

# The Meadows School



## Health & Safety Policy

Updated: March 2019

Date to be reviewed: March 2020

Ratified by Governors: July 2019

## **Amendment Register**

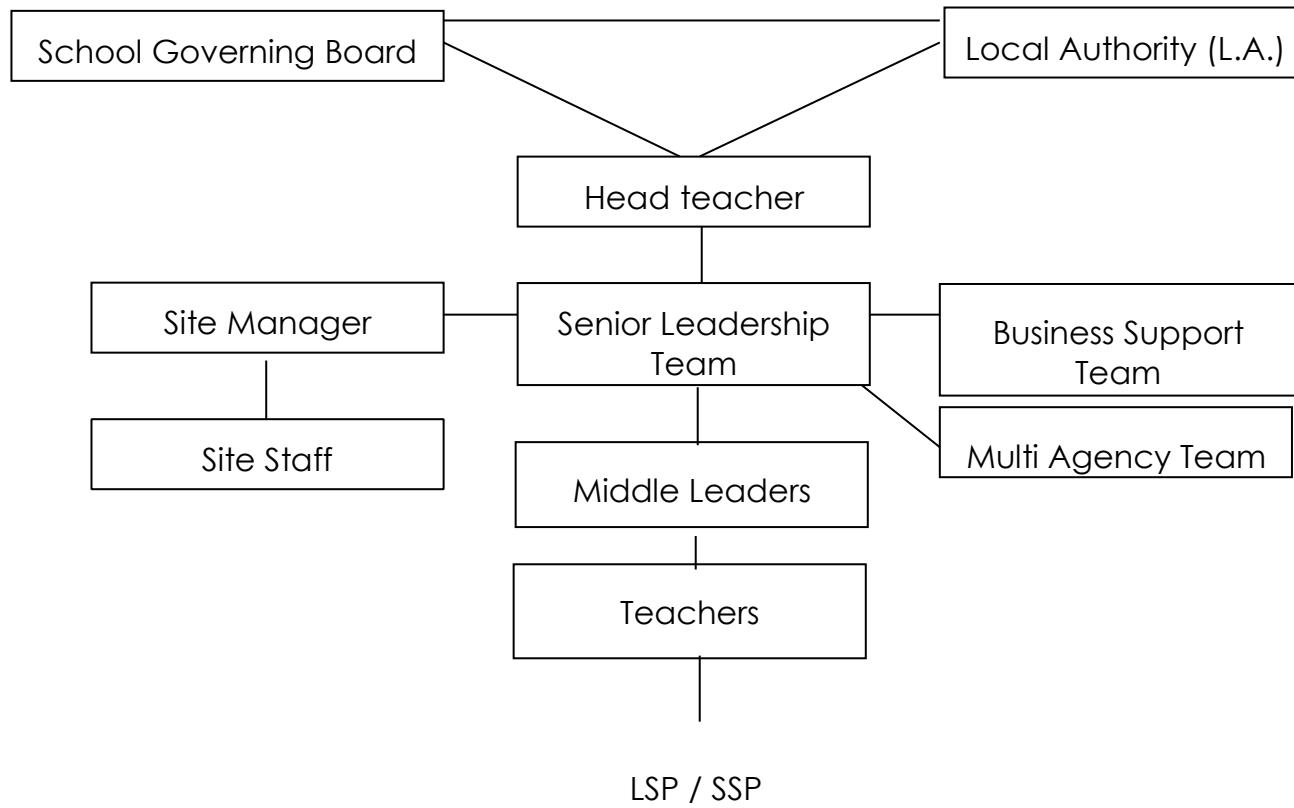
<b>Amendment Number</b>	<b>Date</b>	<b>Detail</b>	<b>Amended By</b>	<b>Approved By</b>
0	Mar 2017	Initial Issue	SLT	Headteacher
1	Mar 2018	Updated	SLT	Headteacher
2	Mar 2019	Updated	SLT	Headteacher
3	Dec 2019	Reformatted	G Barham	Headteacher

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### **1. Rationale**

## **2. Health and Safety Organisational Chart**



### **3. General Statement**

I fully accept my obligations with regard to the health and safety of The Meadows School employees, contractors, clients, customers and students.

I am committed to matters of health and safety having an equal place alongside all education activities within the school.

I fully uphold the commitments laid down in the Children and Young Peoples Service and Corporate Health and Safety Policy.

