

## Wellbrook School: Health & Safety Policy



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<b>Reviewed by:</b>	C.Howells, Headteacher
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## Introduction

At Wellbrook School, we strive to provide every child with the opportunity to unlock their potential. We honour and celebrate their individuality and tailor our instruction to their personal needs. Our goal is to nurture self-confidence and provide students with the support necessary to help them reach heights they didn't think were possible. We want parents to imagine the possibilities when they walk through our doors and be filled with hope as they see their children achieve beyond their expectations. We strive to be a place where children feel they belong and can thrive.

To facilitate this, pupils should be safe in school and when undertaking out of school activities. They should be able to go on exciting school trips that broaden their horizons, play freely in the playground, take part in sports, and feel safe while doing so. Staff, other stakeholders, and visitors should also be safe while they do their jobs, use our school facilities or are under our care. For this reason, this policy has been prepared and published under the requirements of Health & Safety at Work legislation.

This Policy statement is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

As an employer, the proprietor of Wellbrook School has the overall responsibility for health and safety at the school and those involved in the school's operation. We are committed to improving health and safety. This Health and Safety Policy applies to all staff (including employees, fixed-term, part-time, temporary, and voluntary staff, and helpers), pupils and visitors at the school. The purpose of the policy is to establish the standards for health and safety and to distribute responsibility for their achievement.

To ensure the above is met the school's Governance Committee and senior management team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is competently managed.
- Suitable Information, instruction, training, and supervision is provided.
- The premises and grounds are maintained in a safe condition.
- There is safe access and egress to all parts of the school premises.
- Equipment is safe to use.
- Safe systems of work are defined, implemented, and managed.

- Off site visits are conducted in a safe manner and risks are identified and controlled.
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use.
- Adequate welfare facilities exist at all times.
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high profile within the school, the Governance Committee will within its allocated resources, set aside adequate finances for this policy to be complied with, and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the Governance Committee in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils, or visitors to the school.

## **Who is responsible for what?**

### **1. School Governance Committee**

Our school Governance Committee has responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils, and visitors.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Headteacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Headteacher a policy for financing health and safety matters which come within the responsibility of the school.

- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Headteacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- To assign as a matter of good practice a member of the governance committee who deals with health and safety matters and compliance with the relevant paragraphs of the independent school standards.

## **2.1 Headteacher**

The Headteacher has the following responsibilities:

- To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organisational arrangements necessary to make the policy within the school effective.
- To be responsible to the Governance Committee for securing the full implementation of the school's Health and Safety Policy.
- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing members of the governance committee and staff about the health and safety policy and that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted, and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated person to undertake specific duties on health and safety and to act as Health and Safety Coordinator between the school, the enforcing authorities and service providers.

- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for school staff and pupils.
- To receive health and safety reports prepared by the Health and Safety Coordinator and to act upon them as appropriate.
- To prepare (or assign a qualified person to prepare) health and safety reports of a technical or financial nature as required.
- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the school governance committee to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the control of contractor and visitor procedure.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and guidelines supplied by the council and monitor the processing of online accident and incident forms in accordance with the online accident/incident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE and DfE (<https://www.gov.uk/government/publications/first-aid-in-schools>)
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.

- To set up, coordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, ensuring the event is risk assessed.
- To STOP IMMEDIATELY any work, process, plant, or equipment (including contractors' operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils, or visitors to the school and to inform the councils' Safety Officer immediately of any actions taken.

## **2.2 School Management Team**

In addition to the general duties of staff, management staff will be directly responsible to the Headteacher or the Health & Safety Coordinator, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility.

In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist, and they are implemented.
- Staff, pupils, and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all leisure, work, and experimental activities and information on the risk assessments is disseminated to relevant persons.
- Safety inspections are regularly made, and reports are provided to senior managers on the findings so that resources can be allocated to correct deficiencies.
- Signs are displayed advising of authorised use only for equipment and that unauthorised use is prevented at all times.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- Hazardous, flammable, and highly flammable substances are stored correctly.
- All accidents and incidents that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.
- All incidents of violence including verbal, physical, racial, sexual abuse that occur within their area of control are reported in a timely manner in line with the schools reporting procedure.

- Any Health and Safety concerns are reported to the Headteacher, immediately identified.

