

Safeguarding Statement

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality & Diversity Statement

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

LANGLEY PARK SCHOOL FOR GIRLS

HEALTH & SAFETY AT WORK POLICY

Approval Body:	Full Governing Body
Approval Date:	Autumn 2024
Implementation Date:	Autumn 2024
Designated Person (as appropriate):	Estates Manager
Review Date:	Autumn 2025
Intended Audience:	All Staff

Version History

Version	Approval Date	Summary of Changes
1.0	June 2015	
2.0	December 2016	General updating of e.g. contact details, role identifiers. Addition of Annex A regarding procedures for Lone Working. Para 9 – new guidance re: contractors. Deletion of reference to Employee Assistance Programme.
3.0	December 2017	General updating of e.g. contact details, role identifiers. Additional comment regarding parking on-site
4.0	March 2018	Change of names Updating of first aiders
5.0	August 2019	General updating of contact, name and roles

6.0	January 2020	Changes made to the document with feedback from the Governors.
7.0	November 2020	COVID-19 information added to the last page.
8.0	August 2022	General updating. Remove COVID 19 section
9.0	August 2023	Changes to phone numbers that are out of date Radiation contact has been updated.
10.0	August 2024	Updates to staff roles Clarification re: RIDDOR reporting by Headteacher and Estates Manager Removal of home visits from lone working, following guidance from Bromley Education Safeguarding Officer Alerts requesting first aid via Bromcom.

Health & Safety Policy

The Designated Health & Safety Officer is: The Estates Manager

The Designated Governor for Health & Safety is: The Chair of Governors

INTRODUCTION

HEALTH AND SAFETY AT WORK ETC ACT 1974

Health and Safety Policy of Langley Park School for Girls

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy. The Governors have issued their policy to extend and particularise the general aims and objectives of the Academies statement.

With reference to educational establishments, the responsibility lies with the Headteacher and Governing Body to issue a local statement of safety policy and ensure that it is implemented correctly.

The Headteacher and Governors of Academy schools are responsible for the health, safety and welfare of employees, students and visitors.

ACADEMY SCHOOLS

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of students and other people who may be affected by our activities.

SECTION A

GENERAL STATEMENT OF SAFETY POLICY

The allocation of duties for safety matters and the particular arrangements put in place to implement the policy are set out below.

The policy will be kept up-to-date, particularly as the curriculum, staff and procedures change. To ensure this, the policy and the way in which it has operated will be reviewed annually.

A copy of the document will be displayed on the Staff Room notice board.

SECTION B - RESPONSIBILITIES

Final responsibility for health and safety within the school lies with the Headteacher. The following areas are the responsibility of the named persons:-

Classrooms	Heads of Subject
Workshops	Lead Technology Technician
Admin offices	PA to the Headteacher/Office Manager
Gymnasiums and sports areas	Head of Faculty of PE & Health
Stairs, corridors, foyers	Estates Manager
Boiler room	Estates Manager
Toilet and shower rooms	Estates Manager
Medical room	Keyworkers
Kitchen and serving areas	Catering Manager
Laboratories	Head of Science
Libraries	Librarian
Music rooms	Head of Music
Courtyard and garden areas	Estates Manager

DUTY TO REPORT

It is the duty of every member of staff, both teaching and non-teaching to report any unsafe conditions to the Headteacher or the Deputy Headteacher in their absence. In addition, an attempt should be made to eliminate the danger before reporting it.

All employees have the responsibility of co-operating with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves, students and others.

Safety Liaison Officer (SRO) is The Estates Manager

Safety Representative (SR) is Union representative

Review of Training Needs

The Headteacher or Heads of Subject, as appropriate, shall be responsible for keeping under constant review the safety training needs of staff within their jurisdiction. This will include induction and update training.

Management

The Safety Liaison Officer has oversight of the use, condition and care of buildings and liaises with staff representatives to ensure that these conform to health and safety requirements. The Health and Safety committee meets once a term.

The Safety Representative has legal standing and is a person appointed from a recognised Trade Union under the Safety Representatives and Safety Committees Regulations 1977. They will be a member of the Health and Safety Team and will contribute to the planning and evaluation of health and safety matters.

Heads of Faculty/Subject and Line Managers are delegated local responsibility for areas under their control and are required to ensure that staff are trained to ensure that they are fully aware of Health and Safety procedures at all levels. This includes induction and update training:

- on new machinery or equipment
- on new conditions
- when transferred to new positions within the school

SECTION C - ARRANGEMENTS

Risk Assessment

The Co-ordinator is the Estates Manager.