I recognise that health and safety is a line management function. Those who are allocated duties and responsibilities under this policy shall receive such information, instruction and training so as to be able to discharge such duties and responsibilities.

I will ensure that all employees within the school have or achieve the appropriate levels of competence to carry out their duties, without significant risks to themselves or to others.

I will ensure that all members of staff are consulted on health and safety matters, so that a positive approach can be taken to address both the needs and concerns of employees and others.

Where required safe systems of work will be developed and become an integral part of the school ill-health prevention programme. Regular monitoring will be undertaken, with appropriate line management involvement. All monitoring will be reviewed for any system or organisational weakness and action taken to ensure continued development and improvement.

I will co-operate with auditing of health and safety management systems, and implement the recommendations of such audits.

This policy and the Young People and Children's Services health and safety policy will be brought to the attention of all employees.

It is only by securing a total commitment to health and safety matters from those who work for, or on behalf of, The Meadows School, that the high standards we set ourselves will be achieved.

Signed:

Date:

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Chair of Governors

## **4. Policy Objectives**

These are The Meadows School objectives:

- 4.1. To work towards the prevention of occupational injury and ill health to all members of staff and students.
- 4.2. To ensure that those using premises are not subjected to unacceptable risk as a result of activities of the school.
- 4.3. To develop and maintain a proactive health and safety culture and set standards to continuously improve in matters of health and safety.
- 4.4. To actively manage health and safety and to encourage constant awareness amongst all employees for the health and safety aspects of their work, and for the environment in which they work.
- 4.5. To ensure that contractors and agents of the school are aware of and work towards the standards set out in this policy.
- 4.6. To monitor and review the achievement of these objectives and to implement improvements where necessary to enable them to be met.
- 4.7. To co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfill their functions.

## **5. Organisation**

- The school recognizes the need to identify organizational methods for implementing and controlling the health and safety of all persons who work within the school. The school recognizes that it will be responsible for producing and reviewing its own Health and Safety policy in order to ensure organization and arrangements are in place for the health and safety of all employees, students, visitors, contractors or any persons who may be affected by their activities.

### **5.1. Head teacher – Responsibilities**

- 5.11. To be familiar with the content of the Corporate and Education and Children's Services Health and Safety Policies, the Health and Safety at Work Act 1974 and

- any other health and safety legislation which may affect their area of activity.
- 5.12. On behalf of the Executive Director of Children and Young People's Services to ensure that these policies and relevant legislation are implemented.
  - 5.13. To ensure that all employees carry out their health and safety duties and responsibilities.
  - 5.14. To ensure that all hazards within their area of responsibility are identified.
  - 5.15. To ensure that risk assessments are carried out, and appropriate control measures implemented within their area of responsibility in accordance with the policy and legislative requirements.
  - 5.16. To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
  - 5.17. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
  - 5.18. To involve relevant employees in the risk assessment process.
  - 5.19. To ensure the effective use of resources in order to achieve health and safety objectives.
  - 5.20. To attain as a minimum the Institution of Occupational Safety and Health 'Managing Safely' certificate (or other equivalent agreed by the Health, Safety and Welfare Officer).
  - 5.21. To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others health and safety.
  - 5.22. To ensure that all incidents (accidents, near misses, violence and aggression) are properly investigated, reported upon and actions taken to avoid reoccurrence.
  - 5.23. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
  - 5.24. To take appropriate action under established disciplinary procedures for any employee not complying with their duties, responsibilities or safe

working practices as laid down in policies and procedures.

- 5.25. To demonstrate commitment by taking a proactive approach in health and safety matters.

## **5.2. The Senior Leadership Team**

The Head Teacher, Deputy Head Teacher and Assistant Head Teachers must ensure that the school policy for Health and Safety is effectively implemented and understood at all levels. The Policy must be regularly monitored, revised as necessary and effectively controlled. There is a legal obligation to ensure that the Health and Safety policy is implemented at all levels.

The Head Teacher will conduct termly Health and Safety walkabouts with the site team. This is to monitor the implementation and compliance of the school policy. Monitoring records will be maintained by the site team and general themes communicated to all staff as part of briefing sessions.

Individual breaches of the policy will be addressed with the person concerned and repeat breaches will be addressed in conjunction with the school disciplinary policy.