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

The Headteacher may delegate these responsibilities to the Health and Safety Coordinator in part or in full:

- To assist the Headteacher to plan, implement and assess the Health and Safety Policy and organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Headteacher to regularly review the schools Health and Safety Policy and organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Headteacher and, where appropriate seek further advice on:
  - The implications of safety legislation, codes of practice and approved safe working procedures.
  - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
  - The health and safety aspects of new equipment, and personal protective clothing.
- To carry out periodic inspections, of premises and other workplaces, tools, equipment, and work activities, reporting to the Headteacher, the member of the governance committee responsible for Health & Safety.
- To assist management with the preparation of safe working procedures and safety rules.
- To liaise, where appropriate, with the councils Safety Officers, the Health and Safety Executive Inspectors, Derbyshire Fire and Rescue Service Officers, and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Headteacher as appropriate.
- To regularly monitor:

- The first aid procedure within the school, including the availability of first aid equipment and trained staff.
- The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
- Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support the Headteacher to follow up and progress the actions of reports received from council safety officers, health and safety executive inspectors, Derbyshire Fire and Rescue Service Officers, environmental health officers and other service providers.
- To advise Headteachers or senior managers to STOP IMMEDIATELY any work process, plant, or equipment (including contractors' operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils, or visitors to the school.

#### **4.1 Class Teachers**

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.
- Understand the first aid and accident and incident reporting procedures and to comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g., CLEAPS for science.
- Personally, follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of protective equipment and guarding as required.
- Report to the Headteacher any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the school.
- Ensure all accidents, incidents and near misses are reported through the normal channels.



## **4.2 Employees [including temporary and voluntary]**

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils, and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Cooperate with the Headteacher and the school management team, so as to enable them to carry out their statutory duties and responsibilities effectively.
- Report to the Health and Safety Coordinator hazards and near miss incidents, which could result in injury.
- Report to the Health and Safety Coordinator all accidents, however minor, from which an injury is sustained, or plant or equipment damaged.
- Report to the Health and Safety Co-ordinator all incidents of violence including verbal, physical, racial, sexual abuse.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the school Management Team.
- Undertake their duties in accordance with their training, instruction, and school's policy.
- Use all machinery, equipment, dangerous substances, and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by the Health and Safety Coordinator and Schools policy.

## **4.3 Pupils**

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation
- Taking reasonable care of themselves and others
- Co-operating with class teachers and other school staff
- Using equipment and substances in the manner in which they are instructed.
- Making full use of personal protective equipment provided for them to use when it is required.
- Observe standards of dress consistent with safety and hygiene requirements
- Not to misuse anything provided for the purpose of safety or fire requirements.
- Report to their teacher/Headteacher anything they believe to be harmful or dangerous.

**Responsibility for organising (and maintaining records of training) is as follows:**

Science-related health & safety training	Assistant Headteacher
Briefing new pupils on emergency fire procedures	Class teachers
Briefing new staff on emergency fire procedures and lock down procedure	Assistant Headteacher
Identifying the specific training needs of other staff	Assistant Headteacher
First aid training	Primary First Aider
Catering and hygiene related training for catering staff	Assistant Headteacher
Inducting new staff in health & safety	Assistant Headteacher

All staff undergo an induction procedure when they join the school.

## **Arrangements**

### **5.1 Premises Security**

Access to the school is only available via the main entrance doors which are secured electronically. External doors are connected to the fire alarm system. The perimeter fence and gate control access to the playground. The school operates CCTV to ensure the protection of pupils and staff. The school uses CCTV for the following purposes:

- To provide a safe and secure environment for pupils, staff, and visitors
- To protect and safeguard both staff and pupils
- To protect school buildings and assets
- To assist in reducing the fear of crime and the protection of private property
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

## **5.2 Visitors**

All visitors will be signed in and issued with a visitor's badge and made aware of Wellbrook School emergency and safeguarding arrangements. Visitors must be accompanied by a member of staff throughout their visit unless they are DBS checked and undertaking work within the school that has been pre authorised by the Headteacher. Where visits require one-on-one interviews, arrangements will be made to ensure their mutual safety.

## **5.3 Contractors**

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control.

The Health and Safety Coordinator is therefore to ensure that, where contractors are appointed directly by Wellbrook School, that:

- Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- All duties under the Construction (Design and Management) Regulations 2015 are carried out and adhered to.
- Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

Where possible contract work will be carried out during holiday periods or at either end of the school day. In cases where the contractor has to complete work during school hours, they will be shadowed by a member of our staff.

## **5.4 Communication**

All staff will be made aware of communication channels within Wellbrook School for health and safety. All new staff and volunteers will be provided with a detailed health and safety induction when they commence work at the school.

The Health and Safety Coordinator will ensure that all health and safety guidance and advice is kept together in the main office and where relevant at reception. All electronic information will be appropriately stored, protecting personal data by password protection where relevant. All such advice will be communicated to staff where relevant and incorporated into the school's procedures.

