



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Health & Safety Policy

Policy Statement and Guidelines

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Statement of Intent

The Executive Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities. The Executive Headteacher seeks to provide and maintain, so far as is reasonably practicable by the implementation of this school's Health and Safety Policy, its Risk Management through Information, Instruction and Training.

The school aims to:

Provide a safe place to work, that has no risk to health, where everyone knows their individual accountabilities and responsibilities.

Ensure that there are systems and procedures in place to identify hazards and risks relating to school activities and put in place policies and control measures.

Provide information, instruction, training and supervision to ensure the Health and Safety Policy is adhered to.

Plan for the safe use, storage, transportation and handling of substances and items. Ensure that there is sufficient funding and resources to adhere to this policy.

The Governors and Senior Leaders appreciate that all staff are to be involved in implementing the policy making it a safer working environment for everyone. They are fully committed to encourage openness with the staff regarding Health and Safety as a priority, acting when necessary as soon as possible.

Health and Safety Updates and Meetings

The aim of this document is to assist with keeping all persons who enter this site safe. All updates will be actioned as soon as is reasonably possible and the document updated, with copies going to required persons before any changes are implemented.

Meetings are held weekly between the Director of Operations and Site Manager, with a termly site walk. The Site Manager will meet, undertake a site walk, and check policies and paperwork with the designated Health and Safety Governor every 6 months. A Health and Safety committee made up of various persons from different departments will meet once every term to look at different perspectives of the site, get different ideas and solutions for the safety of the site and the people that use or visit it.

Duties/Responsibilities

School Governors Responsibilities

The selected health and safety governor(s) will work alongside the Executive Headteacher. The governing body has the responsibility to monitor the policy, if necessary and if required,

add additional actions.

The governing body plans to review risk assessments, monitor compliance yearly and contribute to the development of strategies to maintain a safe and healthy learning environment.

Additionally, they can collaborate with the Senior Staff and the Site Manager to address any issues related to health and safety within the school premises.

Ensure they are complying with the school's policy and the policy of Southampton City Council.

Chair of Governors

Signed: Date:

Executive Headteacher Responsibilities

The Executive Headteacher is responsible for the security of the premises, working with and delegating daily responsibilities to the Director of Operations and the Site Manager. To provide leadership on health and safety matters for the school.

Ensure the health and safety management systems provide effective planning and organisation of activities on and off the school site.

Comply with Southampton City Council's requirements of their school's health and safety policy.

Manage property assets in line with health and safety legislation, the equalities act, corporate property standards and workplace inspections.

Ensure that on-line records of servicing and building maintenance are up to date and accurate. Report to SCC any significant accidents and investigating any major health and safety failures, actioning any health and safety concerns raised by the council, or personal investigation results.

Check that employees abide by their own responsibilities detailed in this and the council's health and safety policy, retraining or holding them to account if necessary, when they do not follow procedures properly.

As the "Responsible Person" for the school site, ensure staff are aware of their duties and have sufficient ability, knowledge, training and funding to carry out their responsibilities.

Executive Headteacher

Signed: Date:

Site Manager Responsibilities

It is the responsibility of the Site Manager to liaise with the Executive Headteacher, Governors, Director of Operations and report to them the procedures followed, compliance reports, supply any information requested and report any failures in Health and Safety with a solution of how to fix the issue or seek assistance and guidance if required.

Make sure the site is secure, safe and there are no items or persons on site that shouldn't be there.

To ensure the site is fully compliant with servicing of all equipment fixed and portable, so the site can stay operational and safe.

Ensure that any required maintenance is completed quickly, efficiently and with as little disruption to the school day as possible by the correct competent contractor. Review the health and safety policy yearly or after an accident/incident/near miss and make changes

where applicable, send the policy to the Executive Headteacher for Governor approval on the proposed change/s.

Assist any staff member with questions, concerns or issues to ensure they are confident in upholding their individual responsibilities.

Generally, the Site Manager will be responsible for the day-to-day management of the school's health and safety policy.