## **5.3. All Employees**

It is the responsibility of all employees:

- 5.31. To be familiar with the contents of the School, Corporate and Education and Lifelong Learning Health and Safety Policies and any other policies affecting their areas of activity.
- 5.32. To co-operate to ensure the implementation of the School, Corporate and Education and Lifelong Learning Health and Safety Policies and all relevant policies, procedures and safe systems of work.
- 5.33. To assist as required with the carrying out of risk assessments.
- 5.34. To report to the Head teacher, or nominated deputy, any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- 5.35. To attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.

- 5.36. To report to the Head teacher, or nominated deputy, if for any reason instructions on health and safety cannot be implemented.
- 5.37. To cease work where there is imminent danger of harm, and to report immediately to the Head teacher, or nominated deputy.
- 5.38. To carry out user checks on portable electrical equipment prior to use, and to operate such equipment in accordance with instructions.
- 5.39 To use all plant, equipment and personal protective equipment and clothing, in a safe manner. To use such items in accordance with instructions provided and as explained or taught during health and safety training.
- 5.40. To report to the Head teacher, or nominated deputy, equipment defects in accordance with established systems. To report anything where maintenance or repair are necessary.
- 5.41. To report to the Head teacher, or nominated deputy, defects, loss or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- 5.42. To co-operate with health surveillance where a formal system has been identified as necessary.
- 5.43. To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage, in accordance with the Children and Young Peoples Service procedure and to ensure the completion of the Sandwell Accident and Incident Report form according to the incident reporting procedures.
- 5.44. Not to interfere with or misuse anything provided for health, safety or welfare.
- 5.45. To seek and offer advice as appropriate to improve health and safety performance.
- 5.46. To behave in a manner at all times so as not to put themselves or others at risk to their health and safety, by what they do or fail to do.

#### **5.4. School Governors Premises, Health and Safety Committee**

- 5.41. To ensure that Health and Safety is considered at a local level, school based health and safety matters should be dealt with by one of the following methods:

- (a) The full Governing Board (with Area Representatives and School Safety Representatives in attendance for safety issues);
- (b) Area Representatives and School Safety Representatives in attendance for safety issues;
- (c) A newly constituted sub-committee of the Governing Board to be known as the Premises, Health and Safety Committee.

5.42. The Premises, Health and Safety Committee at The Meadows School will be a constituted sub-committee of the Governing Board. For a list of those who are members of this committee, please see the Governor Terms of Reference.

5.43. The Executive Director of Children's and Young People's Services fully supports the appointment of safety representatives and recognises their value in promoting and maintaining a health and safety culture.

5.44. The main function of the Premises, Health and Safety Committee is to keep under review the measures taken to ensure the health and safety of employees at work. A specific objective of the Committee is to promote cooperation in instigating developing and carrying out measures to ensure health and safety at work. Within this broad view, the specific function of the safety committee should include:

- (i) study accident reports and notifiable disease statistics and trends;
- (ii) study incidents of violence and aggression statistics and trends;
- (iii) examine safety audit reports;
- (iv) consider reports and information from the Health and Safety Executive;
- (v) consider reports from safety representatives;
- (vi) assist in the development of safety rules and systems of work;
- (vii) inspections of the school as appropriate through termly Health and Safety audit walks;

- (viii) promote and develop measures to ensure the Health, Safety and Welfare of employees.

A copy of the minutes of each meeting will be referred to the Governing Board. The Premises, Health and Safety Committee will meet at least three times a year.

### **5.5. Site Manager**

The Site Manager and assistant site manager are designated school health and safety representatives; they will act as a point of contact for staff and other adults within the school regarding health and safety issues and carry out routine inspections. The representatives will work closely with the Head teacher on all health and safety matters.

### **5.6. School Health and Safety Representatives**

The representatives will be a point of contact for staff and other adults within the school regarding health and safety issues and carry out termly random inspections. The safety representative will liaise closely with the Headteacher or nominated deputy on all Health and Safety matters.

### **5.7. Kitchen Staff**

The Kitchen staff will be subject to the Health and Safety at work policy issued by the catering contractor but it is expected that:

- He / She will familiarize him/herself with the school Health and Safety policy
- All kitchen staff will be informed and instructed to work in accordance with the school policy
- He / She will inform the Head teacher or Site Manager of any potential hazard or defect
- He / she will be familiar with the Food Safety Act 1990 and the implications for the school

## **6. Arrangements for Health and Safety**

### **6.1. Chair of Governors**

The Chair of Governors is responsible for co-ordination of this policy and monitoring its implementation.