### **5.5 Staff Consultation**

The Governance Committee recognises the valuable contribution to health and safety that can be made from all staff, particularly staff representatives. All the regular staff meetings of various groups will contain an agenda item on Health and Safety.

### **5.6 Safety Practices**

Guidance issued by the Health and Safety Executive will be incorporated into the school procedures. These arrangements will be relayed to relevant staff.

### **5.7 Risk Assessment**

The Headteacher will ensure that risk assessments are carried out for the school premises, activities, and operations. This duty is delegated to the Health and Safety Coordinator to ensure that all premises related risk assessments are carried out and that school departments maintain up to date risk assessments. The assessments will be used to identify health and safety hazards and ensure that, where they cannot be eliminated, the associated risks are reduced or otherwise adequately controlled. The Headteacher will also ensure that curriculum risk assessments are carried out and up to date.

### **5.8 Fire Precaution Procedures**

The Governance Committee will ensure that a Fire Risk Assessment is carried out on an annual basis. The findings of the FRA will form the basis for the management of fire safety at Wellbrook School. Procedures to be followed in the event of fire will be circulated to all staff, pupils, and visitors. Notices giving instructions concerning what to do in the event of fire will be displayed by all Fire Alarm Call Points and at appropriate positions across the school. A fire drill will be held every term, towards the beginning of term, and relevant details recorded in the Fire Log. All fire safety equipment including, but not limited to, fire extinguishers, fire alarm, fire doors and emergency exits will be regularly tested and maintained by suitably qualified professionals.

## **5.9 Accidents and Assaults**

Relevant legislation - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – see HSE guidance - <http://www.hse.gov.uk/riddor/>  
<http://www.hse.gov.uk/pubns/edis1.pdf>

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, will be reported to the HSE within the required timescale. All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

## **5.10 Provision, Inspection and Maintenance of Work Areas and Equipment**

Relevant legislation – Provision and Use of Work Equipment Regulations 1998 HSE guidance – safe use of work equipment <http://www.hse.gov.uk/pubns/books/l22.htm>

Workplaces and equipment will be suitable for the purpose and as far as is reasonably practical, free from risks of injury. Where the safety of workplaces and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry out the necessary works (e.g., portable appliance testing – PAT). Appropriate records and relevant test certificates will be maintained.

Wellbrook School will ensure that all equipment meets the requirements of the Provision and Use of Work Equipment Regulations 1998. As far as reasonably practical, all work associated with plant and equipment is suitable for its purpose, is safe to use, fully maintained and inspected for any damage or shortfall in its safety performance.

Routine maintenance will be provided for designated equipment in use and records of maintenance kept. An assessment will be made on all work equipment for its operational risks and any preventative measures will be provided to ensure its safe operation. Any personnel and pupils who use work equipment will receive adequate health and safety information and if appropriate, written instruction/ training concerning its use.

If instruction is needed on any work equipment, then this will be given by instructors who are suitably trained.

All work equipment will be fitted with approved 'on and off' switches. Designated equipment will be tested and inspected on a regular basis to ensure that these controls function safely, and full records of these inspections maintained.

All new machinery brought onto site for use will comply with the requirements of the Supply of Machinery (safety) Regulations 2008 (as amended) and carry CE markings and other relevant information. Certain machines will be subject to type-examination by an approved body.

### **5.11 The use of Display Screen Equipment (DSE)**

Relevant legislation – Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) – see HSE guidance - <http://www.hse.gov.uk/msd/dse/guidance.htm>

The Governance Committee has general duties to protect DSE users. In summary these duties are to ensure that:

- Workstations are assessed to reduce risks on an annual basis.
- Workstations meet minimum requirements.
- Work is planned so there are breaks or changes of activity.
- On request to have arrangements for eye tests and provide spectacles if special ones are needed to staff.
- Health and safety training is provided, and relevant information is communicated.

### **5.12 Inspection**

Wellbrook School will be inspected annually by a qualified Health and Safety consultant and recommendations will be provided to the Health and Safety Coordinator who will communicate this information to the relevant parties, and the Governance Committee. A report will be produced for the Governance Committee, by the Headteacher at least every two years detailing the overall compliance of Wellbrook School's health and safety management system. In addition, there will be weekly health and safety tours by the Health and Safety Coordinator who will notify the Headteacher of all safety concerns. A termly health and safety tour will be conducted by the Health and Safety Coordinator accompanied by the Health and Safety Consultant. Relevant details will be provided to the Governance Committee and Headteacher.

