

# New Horizon Academy: Health & Safety Policy

## Policy Statement

At New Horizon Academy we educate with purpose: to provide our pupils with the tools they need to become independent, achieve economic well-being, contribute to society, and always strive to do their best.

We provide a vibrant environment for the education of children with moderate and severe learning needs who are in the care of New Horizons Care Limited. We will be responsive enough in our teaching approach to consistently meet our pupils needs and prepare them for the ever-changing world.

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, “Name of Proprietor”, the proprietor of New Horizon Academy 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 governing body 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.
- Plant and equipment are 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 are always safe and procedures exist for their safe use
- Adequate welfare facilities always exist

- 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 governing body will within its allocated resources from the devolved capital, 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 governing body 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 Governing Body

The school governing body has responsibility 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 governor 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 Governing Body for securing the full implementation of the schools 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 governors 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 member of staff 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 receive health and safety and maintenance reports from the authorities' safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers, and service providers, bringing the problems and recommendations to the attention of the school staff and governors.
- 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 governors 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 consult with the councils Safety Officer or Fire risk assessor prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
- 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, co-ordinate 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 a Health and Safety Coordinator nominated by the Headteacher, 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.

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.
- Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.
- Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is always prevented.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are always available.
- 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 school's 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 school's reporting procedure.
- Any Health and Safety concerns are reported to the Headteacher, or their deputy immediately identified.

### 3.1 Health and Safety Co-ordinator

The Headteacher will delegate these responsibilities to the Health and Safety Co-ordinator 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 school's Health and Safety Policy and organisational arrangements.
- To ensure that members of staff are aware of and have access to the school's 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 plant, equipment, and personal protective clothing.
- To carry out periodic inspections, of premises and other workplaces, plant, tools, equipment, and work activities, reporting to the Headteacher, the Governor responsible for Health & Safety and other managers who have responsibilities for actioning health and safety reports.
- 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, West Midlands Fire Service Fire Prevention 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, west midlands fire 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 for:

- Exercising effective supervision of their pupils
- Understanding the fire evacuation procedures for the school and assembly points to evacuate to.
- Understanding the first aid and accident and incident reporting procedures and to comply with them.
- Following the health and safety measures identified for their area of teaching and any relevant safety procedures e.g., CLEAPS.
- 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 public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Headteacher and the school management team, to enable them to carry out their statutory duties and responsibilities effectively.
- Report to the Health and Safety Co-ordinator hazards and near miss incidents, which could result in injury.
- Report to the Health and Safety Co-ordinator 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 Co-ordinator 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
- Taking reasonable care of themselves and others
- Co-operating with class teachers and other school staff
- Using equipment and substances in the way 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:

| Training                                                                | Point Person                       |
|-------------------------------------------------------------------------|------------------------------------|
| Science-related health & safety training                                | Science Teacher – TBC              |
| Briefing new pupils on emergency fire procedures                        | Class teachers                     |
| Briefing new staff on emergency fire procedures and lock down procedure | Health and Safety Coordinator- TBC |
| Identifying the specific training needs of other staff                  | Health and Safety Coordinator- TBC |
| First aid training                                                      | Primary First Aider                |
| Catering and hygiene related training for catering staff                | Health and Safety Coordinator- TBC |
| Inducting new staff in health & safety                                  | Health and Safety Coordinator- TBC |

All staff undergo an induction procedure when they join the school, and this usually takes place at the beginning of the autumn term.



## 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.

Access to the playground and the back of the school is controlled by the main gate.

The school operates CCTV to ensure the protection of pupils and staff. The school uses CCTV in the playground, the car park, and the reception area 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.

We will use signage to ensure both staff, pupils and those who visit the school are aware of the presence of CCTV. Signs will be in the immediate vicinity of the CCTV, be clearly visible and legible to the public, A4 or A3 in size, stating 'CCTV is in operation' and identify a responsible person and contact number.

### 5.2 Visitors

All visitors will be signed in and issued with a visitor's badge and made aware of New Horizon Academy 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 preauthorised 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 New Horizon Academy, 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.
- Relevant safer recruitment checks are completed before work begins

Where possible contract work will be carried out during holiday periods or at either end of the school day. In such cases the contractor will be shadowed by a member of our staff.



#### 5.4 Communication

All staff will be made aware of communication channels within New Horizon Academy 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 Governing Body recognise 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 school 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 Governing Body 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 New Horizon Academy.

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.

#### 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 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.

New Horizon Academy will ensure that all plant and equipment meet the requirements of the Provision and Use of Work Equipment Regulations 1998. As far as reasonably practical, all work associated 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 Governing Body 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

New Horizon Academy will be inspected on a regular basis 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 Governing Body. A report will be produced for the Governing Body, and the Headteacher at least every two years detailing the overall compliance of New Horizon Academy's health and safety management system. In addition, there will be fortnightly 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 Governing Body 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 a specialist organisation, name TBC

#### 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>

New Horizon Academy 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>  
Mobile Phones <http://www.rospa.com/roadsafety/info/workmobiles.pdf>

#### 5.16 Electrical systems and equipment

New Horizon Academy 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 New Horizon Academy 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. New Horizon Academy'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 PE Equipment

New Horizon Academy's PE equipment is inspected termly by the Health & Safety Coordinator. Prior to use visual checks are carried out by PE staff and any concerns are reported to the Health and Safety Coordinator. All staff are made aware of appropriate risk assessments. Arrangements are in place to check the local area prior to PE activities taking place. All PE activities are closely monitored.

#### 5.19 First Aid and Medication

The Health and Safety (First Aid) Regulations 1981 (as amended)  
HSE guidance <http://www.hse.gov.uk/firstaid/>

New Horizon Academy 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. New Horizon Academy will keep pupil's medication in a safe, locked place during the school day for the pupils to self-administer if necessary. See separate Medication Policy and 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).

#### 5.20 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 a Facilities Management Company or other member of staff who has had appropriate training to assist them to carry out these duties.

#### 5.21 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.

New Horizon Academy recognises that there are occasions when school staff may be required, or chose, 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 Health and Safety Coordinator that they are on site and of their whereabouts and inform the Administrator when they leave the site.
- Ensure they inform the Headteacher 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

New Horizon Academy 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.

#### 5.22 Asbestos

Relevant legislation – Control of Asbestos Regulations 2006 – see HSE guidance  
<http://www.hse.gov.uk/services/education/asbestos.htm>

New Horizon Academy will commission an Asbestos survey on the premises to ascertain if the material is present and identify its location so it can be removed – if this can be done safely or so expert guidance can be sought about how to use the building without disturbing deposits.

#### 4.0 Monitoring and review

This Health & Safety Policy will be reviewed annually. The policy was adopted by the Governing Body on .....