It is accepted that some of the school's activities may, unless properly controlled, create risks to members of staff, students or visitors. We will take all reasonably practicable measures to reduce these risks to an acceptable level.

Assessments are completed at the end of each summer term and are recorded electronically on the shared network ('T' drive). Once the annual assessment has been completed, it will be reviewed by the Leadership Team and a schedule of prioritised remedial work established and undertaken. Once completed, a report of the findings and outcomes will be given to the Health and Safety Committee. Fire risk assessments will be undertaken as part of the annual general risk assessments.

1. Electricity

The "competent" person for ensuring that tests have been carried out on portable electrical equipment is the Estates Manager or nominated members of staff within a subject area.

Staff are to conduct a visual check on electrical items prior to use. If there is any doubt as to the safety of the equipment it must not be used and site staff must be informed. Labels are used on equipment to indicate whether a test has taken place or not.

Visual inspections of electrical equipment should take place pre-termly and continuity tests using a portable electrical tester are carried out annually. Results of all tests are held by the Estates Manager.

Any electrical items brought into the school for whatever reason must be reported to the "competent" person to enable a test to be carried out before their use. This includes items on loan and gifts.

Contractors on site must test their own equipment. No member of staff should use contractors' equipment.

The use of multi adaptors is to be avoided, as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected.

2. Fire

Annual fire risk assessments will be conducted as part of general risk assessments.

Fire drills are carried out termly and results recorded locally. Three drills are arranged, one in the autumn, one in the spring, one in the summer, known only to the Headteacher and the Estates Manager.

The Estates Manager or nominated person is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. Records must also be kept.

Fire notices are prominently displayed throughout the school in classrooms, staffrooms and offices.

The school will implement an ongoing training programme for all staff on procedures in the event of a fire.

All staff must also be familiar with emergency drills, escape routes, assembly points and emergency evacuation procedures. This information is given in the Staff Information

All new staff are inducted with information on the fire policy & procedure.

3. First Aid

Please refer to the First Aid Policy.

4. Manual Handling

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. Senior teachers/heads of subjects must ensure that risk assessments include any high risk manual handling activity. Staff must follow any control measure identified such as use of handling aids or safe systems of work. Staff should report any problems with working activity or equipment as soon as they occur.

5. Display Screen Equipment (DSE)

Heads of Faculty/Subject are to briefly assess the work of all staff in order to determine those who are designated Display Screen Equipment 'users'. 'Users' will be those staff who habitually use computers as a significant part of their normal work and who have little discretion over such use. It is anticipated that 'users' will be confined mainly to administrative positions. The person responsible for conducting risk assessments in each faculty/subject area will conduct workstation assessments of any identified users. All staff that use display screens are advised to take regular 'breaks' which simply means stopping and doing quick stretches or other work.

Adjust furniture and equipment to suit your needs- do not adjust your posture to the work station. Avoid static posture and prolonged Display Screen Equipment work without change of activity. Always report problems with your furniture, equipment or eyesight as soon as these arise. A close assessment of such work areas will be needed and records kept.

Any employee identified as a Display Screen Equipment user is entitled to request an eyesight test. Please contact the Estates Manager for more information.

6. Reporting Accidents

Any accident on school premises must be recorded in the relevant area on Firefly (Resources - Staff Forms - Accident Report Form), preferably by the staff member witnessing/handling the incident. The Estates Manager is responsible for Health and Safety on site and incidents where school maintenance/environmental factors may have had an impact should be reported to him/her immediately. An accident report should follow. For accidents of a more serious nature, a RIDDOR form must also be completed by the Estates Manager/ Headteacher and sent to the local HSE office.

In the event of an incident, staff will seek the assistance of a trained first-aider by sending a student/messenger to Main Reception or via a Bromcom alert with details of the student's name, room number or location and symptoms/accident details.

7. Use of premises outside working hours

To ensure lessees are fully aware of their responsibilities during the period of the letting, the Lettings form should accompany every acknowledgement of a booking. This will be sent out by the site team. When the Site Assistant opens the school prior to the letting, they must show the lessee the whereabouts of the nearest fire alarm call point, fire extinguishers, and fire exits to the area to be used. They should also acquaint that person with any special emergency arrangements, such as wheelchair routes. The system for contacting the emergency services should be explained.

Lone Working

At Langley Park School for Girls we recognise that there may be an increased risk to the health and safety of its employees whilst working alone. All lone working is to be approved by the responsible manager/Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. Please refer to **Annex A 'Lone Working'**.

8. Security

The procedures for clearing the school and setting the alarms are the responsibility of the Estates Manager and Site Team. The users of dangerous or high value items, such as chemicals or TVs, should ensure that those items are secure on completion of use.