## **6.2. Governing Board**

The Meadows School Governing Board will consider all health and safety matters of concern brought to their attention. The Governing Board will decide upon appropriate courses of action and will, so far as is reasonably practicable, identify appropriate resources to implement this health and safety policy.

Health and Safety will be a standing item on the Agenda at all Governing Board meetings.

## **6.3. Risk Assessment**

The Risk Register highlights those areas of the school and activities that require a Risk Assessment.

6.31. Assessments will be carried out by nominated competent persons and will include:

- (i) the risks to the health and safety of employees to which they are exposed whilst they are at work, and
- (ii) the risks to the health and safety of other persons arising out of or in connection with work activities.

6.32. The significant findings of the assessment will be recorded:

- (i) Hazards;
- (ii) Risks;
- (iii) Group(s) of people especially at risk;
- (iv) The control measures already in place;
- (v) The effectiveness of those measures;
- (vi) A measure of the remaining risk;
- (vii) The control measures needed to comply with the requirements or prohibitions of health and safety legislation.

Standard school Risk Assessment forms are available and should be used to record risk assessments, (appendix B).

- 6.33. For new operations, substances, plant and equipment it is particularly important that assessments are completed before commencement/introduction of the activity or equipment (this includes COSHH). Safety must be considered at the planning stage.
- 6.34. All assessments must be dated and include the name of the person(s) conducting the assessment.
- 6.35. Generic assessments may be produced to assist with commonly occurring hazards and risks.
- 6.36. Assessments must be reviewed at least every 12 months. In addition, assessments must be reviewed whenever there is reason to suspect that they are no longer valid or there have been significant changes to related matters.
- 6.37. Individual student risk assessments, including moving and handling risk assessments, must be reviewed each year to take account of previous behavior and the changing needs of the student within the school environment.
- 6.38. The following members of staff will be responsible for undertaking risk assessments at The Meadows School:

All staff will complete risk assessments appropriate to their area of expertise, i.e. classroom staff will complete individual risk assessments on students and classroom activities.

Risk Assessments will be checked by the appropriate member of SLT.

#### **6.4. Employee Training**

- 6.41. Employees are required to attend health and safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- (i) risk assessment;
- (ii) monitoring activities;
- (iii) the occurrence of accidents and incidents of violence and aggression;

- (iv) new legislation;
- (v) updated information and technology;
- (vi) new procedures or changes to existing procedures;
- (vii) Education and Children's Services health and safety plans, and (viii) the results of health and safety audits.

## 6.52. **Accidents and Incidents**

Definition: any unplanned event, which results in, or might have resulted in, personal injury or damage to property, plant and equipment. This definition includes fires and near misses.

### 6.521 Reporting:

- (a) All employees are required to report accidents and incidents according to the protocol (appendix A).
- (b) A Sandwell Accident and Incident report form will be completed by a member of the SLT as appropriate.
- (c) In the following cases:
  - Any fatal or major injury to an employee whilst at work, or to any other person as a result of an accident whilst on Local Authority premises
  - Any person being taken from the scene of an accident to a hospital for treatment.
  - Any of the dangerous occurrences listed in the Children's and Young Peoples Service accident procedure.
  - Any fire.

A report must be telephoned immediately to the Sandwell Safety Officer on 0121 569 8328/3931/3789. A Sandwell Accident and Incident report form must also be completed.

The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

### 6.522. Investigation:

- (i) For every accident or incident the Head teacher, or nominated deputy, will carry out an investigation and complete the appropriate section of the Sandwell Accident and Incident report form to indicate the remedial action taken.
- (ii) The Head teacher, or nominated deputy, may ask for the advice and/or assistance of the Safety Officer when completing investigations.

The Safety Management Procedure (SMP) for Accident and Incident reporting, recording and investigation is available from the Health and Safety Unit.

## 6.6 **Violence and Aggression**

### 6.61. Reporting

- (i) All employees are required to report all incidents of violence and aggression. This may include actual, attempted or threatened physical violence, verbal abuse, racial abuse or verbal abuse of a sexual nature.
- (a) A Sandwell Accident and Incident report form will be completed by a member of the SLT as appropriate.
- (ii) In the case of an employee needing hospital treatment or taking any sick leave as a consequence of an incident of violence and aggression, a report must be telephoned immediately to the Sandwell Safety Officer on 0121 569 8328/3931/3789. An incident report form must also be completed.

