



**LUKE PICKETT**

## **HEALTH AND SAFETY POLICY**

Issued: July 2019

Review Date: July 2021

### **General safety**

Luke Pickett recognises and accepts his responsibilities to maintain high standards of health & safety in all workplaces and working environments. Luke Pickett also wishes to maintain his commitment to ensuring that health and safety standards apply to all persons who may be affected by working operations.

Luke Pickett will ensure safe working practices for himself, his pupils and his colleagues. Luke Pickett will familiarise himself with the relevant health and safety procedures of each of the schools and settings he visits. He will take time to find out about the following (particularly important for out-of-school hour settings):

- fire exits and escape routes, especially when the setting is partially locked
- the location of the nearest telephone and how to get an outside line
- how to contact the parents of any pupils who have lessons after school
- who the school's first aid representative is and, if working alone in school, where the first aid equipment and reporting book are kept

### **The working environment**

Luke Pickett should have the benefit of a working environment that is a positive contribution to his own sense of wellbeing and contentment. Luke Pickett will take responsibility for alerting a suitable person to any concern in respect of:

- stress
- general ability to carry out work without detriment to health and safety
- any other sense of discontent

In arranging timetables Luke Pickett will aim to schedule a 30 minute break if required to work for 6 hours or more a day.

### **Using a private vehicle**

Luke Pickett is required to use his own vehicle in carrying out duties and must always drive with due care and attention and obey all traffic laws. He must not be expected to drive above the speed limits or in a dangerous fashion to meet work commitments. When planning timetables, sufficient time must be allowed for safe travel. In the event this becomes an issue, Luke Pickett will raise this with the relevant setting to negotiate a change in timetable. Luke Pickett will be held responsible in the event of any prosecution for a road traffic offence.

As a regular driver, Luke Pickett is required to:

- Comply with relevant legislation
- Ensure that the vehicle used is fit for purpose, adequately maintained, has a current tax and MOT and be insured for business use.
- Hold and maintain a current and valid licence for the category of vehicle that is being driven.
- Ensure that he drives in accordance with the law regarding consumption of alcohol, illegal substances, drugs & medications, and the use of mobile phones

Luke Pickett is a Masters Distinction member of IAM RoadSmart.

### **First Aid**

Luke Pickett is qualified in Paediatric First Aid until 29<sup>th</sup> March 2022.

Teachers and support staff in charge of pupils have a duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe both in school and in extracurricular activity taking place on non-school premises.

Schools are required to keep a record of every time any member of staff, pupil or other person receives first aid treatment on the school premises or as part of a school-related activity. Luke Pickett will assist schools in carrying out this duty.

The contents of a school first aid container are designed to be used by anyone, without the likelihood of causing further harm to the patient. Whereas Luke Pickett will take reasonable steps to assist in the event of an accident or illness, taking into account his level of training and competence, it is advisable that first aid is administered by the school's nominated first aid officer whenever possible.

However, in general, the consequences of taking no action are likely to be more serious than those of taking action to assist in an emergency.

Children under the sole supervision of Luke Pickett should be encouraged to take responsibility for administering their own medication; Luke Pickett will not administer medication without the specific written consent of the parent/carer concerned.

### **Electrical Appliances**

Any personal electrical equipment used in the course of Luke Pickett's duties must be checked by an authorised person regularly. Luke Pickett will make frequent visual checks for damage to cables, plugs, the outer cover of appliances or any loose parts or screws, to ensure they do not present a hazard to pupils and colleagues. Electrical appliances should always be fitted with the correct amp fuse and Luke Pickett will ensure that electrical cables do not cause a hazard. Luke Pickett is responsible for ensuring that pupils in his charge do not misuse equipment.

### **Lone Working**

The nature of work is such that Luke Pickett is often required to work alone, away from his base and out of normal school hours. All lone working is subject to an assessment of possible risk and Luke Pickett will ensure that reasonable practical precautions are taken to ensure safety. It is sensible to inform someone at home of the timetable and the action to be taken in the unlikely event of not arriving home.

### **Lifting Equipment**

During the course of a normal day, Luke Pickett may need to lift equipment in and out of a car several times, or may feel obliged to carry heavy equipment. Luke Pickett will take all reasonable care in lifting and carrying objects, ensuring that the manner of lifting places the minimum of stress on the spine or other parts of the body. Luke Pickett will not attempt to lift or move anything likely to cause injury and should not be expected to move heavy items on a regular basis.

### **Violence to Staff** (including verbal abuse)

Young people and adults in Wiltshire schools are almost always safe and secure. However there will be isolated instances when staff or pupils are subject to violence, aggression, assault or verbal abuse. Any such incidents will be reported to the school or organisation where the incident takes place.

### **Assessment of Activities for Safety**

Out of county and residential visits should only be undertaken with the approval of the Headteacher or head of the relevant organisation

Luke Pickett has a responsibility to assess possible risks to pupils, staff and pupils of any activity undertaken but particularly those that take place away from the school environment. This applies to concert venues, participation in festivals, foreign tours and other trips and outings.

The risk assessment should include:

- What are the hazards?
- Whom do they affect?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?

Staffing levels depend on the age and level of responsibility of the children or young people participating in the activity and the level of anticipated risk. There should be at least two responsible adults supervising most out-of-school activities.

Any adult with unsupervised access to or responsibility for children, including parent helpers, must have police clearance (DBS) before they can undertake any activities with Luke Pickett.

### **Incident Reporting**

An incident is defined as an accident, a 'near miss' or an act or threat or violence or aggression against an individual.

All incidents in which Luke Pickett, a colleague, or a pupil is, or could have been, either physically or psychologically harmed arising out of, or in connection with, the work activities Luke Pickett are to be reported and investigated. In such circumstances the policies and procedures of the relevant setting will be followed.

## Standard requirements

- All workplaces (including schools) will have an accident book available to record the details of any workplace accidents
- Any injury sustained by Luke Pickett or colleague at work should be entered into the accident book of the premises concerned as soon as possible
- The relevant school or organisation will file an Incident Report and complete an Investigation Form as appropriate.
- The investigation should seek to establish all the contributory causes and make recommendation as to what action should be taken to reduce the likelihood of any reoccurrence.
- Incidents that do not result in actual injury should be reported as a 'near miss'

## A critical incident

It is most unlikely that Luke Pickett will have to deal with a critical incident. Under normal circumstances this would be the responsibility of the school or out-of-school organisation. However, the Local Authority has a team of people with expertise in handling critical incidents and it is very important that staff undertaking extra-curricular activity outside school hours or taking pupils on a residential visit are aware of the procedures for accessing the expertise to deal with a critical incident

A Critical Incident could include:

- a student or member of staff lost or injured on a school visit
- a student or member of staff suicide
- physical attack on a student or member of staff
- terminal illness of a student or member of staff
- sudden death of a student or member of staff

***In the event of a critical incident ONLY Ring 0300 456 0100 (or 0845 607 0888 out of hours)***

## Insurance

Through membership of the Incorporated Society of Musicians (ISM), Luke Pickett holds insurance in:

- Public Liability: £10m
- Employers' Liability: £10m
- Products Liability: £10m

## Review

This policy will be reviewed biennially.

Signed:



Date: July 2019

Mr Luke Pickett  
Peripatetic Teacher