In the absence of the Site Manager, the Deputy and/or Assistant Site Manager will cover any outstanding issues and the daily responsibilities which include:-

AM

Opening/unlocking the site,

Site security walk,

Ensuring that the CCTV is working,

Ensuring the required gates are secure.

PM (usually delegated to Deputy and Assistant)

Doors and windows are locked and secure,

Required gates are secure.

The security alarm is set in the Primary section, Secondary section is secure, (Secondary Alarm :- usually Greenfox, Sports Centre :- usually EDU Lettings).

Occasionally a Keyholder is the last to leave, if this is the case, the three **PM** requirements become their responsibility.

From 17:45pm and on weekend days the Sports Centre, car park gates and a pedestrian gate will more than likely be open due to EDU Lettings being on site, they are responsible for securing those areas when the lettings for that evening have finished, if they are not present that evening, the **PM** requirements are applied and the Site Staff will secure the Site.

Site Manager

Signed: Date:

Leadership Responsibilities

School leaders will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation, codes of practice and policies which are relevant to the work of their area of responsibility. In addition to the general duties which all members of staff have, they will answer directly to the Executive Headteacher as they have a day to day responsibility for the implementation of the relevant aspects of the policy within their departments and areas of responsibility.

Staff Responsibilities

All staff are to make themselves familiar with the general requirements of the Health and Safety at Work Act 1974. Individual staff members are to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put themselves or anyone else at risk. Staff complete the online H&S training, on their induction to employment and repeat the training every other September.

Health and Safety of Children

This includes:

- The ability of each individual to protect themselves and others.
- Concern and consideration for the safety of others.
- Knowledge of what to do in certain situations.
- Alertness and control.
- Cultivation of good habits.
- Strict adherence to local authority policies and safe working practices, copies can be found on the SCC Intranet and school website and the school Health and Safety board situated in the Staff room G.15.

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology and the involvement of outside agencies such as the Police, Fire Brigade, Road Safety Officer etc. It might also be through a health-related topic such as smoking.

At St Mark's, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school, with an extended healthy option menu at lunchtime and no break time snacks.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom, and through risk assessment in planning documents.
- When using equipment e.g. scissors, tools, PE apparatus.
- When moving around the school.
- When carrying out investigations e.g. pollution, soil studies.
- When on educational visits

General

For any physical activity, children and staff must change into appropriate PE kit. It is part of our school policy that children do not wear any form of jewellery for safety reasons. Tape must be applied if an item cannot be removed. Religious bangles must be covered by a sweatband to protect the arm.

If engaging in practical lessons such as Food Tech, DT, Textiles etc the appropriate PPE must be worn e.g. goggles, aprons etc.

We have school rules, which are for safety reasons, such as walking around school, playing within sight of an adult and taking care of property.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff visits made prior to the trip if possible. Details are sent to parents and children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed, a first-aid kit and list of emergency phone numbers is taken. Staff must read the Offsite Activity book published by the DfE and comply with the LA and school expectations in all cases. All activities must be planned with the Head of Schools and the risk assessment signed off at least one week in advance of the trip.

St Mark's has set procedures in case of an emergency in the school, such as Fire or Bomb

Alerts when the building needs to be evacuated. These drills are carried out at least once a term (and yearly for the Bomb). All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure, remember if it is the Bomb alert DO NOT set off the fire alarm as it could trigger the device.

St Mark's also has a lock down procedure in case of intruders. The Site Manager and Director of Operations under the direction of the Executive Headteacher are jointly responsible for ensuring that the building and grounds provide a safe and healthy environment for the children. The Site Manager must maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Site/Deputy/Assistant Site Managers or through the use of authorised contractors as quickly as possible to minimise disruption. All equipment/hazardous substances are kept locked away from the children. All equipment is to British Standards and is maintained regularly. Meetings between the Site Manager and Director of Operations are held weekly to ensure the site is running as safe and efficiently as possible, additional meetings will be arranged to discuss/update risk assessments and policies etc. Other Leaders have a responsibility to address health and safety issues in their areas of control and report them if necessary, otherwise seek assistance from the Site Manager.