- Lights and electrical equipment, computers (if programmes are not running), projectors, amplifiers, electric heaters, radios are to be turned off in classrooms and offices when rooms are vacant.
- Lights in corridors and staircases will be left on until areas are fully vacated and final lock up takes place.
- Internal doors are to be closed (not left held open by furniture etc).
- All sacks of refuse to be cleared from the buildings.
- Entry and Exit doors will be locked up at the end of the day when the building has been vacated.
- The waste bin area and kitchen gates will be locked last (when everyone has left the building).

The procedure for visitors is to report to Reception as soon as they enter the premises. They should sign in the inVentry system and be issued with a visitor's badge. They should then wait for their escort/point of contact, or proceed if authorised. All staff should be aware of unidentified people wandering around the school and be prepared to challenge them or report their presence to the Headteacher or a member of the Senior Leadership Team.

9. Contractors

All contractors must report to Reception to sign in and must liaise with the Estates Manager or Site team. Works will not take place until the Estates Manager receives and agrees all relevant paperwork. Any members of staff wishing to use an outside contractor must ensure that the Estates Manager is notified to ensure that works can be carried out.

Monitoring of contractors on site will be carried out by the Estates Manager or their nominated person. However, if staff feel that something is dangerous, the Headteacher/Senior Liaison Officer should be informed. Segregation of the work area must be maintained.

All contractors must ensure that they are a member of the DBS update service and all information must be given to the executive assistant the head.

10. Action on Identifying Potential or Actual Hazards

If any member of staff identifies a hazard, it is their duty to report it to the Headteacher/ Senior Liaison Officer as soon as possible. If the hazard is of a nature that may cause imminent actual harm, then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

Once the hazard is reported, the Headteacher or Senior Liaison Officer may seek expert help to eliminate the hazard.

11. Communicating Health and Safety

The Headteacher has the duty of ensuring all members of staff read this Safety Policy, and that copies of it are available in SharePoint in the staff information section. The "H & S Law: What you should know" poster is displayed in the Staff Room.

Any amendments to either policy will be circulated to all staff. Any hazards that are brought to the attention of the Headteacher from any source will also be publicised to staff that may be affected.

Heads of Faculty/Subject are responsible not only for training in the use of new equipment, etc., but also for the dissemination of any handbooks to the relevant staff.

The Headteacher/ Senior Liaison Officer will investigate all injuries, accidents, near misses and damage that may lead to a hazard and ensure that they are reported to the appropriate authority.

Health and Safety will be a regular item on the agenda of staff and faculty/departmental meetings.

Heads of Faculty/Subject are responsible for ensuring that personal protective equipment for use by staff is of the correct type for the hazard it is required to counter. Staff are to be trained in its use, maintenance and cleaning. Regular checks should be undertaken to ensure its usability. Any defects should be reported by staff to their Head of Faculty/Department.

The School Health and Safety Committee meet termly to discuss all issues of concern and to receive up to date information.

Governors will be informed by the Headteacher of updated practice relating to any Health and Safety issue. Health and Safety forms a regular item on governors' committee agendas.

12. Workplaces

The school will ensure so far as reasonably practicable that staff have a comfortable and appropriate place of work with suitable ventilation and temperature (minimum 16 degrees Celsius, there is no maximum in law, but attempts will be made to keep temperatures as comfortable if possible).

13. Responsibility of Specified Departments

The following subject areas have their own specific policies and procedures. These are provided to each member of the faculty/department and are supported by printed and displayed rules for students.

SCIENCE

The Head of Science has the responsibility of ensuring that the advice of the Academy is followed by other members of staff; that all staff, particularly new staff, are familiar with this policy; that the delegation is effective and that delegated duties are being carried out.

Risk Assessment

The Head of Science has the responsibility for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks.

(i) COSHH Regulations 2002

In order that these regulations may be complied with, no substances should be used unless an assessment of them has been undertaken. Science staff are to consult the following texts for published assessments on any substance they intend to use:

CLEAPSS Hazards

Topics in Safety – Chapter 7 for chemicals-Chapter 8 for micro-organisms
Microbiology: An HMI Guide
CLEAPSS Laboratory Handbook
Safeguards in the School Laboratory
Hazardous Chemicals: A Manual for Schools and Colleges

Copies of these should be readily available within the department and are available on CLEAPSS.

If an assessment for a particular substance cannot be found then the CLEAPSS School Science Service should be consulted before the substance is used.

If any experiment requires a substance to be used in variance to that stated in Hazards, the safety procedures must be modified and checked by a senior member of the Science staff. The Head of Science

must regularly monitor compliance with the COSHH regulations by carrying out spot checks. They must also keep a record of all checks.