### 6.62. The Safety Officer is responsible for notifying:

- (a) The Health and Safety Executive.
- (b) The Health, Safety and Welfare Officer.
- (c) The Risk Management Section if applicable.

6.63. For each incident of violence and aggression the Head teacher, or nominated deputy, must determine what action is appropriate in respect of both the employee and the incident, and complete an incident report form within 10 days of the incident occurring.

## 6.7 **Fire and Emergency Procedures**

6.71. Details of the school's fire procedures are contained within the Fire Risk Assessment File and Fire Log Book.

6.72. Suitable and sufficient Risk Assessment should be completed on an annual basis using the pro-forma in the Fire Risk Assessment File.

6.73. The Fire Risk Assessment File and Fire Log Book will be kept in the Site Manager's office, kept up to date and, along with the Risk Assessment, be available for inspection by any fire officer undertaking an inspection of the school.

6.74. Fire drills should be undertaken on a termly basis and recorded in the Log Book.

6.75 Fires must be reported to the Health and Safety Unit on 0121 569 8328/3931/3789 and an investigation carried out.

6.77. All staff will receive training on the action to be taken in the event of a fire, and periodic refreshers on the fire and bomb alert procedures and general fire precaution.

6.78. The school site is a no smoking site, which includes e-cigarettes.

6.79. The following members of staff will be responsible for undertaking fire risk assessments at The Meadows School:

SLT and Site Manager

#### **6.8. Other Serious or Imminent Danger**

6.81 Members of staff have a responsibility to take action in response of danger, which they reasonably believe to be a serious or imminent danger to themselves and/or others, including the public.

6.82 Employees who believe there is serious or imminent danger have the authority to take action accordingly.

6.83 Actions by employees, without further instructions from more senior employees, could include:

- Evacuation of a classroom/building.
- Isolation of part of a classroom/building.
- Closing off an access to a classroom or building.

6.84 In any event, the employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.

6.85 The employee taking such action must inform the Head teacher, or member of the SLT, and Chair of Governors immediately, or as soon as is practicable.

The incident must be reported by the employee taking the action and an investigation must be carried out.

## 6.9. **First Aid Arrangements**

6.91. A sufficient number of staff, identified by a risk assessment, should be first-aid trained by the school in order to attend to people injured or taken ill. The school will arrange first aid training. The training provider will be HSE approved.

6.92. The Head teacher, or nominated deputy, will ensure that up to date notices are displayed, identifying the names of first aid trained staff and the location of the first aid boxes.

- 6.93. The minimum contents of the First Aid box are as follows:-
- (a) One Guidance leaflet.
  - (b) Twenty individually wrapped sterile adhesive dressings (assorted sizes).
  - (c) Two sterile eye pads, with attachment.
  - (d) Two individually wrapped triangular bandages (preferably sterile)
  - (e) Six medium sized individually wrapped sterile unmedicated wound dressings (approx 12 cm x 12 cm).
  - (f) Two large sterile individually wrapped unmedicated wound dressings (approx 18 cm x 18 cm).
  - (g) One pair of disposable gloves.
  - (h) Resus mouth shield

The following may also be kept in or near the First Aid

box;

(a) Disposable apron.

(b) Individually wrapped moist wipes.

- 6.94. Travelling First Aid kits should be appropriate for the circumstances in which they are to be used. The following items should be included:-
- (a) One Guidance Leaflet.
  - (b) Six individually wrapped sterile adhesive dressings.
  - (c) One large sterile unmedicated dressing (approx 18 cm x 18 cm)
  - (d) Two triangular bandages.

- (e) Individually wrapped moist cleaning wipes.
  - (f) One pair of disposable gloves.
- 6.95. The following will be designated first aid personnel at The Meadows School:
- See First Aider List (available in each classroom/office around school).

