I compliance with LOLER and PUWER.