Safety instructions must be written on all work schemes, work cards etc.

Fume cupboards must be fully tested annually.
This is done by an outside contractor.

Certificates and records of all tests are to be kept by the Head of Science. Weekly visual checks are to be carried out by a science technician.

Pressure cookers and model steam engines are checked annually by science technicians under the Pressure Systems Regulations and copies of reports are held by the Head of Science.

(ii) Emergency Procedures

FIRE: Science staff must follow the normal school procedures in case of fire; however, they must also know the immediate remedial measures necessary for clothing or hair on fire.

INJURY: Staff should again follow the school procedures for reporting accidents. They must be aware of the immediate remedial measures whilst awaiting first aiders to arrive.

Each laboratory should have emergency measures for irrigating eyes, skin and clothing following chemical splashes.

Chemical and mercury spillage kits are kept in the science prep room.

(iii) Radioactive Sources

Any advice on the use of radioactive sources or queries about their storage should be directed to Mr Robert Small and Mr Stephen Millar who are the school's Radiation Protection Supervisors (RPS).

Any further advice may be obtained from Imperial (RPO) 07711684746 Jon Fear

All staff who are going to use radiation sources should have the necessary qualifications. The RPS is to ensure that full records are kept before, during and after work. They are also to ensure that decontamination and leak testing on containers are carried out regularly.

(iv) Animals and Plants in Schools

CLEAPSS guidance L56 has detailed information about housing and keeping small animals in schools.

(v) Specific Restrictions

The Academy has prohibited the taking of blood from students. Eating, drinking and smoking are prohibited in laboratories and prep rooms.

(vi) Communications

Person to contact for first aid:	Reception in the first instance Ext 5221
Person to contact in case of fire:	Estates Manager Ext 5256
CLEAPSS:	01895 251496

(vii) Electricity/Gas Mains in Laboratories

Annual checks on gas appliances will be conducted by an outside contractor
Gas electricity and water should all have master controls (emergency shut offs) in the science labs, easily accessible by staff, but not by students.

(viii) Removal of Waste

Everyone associated with the school science laboratory shares the responsibility to minimise the amount of waste produced, and to dispose of waste in a way that has the least impact on human health and the environment. Prior to generating and managing any waste, carefully evaluate each experiment and confirm that your work environment and disposal methods are safe and in compliance with all applicable regulations.

PHYSICAL EDUCATION (Including Dual Use)

(i) Conduct and Supervision

All sports and activities are to be carried out in accordance with the following references:

Safety in Physical Education (HMSO)
Safety in Outdoor Pursuits (HMSO)
Safe Practice in physical education and school sport

The Head of Faculty for PE & Health must monitor activities to ensure adherence to the published guidance.

The Head of Faculty for PE & Health is also responsible for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks.

If any sport or activity other than those mentioned in the above references is to be included in the curriculum then guidance from the National Governing Body of that sport/activity is to be obtained before any participation. No teacher is to take responsibility until they have received appropriate training.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair should be tied back and nails should be kept short.

All jewellery and personal effects must be removed before a lesson commences.

(ii) Abilities

It should be remembered that students vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a student may be asked to do is fully understood by them and is within their capabilities.

(iii) Equipment

The PE equipment must be subject to an annual check by a nominated accredited firm and records kept of all such inspections. Any defects must be reported to the Headteacher or Head of Department.

The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. On completion of the lesson, all equipment is to be replaced securely and correctly.

No student is to move equipment unsupervised.

(iv) Accidents

Any accidents occurring during organised activities whether in the school or away from the establishment must be reported at the earliest opportunity. On return, the supervising person is to fill in the Accident/incident reporting form.

VISUAL ARTS

The Head of VA within the Visual Arts Department has the duty of seeing that the advice of the Academy is followed by other members of staff; that staff, particularly new staff, are familiar with this policy; that the delegation is working and that delegated duties are being carried out. The Facilities Manager and the Lead Technology Technician are responsible for ensuring that risk assessments are carried out and for prioritising effort to reduce the higher risks.

(i) Equipment

Annual inspections of all fixed workshop equipment are to be undertaken by an outside contractor. All records are to be kept and any defects reported to the Head of Visual Arts. All hand tools are to be inspected by the technology technician. Any defective item is to be removed until repaired.

All items of protective clothing are to be inspected by technology technicians.

All lifting machines and tackle are to be inspected by technology technicians.

Teachers must ensure that any protective clothing supplied for use on a piece of equipment during a process and any fixed protective guarding on machinery is used in the correct manner during use of that equipment.

