

Lincolnshire Teaching and Learning Centre



Date: September 2016

Review Date: September 2017

STATEMENT OF HEALTH AND SAFETY POLICY

The Executive Leadership Team of the Lincolnshire Teaching and Learning Centre is committed to:

- the provision of safe and healthy conditions for pupils, staff, visitors and contractors;
- compliance with all relevant Health and Safety legislation;
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health;
- ensuring that employees (and others as appropriate) are adequately informed of the identified risks and where appropriate receive instruction, training and supervision.

The risk control arrangements are set out in the risk assessments which are recorded separately and held centrally.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with Health and Safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

ORGANISATION AND RESPONSIBILITIES

Overall and final responsibility for Health and Safety is that of the Executive Leadership Team.

Day to day responsibility for Health and Safety is delegated to the Executive Principal, Strategic Business Manager, Health and Safety Leads at each centre.

Executive Principal – Gill Kelly

Associate Principal – Victoria Hall

Strategic Business Manager – Clare Stevens

Health & Safety Lead Lincoln – Matt Barnes

Health & Safety Lead Grantham – Michelle McRae

Health & Safety Lead Boston – Jayne Sausby-Gallimore

Health & Safety Lead Mablethorpe – Andy McBurnie and Zoe Bower

Health & Safety Lead West Ashby – Bob Austin

Health & Safety Lead Alternative Provision – Adam Webb/Clare Stevens

Executive Leadership Team

Are specifically responsible for ensuring that:

- a Health and Safety policy is prepared, implemented and reviewed to ensure it remains valid.
- Health and Safety standards are monitored.
- actions are prioritised where resources are required.
- Health and Safety is an agenda item at all relevant Senior Leadership Team meetings, Centre meetings and Health and Safety Committee meetings.
- a member of the Executive Leadership Team is given specific responsibility for Health and Safety (Strategic Business Manager).
- the member of Extended Senior Leadership Team with specific Health and Safety responsibilities (Head of Centre) and the Executive Principal and Strategic Business Manager receive Health and Safety management training.
- training is undertaken by each Lead in Centres and provided by suppliers of services to their nominated staff.
- assistance is obtained from specialists when in any doubt about the Health and Safety standards to apply.
- the Director of Children's Services is informed of any situation of concern where appropriate Health and Safety standards cannot be implemented.

Executive Principal

The Executive Principal is responsible to the Interim Executive Board for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant Health and Safety legislation.
- the significant findings regarding the above are recorded in the Health & Safety Policy.
- the arrangements are monitored to ensure they are working.
- employees are aware of what is expected of them and that they are capable of dealing with the Health and Safety requirements of their work.
- any problems in implementing appropriate Health and Safety standards are reported to the Interim Executive Board.
- specialist help and assistance is obtained where necessary.
- the reports of Health and Safety monitoring are communicated to the Interim Executive Board along with details of significant injuries to employees, pupils and visitors.

Strategic Business Manager

Is responsible for assisting the Executive Principal with the above and specifically for:

- liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- monitoring the Health and Safety standards of the site on a day to day basis and reporting any problems that cannot be rectified to the Executive Principal;
- creating and maintaining central records of Health & Safety audits, Fire Risk Assessments, inspections, maintenance/repair/replacement work and staff training.

Designated Health and Safety Local Leads

- Gather Health and Safety reports on a monthly basis and arrange action. Passing reports on to Strategic Business Manager at the end of each calendar month;
- offer initial advice to staff regarding possible Health and Safety issues;
- take local decisions to ensure a safe working environment and seek advice from the Executive Principal or the Strategic Business Manager

All Staff

Are responsible for:

- taking reasonable care for their own Health and Safety and that of others who are affected by their activities.
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their Health and Safety.
- using any work equipment in accordance with the training and instructions provided.
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments.
- monitoring the Health and Safety standards of their own areas, ensuring that appropriate risk control measures are implemented.
- reporting to the Local Lead or the Strategic Business Manager any Health and Safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the Health and Safety arrangements.

Pupils

Pupils are expected:

- to exercise personal responsibility for their own Health and Safety and that of others.
- to observe standards of dress and behaviour consistent with the safety of themselves and others.
- to observe the rules of the school or setting and in particular the instructions of staff.