Accidents and Incidents

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. However, we have qualified staff to deal with the more serious accidents. Details of first aid qualifications are displayed in the medical room, staff room and staff work rooms. Fully equipped first-aid boxes are kept in the school office, between the Year R classrooms, in the Science Labs, the Food Tech and DT classrooms and other key areas around the building. There are two Defibrillator's on site, one in the medical room and the other in the EDU Lettings office in the sports centre. Children's allergies are recorded on SIMS. If the accident is more

serious, the aim of the school is to get the child medical attention as quickly as possible. Parents are informed straight away and if necessary, an ambulance is called.

In order to comply with legislation and fulfil statutory responsibility, the School must make sure that all employees and contractors are aware of accident/incident reporting procedures :-

- All accidents and incidents are reported, recorded either on Medical tracker (if minor injury) or on the Virtual Health and Safety Management System (VHSMS) and investigated if applicable. This then escalates to the council health and safety team who advise if it is a RIDDOR incident or if any other actions are needed.
- Appropriate corrective and preventive action are taken to ensure the safety of employees, contractors and members of the public.
- If applicable all staff are responsible for completing the VHSMS form <https://scc.infoexchange.com/InjuryAccident> either by accessing by themselves or seeking support from a senior member of staff.

Minor accidents are recorded on the medical tracker and an automatic email will be sent to parents. Teachers in the EYFS, Year 1 and Year 2 will speak to parents at the end of the day to share with them any issues that may have arisen due to bumps or minor injuries during the day. All head bumps / injuries are notified to parents /guardians by telephone.

Medical tracker can produce reports for those responsible for health and safety to analyse for any patterns, so that any issues can be actioned.

PEEPS are in place for students that require them.

Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and tables.
- Sports equipment.
- Small items of equipment.

Children must always be supervised when moving any equipment or item of furniture. Children need to be shown how to lift and carry safely and this needs reinforcing regularly. Chairs must not be stacked higher than x6. Children should not use the chair trolley.

Items Children Should Not Move

Computers – monitors can easily fall off trolleys or wires get caught.

Piano – although on wheels, it can tip and fingers or feet become trapped. ANY item too heavy, or of an awkward shape.

Common sense should be used at all times regarding items that may be heavy, sharp or hazardous etc.

Furniture

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed, then the Site/Deputy/Assistant Managers will assist/supervise.

Tables need one child at each end; a child must not attempt to lift a table on his or her own. Staging is heavy and needs at least two children per piece as they are awkward to handle. Children need to be told how to pick them up and put them down so that their fingers and feet are not trapped.

The PA system must only be moved and set up under adult supervision. Small items of equipment include Laptops, PE trolleys etc. The children can move these freely.

Always make sure that when any item of furniture or equipment is being moved from one room to another, that there is another child available to open and close doors.

PE And Sports Equipment

When using large apparatus, children must be trained how to move, lift and set out each piece of equipment. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example benches – one child at each end.

Other Policies

Fire Drill (see fire policy for more details)

The Fire Assembly Point is the 4G pitch.

As soon as the fire alarm activates, everyone must stop what they are doing and walk out of the building via the nearest exit following the designated route to the 4G pitch, routes are displayed in classrooms, offices and other required areas.

If the normal exit is blocked for any reason, then follow the “green man” signs to use the next nearest safe exit, close all doors (if possible) and ensure that the children are silent. A member of the office staff will bring the registers to each class at their assembly points, whilst another will check off visitors and staff.

Class teachers do a headcount of their pupils for speed and raise their hand (unless incorrect), then take the register for accuracy and a double check of numbers. If their headcount numbers are wrong they must inform the Executive Headteacher, Director of Operations or one of the other coordinators immediately.