### **5.13 Specialist advice/support**

The School will ensure access to competent technical advice on health and safety matters to assist in meeting these objectives. This will be done by: Thomas Savage - TBS Compliance Ltd.

### **5.14 Control of hazardous substances**

Relevant legislation – Control of Substances Hazardous to Health Regulations 2002 – see HSE guidance <http://www.hse.gov.uk/coshh/essentials>

Wellbrook School will seek to comply with the HSE's approved code of practice 'Control of substances hazardous to health' (L5) relating to the management and control of hazardous substances on site. The school will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff, and visitors
- only substances purchased through the school's procurement systems can be used on site substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored quarterly and reviewed annually

### **5.15 Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Staff who use their own vehicles for work purposes, should refer to the following guidance links HSE Driving at Work <http://www.hse.gov.uk/pubns/indg382.pdf>

### **5.16 Electrical systems and equipment**

Wellbrook School will maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent person. Only portable electrical equipment that is provided by Wellbrook School is allowed to be used on site unless specific permission is granted, and the device is subjected to a portable appliance test.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected by the Health and Safety Coordinator. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Wellbrook School's defect reporting procedure will be followed as required.

### **5.17 Manual Handling**

Relevant legislation – Manual Handling Operations Regulations 1992 (as amended) HSE guidance on Manual Handling <http://www.hse.gov.uk/pubns/indg143.pdf>

Manual handling constitutes any activity that involves an operation of lifting, pushing, pulling, carrying, moving, or restraining. Manual handling activities should be avoided where practicable, but if it cannot be avoided and staff undertake manual handling activities regularly, a risk assessment must be carried out where significant risks are identified, and training must be provided.



### **5.18 First Aid and Medication**

The Health and Safety (First Aid) Regulations 1981 (as amended)

HSE guidance <http://www.hse.gov.uk/firstaid/>

Wellbrook School are committed to ensuring appropriate First Aid arrangements are always available for staff, pupils and for visitors attending site. We have a First Aid Policy to be read in conjunction with this document.

Staff members do not directly administer medication. Wellbrook School will keep pupil's medication in a safe, locked place during the school day for the pupils to self-administer if necessary. See separate Supporting pupils at school with Medication Policy.

Refer to guidance – DfE - Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies (revised December 2015).

### **5.19 Water Hygiene**

HSE guidance – Legionnaire's disease – The control of Legionella bacteria in water systems (L8)

<http://www.hse.gov.uk/pubns/books/l8.htm>

A water hygiene survey is required to be carried out and a subsequent risk assessment produced. Health and Safety Coordinator is the designated competent person for water hygiene monitoring of the water systems, and records this in a logbook. The duty may be delegated to an FM Company or other member of staff who has had appropriate training to assist them to carry out these duties.

### **5.20 Lone Working**

HSE guidance on Working Alone <http://www.hse.gov.uk/pubns/indg73.pdf>

<http://www.hse.gov.uk/contact/faqs/workalone.htm>

Lone working is discouraged wherever possible, due to potential risks of injury or ill health. Lone working is kept to a minimum but where it is unavoidable risk assessments are undertaken.

Wellbrook School recognises that there are occasions when school staff may be required, or choose, to work alone. Where applicable, in addition to the control measures identified in the site-specific lone working risk assessments, the following procedures are in place:

Staff are advised to:

- Inform the Headteacher that they are on site and of their whereabouts and inform them when they leave the site.
- Ensure they inform their Line Manager of any pre-existing ill health condition or other condition that may be relevant when lone working.
- Undertake no high-risk activities when working alone.
- Follow measures/ procedures identified in the lone working risk assessment
- Never work at height when working alone

Wellbrook School will:

- Ensure lone working is avoided wherever possible
- Carry out risk assessments for all lone working activities
- Ensure any emergency equipment i.e., alarms, are regularly checked and maintained.
- Contact the staff member at hourly intervals to check on well-being by phone or text to enable emergency response with staff who are lone working.
- Review the lone working risk assessments following any incident.

## **5.21 Asbestos**

Relevant legislation – Control of Asbestos Regulations 2006 – see HSE guidance

<http://www.hse.gov.uk/services/education/asbestos.htm>

At Wellbrook School we understand that it is our duty to know whether our premises contain asbestos, where it is and what condition it is in.

We will assess and manage the risks from asbestos to pupils, staff and others by carrying out an Asbestos Risk Assessment then producing and implementing an Asbestos Management Plan. We will also ensure that anyone who is likely to work on, or disturb, asbestos is provided with information about its location and condition.