Health and Safety Assistance

Handsam Ltd provide our Health and Safety monitoring online system, they are contactable for expert advice and to support us to manage Health and Safety efficiently, the contact number is 03332 070737

The LCC Health and Safety Team is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the Health and Safety assistance as and when requested. The Team can be contacted on 01522 836714 or Lincolnshire County Council Safety Advisor Mr David Hortop on 01522 836713 (Office), 07584 342466 (mobile), or david.hortop@lincolnshire.gov.uk

ARRANGEMENTS

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags, coats and shoes are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or if unable to report them to the Local Lead or if unavailable the Strategic Business Manager.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Local Lead, Strategic Business Manager or Caretaker. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Local Lead or if unavailable the Strategic Business Manager or Caretaker. Also any sharp edges which may cause injury and/or damage to clothing must also be reported. Damaged or defective furniture must not be used.

All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees Celsius to prevent scalding. Pupils must not be seated within touching distance of heaters or hot surfaces.

Running is not permitted within the school or provider's premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

Staff must not bring in to the school(s) or provider's premises electrical equipment that has not been PAT tested. To make arrangements for a PAT test the Strategic Business Manager must be informed at least 10 working days before the intended use.

Electrical Equipment

Staff shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported to the Strategic Business Manager or relevant Centre Health and Safety Lead.

The fixed electrical installation in the school is inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out.

Only electrical equipment provided by the school shall be used (please see above for arrangements where staff feel that use of personal electrical equipment would enhance learning). Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and are not included.

Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is essential that, where portable electrical equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip

Working at Heights

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance.

Before using a ladder or step ladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

Ladders and Step Ladders - General Rules

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electrical cables.

- Set the ladder at the correct angle (1 out to every 4 up).
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder, use a hoist line to raise larger items when at the working position.
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.
- Always spread step ladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

Substances Hazardous to Health

Where possible all substances used in the school should be non hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Home Economics, Art and Catering are covered in the relevant sections.

Asbestos

All those who have responsibilities for the repairs and maintenance in a building have duties under the Control of Asbestos Regulations 2012 to ensure the safe management of asbestos within that building. Specialists have carried out a full asbestos survey of each premises and all high risk asbestos containing materials have been removed.

An Asbestos Management Plan has been implemented for the low risk asbestos containing materials left in the Lincolnshire Teaching and Learning Centres.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school.

These substances are necessary; substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Executive Principal and, where appropriate, to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

Legionella Bacteria

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specialising in water hygiene has been commissioned to assess the risks and the recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc. Once a year during the summer holidays a specialist company is contracted to clean and chlorinate the water storage tanks, pipework and shower heads etc. In addition, the Strategic Business Manager through the Caretaker is responsible for ensuring that shower heads are cleaned and the hot and cold water services are thoroughly run through prior to the school re-opening after more than 5 days' closure.

Fire Risk Assessment

A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999. Fire Risk Assessments for all sites are held centrally. Individual fire safety logs are held on each site.

Manual Handling of Items and Loads

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand, the matter should be reported to the Local Lead or Head of Centre/Provision if different.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects e.g. moving trampolines or pianos. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been assessed and, along with the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury:

- using correct lifting techniques;
- carrying no more than 3 chairs at a time;
- using special trolley for moving stacks of chairs;
- carrying no more than 1 table at a time (single tables);
- obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc.

Measures to reduce the risk of injury:

- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities;
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable; training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.

The moving and handling plans will be recorded in the pupil's care plan.

The assessments shall be reviewed each term or when significant changes occur.

Display Screen Equipment (DSE)

Computer equipment is used extensively by staff in the school office and some teachers. These employees have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations in the office have been assessed to ensure they satisfy minimum requirements and the risks are reduced to the lowest level reasonably practicable.

Frequent changes of activity occur, therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Executive Principal who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work to their Line Manager.

Smoking at Work

Smoking is not permitted in the school or in any off site locations. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimise the risk of fire.

Contractors' Activities

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the Health and Safety of pupils, staff and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the County Council's approved list, or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Executive Principal and/or the Strategic Business Manager must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Strategic Business Manager or delegated member of staff shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors.

Ideally contractors shall be allowed on site to carry out their work when pupils have vacated the premises.

The Construction (Design and Management) Regulations 2015 (CDM Regulations) will apply to larger projects. i.e. all demolition work irrespective of size, and construction work which involves more than four persons or takes longer than 30 days. In these cases the Executive Principal and/or Strategic Business Manager is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

Asbestos Management Plan

- All contractors must report to Reception where they will be shown the Asbestos Register.
- Contractors must sign the record sheet (attached to the Asbestos Register) to confirm they have been notified of the Asbestos Containing Materials (ACM's) in the school and they will not disturb them.
- All building works to be planned in advance and checks made to ensure ACM's are not affected.
- All building works to be monitored by the Strategic Business Manager and Compliance Officer to ensure ACM's are not disturbed.
- Specialist assistance to be obtained from the Premises Advisor if it is likely that ACM's

need to be disturbed.