The Executive Headteacher or coordinator will radio the Senior Fire Marshal and inform them of the area the child is most likely to be in. ONLY if it is safe to do so, the Senior Fire Marshal will do a second search of that area. If it is not safe, everyone is to wait until the Fire Service arrives and then inform the Lead Fire Officer of the numbers missing and the likely locations. DO NOT enter dangerous areas as you might make matters worse by becoming a victim yourself, delaying the rescue of others that are already in danger.

When all registers have been checked, a member of the office staff will inform the Executive Headteacher of the all clear, classes may walk back sensibly and silently, one class at a time once they have been advised to do so.

If escape is impossible, the Fire Brigade advice should be followed which is:

- The room door should be closed firmly and gaps sealed with clothing etc if practical. Windows should be opened and occupants should wait calmly until help arrives. If smoke is entering the room stay close to the floor.
- Those with physical impairments must wait at a Refuge Point, that is at every Floor 1 + 2 stairwell, press the button and wait with the adult for the reply.

Lunchtime Fire Procedure

All adults on duty in the Atrium and playgrounds shall, on hearing the fire alarm, gather all children together away from the buildings and proceed to the 4G pitch ensuring that no child re-enters the buildings.

All adults on duty in the dining area shall evacuate all children from the building and ensure on the way out that the toilets are vacated proceeding to the 4G pitch.

The Executive Headteacher, Site/Deputy/Assistant Managers, Heads of school and any Fire Marshals in their designated area will ensure as far as is reasonably practicable, that the rest of the building is vacated. Staff are not to re-enter the building or proceed to their designated area if they are in a different part of the school.

Bomb Alerts

In the event of a bomb alert the Executive Headteacher or designated person must:

- Phone 999 for the Fire Brigade and Police.
- The fire alarm must NOT be rung but “B” evacuation code passed in person.

- Check that the evacuation procedure has been followed.
- The delegated adult will remain at the front of the school to meet the emergency services and direct them to the incident.
- All adults and children must remain on the 4G pitch.
- Only when the all clear has been given will pupils and staff be sent back into the building.

Hazardous Substances

All hazardous substances, cleaning products, and dirty cleaning cloths containing product residue are kept locked away in clearly marked COSHH (Control of Substances Hazardous to Health) cupboards. Any flammable substances are kept in two flame cabinets within the COSHH cupboards in rooms G43 and G81.

Only authorised staff may order chemicals. Any unauthorised chemicals will be removed. If a chemical is required staff must request it from the Site Manager through the Civica email system. The Site Manager will follow the SCC Safe Working Procedures for COSHH.

COSHH files are kept in each cupboard with the chemicals that are stored in there with the SDS (safety data sheet) and a photo of the product. When there is a chemical change the COSHH file is updated immediately. The COSHH files are also checked yearly to ensure the correct information is to hand if required. A master list of all chemicals is kept in the Site Manager's office.

Lockdown

In the event of a lockdown, the Executive Headteacher or designated individual should use the alert system to notify staff. This is the lockdown alarm on our voice system. Staff should immediately carry out lockdown procedures. Please see the Lockdown Policy for further details.

Smoking/Vaping

It is the policy of the Governing Body and LA that St Mark's is a no smoking school. Smoking or vaping is not permitted in any area of the school by staff, parents or visitors. No smoking signs are clearly displayed around the premises.

Risk Assessments

Risk Assessments are produced for any activities that could cause injury to the person doing the activity or any persons in the vicinity of the activity taking place. In a school there are many hazards, risk assessments are a helpful tool to prevent accidents. They will cover almost every aspect of the school with different departments having their own specific risks and the assessments to minimise the risk of the activity or area being used.

They are usually updated every year, but some are updated every two years, ALL are updated when there are changes to the activity or anything else directly related to a particular risk assessment.

Risk assessments will sometimes work alongside CLEEPS, COSHH, PEEPS and other documents, if this is the case, then the cross reference will be clearly displayed. The original risk assessment will be held with each individual department, but there will be copies in the Site Managers Office. PEEPS and their Risk Assessments will not be held by the Site Manager, due to GDPR.

