

Agency Worker Health and Safety Policy

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For temporary workers on assignment in schools and education settings

Our commitment

Unique School Solutions Ltd (USS) is committed to protecting, so far as is reasonably practicable, the health, safety and welfare of our temporary agency workers and others affected by their work. This policy applies throughout assignments, including long-term and temp-to-perm placements while workers are supplied through USS.

Workers must follow the health and safety policies and procedures of their assigned school or education setting. USS and the setting each retain their own legal responsibilities.

USS responsibilities

Before an assignment starts, we will obtain relevant information about the duties, known risks, control measures and any necessary training or equipment, and share this with the worker. We will check that the worker is suitable for the agreed duties, clarify missing information and work with the setting to address concerns. An assignment or affected task must not proceed where essential safety information or controls are missing.

School or education setting responsibilities

The setting is responsible for day-to-day workplace safety, including suitable risk assessments, safe premises and equipment, supervision and necessary protective equipment. It should provide an appropriate induction before the worker undertakes relevant duties, covering emergency procedures,

first aid, reporting arrangements and role-specific risks and controls. The setting must inform USS of material changes or incidents affecting the worker's safety.

Agency worker responsibilities

Take reasonable care of your own health and safety and that of pupils, colleagues and others.

Read and follow the setting's relevant policies, risk controls and instructions, and attend required induction and training.

Undertake only agreed duties for which you are competent, appropriately trained and authorised. Use equipment correctly and report defects.

Ask for clarification if instructions are unclear or duties change. Tell the setting and USS about any support or adjustment needed to work safely.

Report hazards, accidents, injuries, near misses and work-related ill health promptly to both the setting's designated contact and your USS consultant. Report serious concerns immediately.

Accidents and unsafe work

In an emergency, follow the setting's procedures, obtain immediate help and call 999 where needed.

Where there is serious and imminent danger, stop the affected task, move to safety and summon assistance, taking account of pupils' immediate safety. Notify the setting and USS without delay. Do not resume the task until suitable controls are confirmed.

USS will record concerns, cooperate with the setting on investigation and corrective action, and fulfil any statutory reporting duties. Genuine safety concerns will be taken seriously, and workers will not suffer detriment for raising them or exercising statutory health and safety rights. Safeguarding concerns must also follow the separate safeguarding procedures.