- The Asbestos Register Section at LCC Corporate Property to be informed if ACM's are removed or treated in any way by specialists.
- The condition of ACM's is to be monitored on a monthly basis by the Compliance Officer to ensure no deterioration, damage or disturbance. Monitoring records are kept with the Asbestos Register.
- Entry to any areas where deterioration, damage or disturbance to ACM's occurs shall be prohibited and urgent remedial work by initiated by specialists.

First Aid Arrangements

Each Centre has certified first aiders. External providers must have at least one certified first aider; this is considered to be appropriate for the risks and numbers of persons present.

Designated first Aiders are displayed on the First Aid posters at each Centre.

In addition to this it is the policy of the Lincolnshire Teaching and Learning Centre to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence and compliance. First aid boxes stocked with the recommended contents are located at appropriate points and a person has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Person responsible for first aid box stock:

Lincoln	– Karen Faulkes
Boston	– Eileen Dean
Grantham	– Kate Baran
Mablethorpe	– Verity Cope
West Ashby	– Karen Gardner

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staffroom.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept in the office in all Centres and where designated by Providers.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 (available on George), a copy being kept on file and a copy sent to the Health and Safety Team by the Strategic Business Manager.

The Executive Principal is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence are injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team (01522 836713) shall be contacted if in doubt about reporting procedures.

Pregnancy and Work

Staff who become pregnant shall inform the Executive Principal so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the County Council leaflet PO/EL/12 and in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the Staffroom.

School Security

The main reception entrance is monitored at all times to prevent unauthorised access.

Many exit doors are locked from the outside to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

All visitors are required to report to the Reception Office on arrival.

The names of all visitors and their time of arrival and departure should be recorded and a badge issued for identification whilst on the school site.

Unknown persons on the school site not wearing a visitor's badge are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone member of staff to make this approach; in these cases the Head of Centre or Provision is to be informed and, if necessary, the police called for assistance.

After dark the external areas of the site are illuminated. It is strongly advised that staff do not work alone in any Centre after dark, park cars in illuminated areas and exit in at least pairs. Further advice on working alone is on page 18 of this policy.

Violence at Work

The Lincolnshire Teaching and Learning Centre seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present;
- Staff should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview;
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale;
- Do not make initial home visits alone;
- When making a home visit ensure that your Line Manager is aware of the time of the meeting and expected departure time. You must contact the Line Manager within 15 minutes of the expected conclusion time of the meeting. If this is not received the Line Manager will initially try to contact the remote worker and if this is unsuccessful the police to attend the last known location.
- If verbally or physically abused, leave or call for assistance immediately;
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Executive Principal. This will enable incidents to be monitored, investigated, and appropriate action taken;
- A register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.
- Staff who suffers violence at work will be sympathetically treated and a variety of support systems are available.

Further advice on violence at work is given in the County Council leaflet PO/EL/18

Educational Visits

Staff should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. A separate Visits Policy has been produced and the DfE document 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements.

Farm visits pose a risk of infection and the precautions detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' and the DfE memo on this subject must be followed. This poster is displayed in Staffrooms.

Staff Induction Procedures

The capabilities of all new members of staff with regard to their own Health and Safety and that of pupils in their care will be taken into account before employment starts. Adequate

information and training will be given to ensure that they are aware of the school's Health and Safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Statutory Notices

The following statutory notices are displayed in Staffrooms:

'Health and Safety Law' poster.

Health and Safety Representatives and Consultation

David Hortop has been appointed as the employee Health and Safety representative and will be consulted during the preparation and review of the school's Health and Safety procedures. Facilities and time off from normal duties will be provided so that David Hortop can carry out the functions of a Health and Safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and Safety is a standing item on the agenda of all Centre meetings of any functional group where minutes are produced and full meetings of the Senior Leadership Team.

Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific risk control measures which are not detailed here.

- Working at heights of more than 2 metres (from floor to feet position).
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground such as inspection pits, pipe ducts, and excavations.
- Work involving exposure to uninsulated, live, mains voltage conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside). A telephone must be readily

available. In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

Working Time

The school recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Executive Principal.

Risk Assessment Procedures

Risk assessments shall be recorded in each Centre or Provision with a central record maintained by the Strategic Business Manager.

Risk assessments will be reviewed every year or when circumstances change.

Individual risk assessments will be done on all new pupils and a record kept on the pupil's file.

In depth risk assessments will be done for all new pupils who may pose a high risk to the safety of staff and other pupils.