First Aid

First Aid in School

All staff, both teaching and non-teaching, are responsible for dealing with minor incidents requiring first aid.

During lesson time, first aid may be administered by a first aider in the classroom/teaching space or the child may be sent to the medical room and seen by a first-aider. If an accident occurs in the playground and first aid is required, the child should be treated there or if more severe, sent to the medical room as above.

Lunchtime supervisors have first aid training and can deal with most situations. If there is any concern as to the first aid that should be administered then a qualified first-aider should be consulted.

Dealing with Bodily Fluids

Staff must always wear disposable gloves when treating any accidents/incidents that involve body fluids ensuring that any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely then placed in the medical room bin. Any soiled children's clothes should be placed in a plastic bag and fastened securely ready to take home.

- Deal with the child first observing privacy dignity and respect
- Wash hands before and after changing is done
- Staff to wear fresh aprons and disposable gloves while changing a child • Let another member of staff know where you are and what you are doing (see intimate care policy)
- Soiled nappies securely wrapped and disposed of appropriately
- Changing area/ toilet to be left clean.
- Place paper towels over the soiled area
- Spray with cleanser/disinfectant
- Repeat until area is properly cleaned
- Dispose of soiled towels in sealed bag and put into bins
- Place sign over area until it is dry

Administration of Medicines

From time to time, parents request that the school dispense medicines that need to be administered at regular intervals to children. These requests fall into two categories:

- Children who require emergency medication on a long-term basis due to the chronic nature of their illness e.g. asthma or epilepsy.

- Children who are suffering from casual ailments e.g. coughs and colds.

Medication can only be administered if it is requested by the parent/guardian. Administration of medicines should be witnessed and logged in the file kept in the medical room. Medicine should be administered by a member of staff who understands the policy and procedure.

If it is unavoidable that a child has to take medicine in school for treatment of a long-term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be on a purely voluntary basis.

If the period of administering medicine is 8 days or more, there must be an Individual Health Care Plan. Individual Health Care Plans will include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency. Those with responsibility at different times of the day, (e.g. lunchtime supervisor) will need to be very clear of their role and receive appropriate training.

A consent form must accompany all medicines and this must be used in conjunction with the “sell by” date of the medicine. Checks will be done at the beginning of each term to monitor contents of medication boxes and expiry dates for the medicines.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children.
- The medicines must be brought into school in a properly labelled container that states: (a) the name of the medicine, (b) the dosage, (c) the times for administration and (d) the name of the child.
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with the Heads of School. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

The use of controlled drugs e.g. Ritalin must be monitored carefully and tablets double locked in a secure cabinet. The Heads of Schools must know who is taking controlled drugs.

Site Security

Security of the Premises

The Executive Headteacher is ultimately responsible for the site, but delegates the day to day security of the site to the Site Manager, who is assisted by the Deputy and Assistant Site Managers. The Site Team is overseen by the Director of Operations.

Security (Out of Hours)

Kestrel Guards are the security company who provide key holding and out of hours alarm response services for the school site. They are the first contact of the monitoring company, Southern Monitoring Systems (SMS). Kestrel Guards will attend site after being informed by SMS that an alarm has been activated and investigate accordingly. If for any reason Kestrel cannot be contacted, cannot attend, there is a financial requirement (alarm engineer required), major issue (leak etc) the Site Manager is contacted.

Keyholders

The site has seven keyholders, of which five are on the Emergency Keyholder Response List. The Site Manager is the first on the Response List and will react to the call out situation accordingly. If it is an alarm problem that can be sorted manually, then the Site Manager will attend site and fix the issue, or authorise Kestrel Guards to contact Firecare so that they can fix the issue immediately. If the issue is more serious, the Site Manager will proceed to engage the Emergency Response Plan contacting the Executive Headteacher and Director of Operations immediately, then attending the site, assisting when needed, organising any required contractors for repairs and then securing the site when the crisis is over. If the Site Manager is not available, this responsibility falls to the next keyholder on the list as follows: Site Manager, Deputy Site Manager, Director of Operations, Executive Headteacher, Systems Manager, Assistant Site Manager and Site Assistant. All keyholders know the security codes for the alarms and have security passes.