(ii) Communications

Staff should consult the following texts for additional information:

Health and Safety in Workshops for Schools and Similar Establishments – BSI

Safety in Practical Studies – DES

Managing Health and Safety in School Workshops – NAAIDT

Woodworking Machines Regulations 1974 – HMSO

(iii) Removal of Waste

Everyone associated with the school VA Department shares the responsibility to minimize the amount of waste produced, and to dispose of waste in a way that has the least impact on human health and the environment. Prior to generating and managing any waste, carefully evaluate each process and confirm that your work environment and disposal methods are safe and in compliance with all applicable regulations.

(iv) Control of Substances Hazardous to Health

No substance is to be used unless a COSHH assessment is held for it. If an assessment cannot be found for a particular substance then the Central Safety Unit must be contacted for further guidance.

The Head of VA must regularly monitor compliance with COSHH by carrying out spot checks. They must keep records of all spot checks.

Safety instructions must be written on all work schemes etc.

14 STAFF GUIDELINES

1. Duty to Observe

Staff must observe the following requirements:

Tidiness

- Everything should have a place. Cupboards and storerooms should not be dumping grounds
- Equipment should be carefully placed in cupboards

Fire hazards

- Fire exit doors should not be blocked
- No rubbish behind benches or in corners
- No wall charts above heaters
- No clothing on radiators

Cupboards

- No large objects on top of cupboards
- Cupboards containing any dangerous material are to be locked
- Cupboards containing any potentially dangerous material should be appropriately labelled

Storerooms

- No trip hazards on the floor
- Large equipment propped against the wall could slide down

Classrooms

- No chairs on desks whilst teaching
- Access not to be obstructed in walkways between desks

Management of asbestos

An asbestos register is available to all staff on the (T) drive and details of how the school manages its asbestos risks. This is reviewed annually

Car Parking

All staff park at their own risk, the school will not accept any liability for any accidents, damage or loss incurred while parking on site.

All staff must ensure they have a permit in their car failing to do so can incur a parking charge in which the school will not be responsible for.

No vehicles should be manoeuvred to or from the site whilst students are in the area. No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

Annex A

LONE WORKING

Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) at another LPA premises, (3) if making home visits and; (4) when working outside normal working hours. These are deemed to be from between **06:00 and 18:30 (Mon, Tues, Wed, and Fri) and 06:00 and 20:00 (Thur)**. During half term and end of term periods the Estates Manager will advise all staff of opening and closing times

Legal Position

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

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.

Persons at Risk

At Langley Park School for Girls people at risk may include anyone who comes into school alone during closure times, any member of staff working late or in a remote location and particularly the premises staff and Estates Manager.

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list and individuals will be expected to report all situations to the Headteacher or Health and Safety Representative which 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

All staff will:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety
- not do anything to put themselves in danger
- 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 or Health and Safety Representative of any relevant medical conditions
- inform the Headteacher or Health and Safety Representative of any hazards or accidents encountered

- not handle cash when lone working
- ensure late meetings are arranged to finish promptly so as not to leave one member of staff alone on site.

The Health and Safety Committee of Langley Park School for Girls will:

- assess the risks to all lone workers and communicate the findings
- provide opportunities for meetings and support
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard
- provide panic alarms at the request of the individual but will advertise their availability regularly

Where possible, outside of normal working hours, staff should arrange to be in school with others. Staff should inform each other when they are on the premises and when they are leaving by 'signing in and out' at the Reception.

Telephone and Other Communications Information

There are handheld radios in the school office which members of staff may take to other areas of the building if they are working alone and use to contact the site team or school office.

Staff are required to have access to a school phone or carry a personal mobile phone at all times when lone working and must be aware of the Estates Manager's direct line.

There are telephone extensions in the staff room, Reception and all departments. Staff should make themselves aware of the location and use of the telephones. Extension numbers and emergency services information are near to each telephone.

By dialling 9, an outside line can be obtained. The number required can then be dialled to call the number, including the emergency services.

If any member of staff needs to regularly work outside normal school hours in an isolated location they will be provided, upon request, with mobile phone numbers for all site and senior staff to contact should they have any concerns.

Line Managers

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

Lone Worker Duties

- All lone workers are expected to co-operate fully with the procedures and with any instructions given by their managers and see the Estates Manager to complete a risk assessment.
- The lone worker should notify someone of their intended time at work and their intended time of return.
- Staff should sign in and out at Reception when working outside of normal school opening times
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- Staff should be proactive in bringing to the attention of the Headteacher or Estates Manager any aspect of work related risks which may occur when lone working.

- Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.