#### **6.10. Protective Clothing and Equipment**

- 6.101. Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law.
- 6.102. Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed.
- 6.103. Employees must keep protective clothing and equipment clean, as far as is reasonably practicable, carry out user checks as required, and make it available for maintenance.
- 6.104. The Head teacher, or nominated deputy, must ensure that protective clothing and equipment is kept clean, properly maintained and is properly used.
- 6.105. It is the duty of all employees to report losses or defects in protective clothing and equipment.
- 6.106. The person issuing protective clothing and equipment must obtain a clearly identifiable signature of the recipient (or signature and name printed in capitals), dated at the time of issue.
- 6.107. Head teachers must ensure that employees needing to use protective clothing and equipment are given necessary training, information or instruction on its purpose, use and care, and that such training, information and instruction is updated periodically and to incorporate changes.

#### **6.11. Contractors and Service Providers**

- 6.111 Those with a responsibility for contractors should refer to the Corporate "Guidance for Site Managers" and the tick box list to assist site managers before they start work.
- 6.112 The school has a Risk Assessment for the management of Contractors on School site (005)

6.113 The Head teacher and the Site Manager or nominated deputy have a responsibility to ensure that contractors on site do not endanger the health and safety of employees, visitors, service users and the public. Contractors must not start work on any site without first consulting the Head teacher, Site Manager or nominated deputy.

6.114 Contractors must not be allowed to start work until the Head teacher/ Site Manager is satisfied that the work can be done, so far as reasonably practicable, without risk to employees, visitors, students and the public.

6.115 Should a contractor start work without permission or consultation, the Site Manager must take appropriate action.

- (a) Inform the contractor of this policy in relation to contractors and/or,
- (b) Stop the work until proper consultation has taken place and/or
- (c) Order the contractor off site, if necessary, until the operation can be isolated and/or further advice obtained.

6.116 The Site Manager must obtain the contractor's (a) Risk assessment relating to the operation.

- (b) Method statement for the operation.

6.117 The Head teacher, ~~or~~ nominated deputy, or the Site Manager must inform the contractor of any local hazards, which may present a risk to the contractor whilst on site.

## 6.12. **Portable and Transportable Electrical Equipment**

6.121 The Electricity at Work Regulations requires that all electrical equipment is properly maintained. Guidance to these Regulations in respect of portable and transportable electrical equipment, recommends, three types of maintenance regime. These are users visual checks, formal visual inspections and combined inspection and tests.

6.122 Combined inspection and test of portable electrical should be undertaken on at least an annual basis. Risk assessment will identify if more frequent testing is required. Combined inspection and tests will

- be carried out by an electrician or competent person using a portable appliance tester.
- 6.123 All electrical equipment should receive a formal visual inspection on a termly basis. The Client Services Unit can offer training for members of staff in order that they can achieve the required competency.
- 6.124 Members of staff will be encouraged to look at the electrical equipment they use for obvious signs of damage this is particularly important for equipment which is moved, eg kettles, desktop fans, portable tools etc.
- 6.125 Any item failing an inspection/test should be taken out of service immediately, and until such time as it can be repaired and retested, or a decision is made to scrap the item.
- 6.126 Suitable and sufficient records should be maintained of schedules of electrical equipment tested and certificates of failure for failed items.
- 6.127 Any new electrical equipment may be put into service immediately, and will be included for inspection/testing at the next round.
- 6.128 Second hand or acquired electrical equipment, or employees own equipment brought from home, may not be used in the Council's premises until it has been inspected and tested.

#### **6.13. Asbestos Policy**

The Council's current policy on asbestos was revised in June 2006. An action plan accompanies the asbestos policy. The Policy and Action plan places specific responsibilities on Heads of Service and other officers of the Council. Heads of Service and relevant officers are required to ensure that the Policy and Action Plan are properly implemented. There is no asbestos on The Meadows site.

#### **6.14 Other Health and Safety Policies and Guidance**

Details of the following Policies and Guidance are available from the LA/Health and Safety Unit.

- Moving & Handling

- Manual Handling
- Display Screen Equipment
- Control of Substances Hazardous to Health (COSHH)
- Off-Site Visits
- Physical Intervention Guidelines
- Medication Policy
- School Security
- Stress
- Arrangements for preventing and dealing with violence at work
- Zero Tolerance Procedures
- Fire Safety
- Corporate Procedures for Risk Assessment in the Workplace
- Corporate Procedures for Risk Assessment in the Workplace
  - Supporting Documentation
- Working at Height
- Occupational Health
- Legionella (Water safety)
- Noise and Vibration
- Premises, Plant and Equipment – Maintenance, service and inspection
- Transport
- Swimming pool operative procedures
- Expectant Mothers policy

## 7. Appendix A