Staff Key Allocations

Some staff have been allocated keys for certain areas for safety and security reasons but they do not have building codes or site master keys. ANY key allocated MUST be recorded on the Key Allocation List and keys can only be issued by the Site Manager or the Deputy Site Manager.

End of day procedures for staff

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

All Staff (except Site Staff, Cleaners and EDU Lettings) should not work past 17:45 unless authorised by the Executive Headteacher. Keyholders can work late but need to inform the Site Staff, so alarms are not set while persons are still in the building. If working past 19:15 then Green Fox Cleaners need to be notified also.

Contractor Access

Kestrel Guards have keys, a security pass and codes to the entire site.
Firecare have alarm codes to the entire site but no keys or passes.
EDU Lettings have 5 x keys, passes and codes for the Sports Centre only.
Green Fox have keys, a pass and alarm codes.

Contractors on Site

Contractors must make prior arrangements with the staff member who has requested them. (Not all contractor visits have been arranged by the Site Manager.) There are a few exceptions (for example, meter readings etc) where contractors may arrive without a pre-arranged appointment.

All contractors MUST report to the Main Entrance and sign in on the Inventory system and either stick the ID badge onto their chest area and ensure it is clearly visible or wear the lanyard so that is clearly visible (not tucked in), before any work commences. If the ID badge gets lost or badly damaged then they must return and get a replacement.

Any contractor arrangements should be made for out of school hours, whenever possible and preferably during the school holidays when there are no children on site. If it is unavoidable (an emergency) then the Site Manager is to ensure the work area is safe and divert the children, clear classrooms etc. if necessary.

The Site Manager will supervise the contractor if there are children around and ensure there are no risks to the children or staff. Any equipment will NOT be left unattended or unsecured.

The Site Manager will monitor all works and if there are any Health and Safety concerns the Site Manager will stop the contractor from working until it is safe to do so.

Car Parking

There is no parking for visitors, parents or guests in the Staff Car Park unless prior arrangements have been made with the Executive Headteacher, there is an emergency and a contractor needs access to their van for equipment etc. or there is a disabled badge holder visiting the site (excluding students and parents).

Car parking is a concern as it is a hazard for those who use the school and neighbours who live within the vicinity of the school. Drivers parking cars at or near the school, dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the residents. In particular the road laws (markings and parking restrictions) should be observed at all times.

Only disabled badge holders should use the designated disabled spaces.

Lone Working

Sometimes lone working is unavoidable, on those occasions a nominated person (e.g. Kestrel Guards or spouse) can act as a designated contact instead of disturbing the Executive Headteacher or Director of Operations in the middle of the night. The designated person MUST have the contact details of the Executive Headteacher or Director of Operations, in case of an emergency. Contact should be maintained with the designated person on arrival and after the details of the call out have been established, then at 15-minute intervals. If it is considered to be a concerning situation then the timing between contact should be reduced to 5-minute intervals (if too concerning then Kestrel Guards or the Police should be contacted immediately and staff should never put themselves at risk). If the site is secure and low risk, then the time between contact with the designated person can be increased to 30-minute intervals.

If the lone working is pre-arranged, then authorisation is required from the Executive Headteacher. A designated contact person will be allocated and the maximum contact time should be agreed prior to the start of the work. If the designated contact person is not a staff member then that person should have contact details for the Executive Headteacher in case of

loss of contact. If there are any major concerns then the Police should be contacted immediately.

Visitors

All visitors MUST sign in at the Main Entrance on the Inventory system and either stick the ID badge onto their chest area ensuring it is clearly visible or wear the visitor lanyard so that is clearly visible (not tucked in). If the ID badge gets lost or badly damaged then they must return to the Main Entrance and get a replacement. The staff member who has arranged the visit is responsible for the visitor and ensuring they have read the Health and Safety details on the Inventory system.