

# The Meadows School



## Health and Safety Policy

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## Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
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
4	Feb 2020	Updated	H Rose	Headteacher
5	16.07.2020	Ratified by Governors	FGB	FGB
6	21.01.2021	Reviewed	N Hinton	Headteacher
7	8.02.2021	Ratified by Governors	C Swoffer	FGB

## Table of Contents

Serial	Description	Page No.
1	Rationale	4
2	Organisation/responsibilities	4
3	Organisation – Health & Safety Management System	8
4	Local Arrangements	10
5	Accidents and aggressive incidents	10
6	Control of contractors	11
7	Control of Substances Hazardous to Health (COSHH)	11
8	Display screen equipment (DSE)	12
9	Emergency Planning and Business Continuity	12
10	Fire & Evacuation procedures	12
11	First Aid and supporting pupil's medical needs	13

12	Glazing	14
13	Legionella (water safety)	14
14	Lifting equipment	14
15	Manual handling/Safer People Handling	14
16	Minibus	15
17	New & Expectant mothers	15
18	Occupational health and work-related stress	15
19	Off-Site Visits	15
20	Outdoor play equipment	16
21	Premises, plant and equipment – maintenance, servicing and inspection	16
22	Risk assessment	17
23	School security	17
24	Slips & trips	17
25	Swimming Pool	18
26	Training	18
27	Vehicle movements on site	18
28	Violence and aggression/lone working	19
29	Work at heights	19
30	Work Experience	19
31	Appendix A – Health & Safety Organisational Chart	20
32	Appendix B – Accident and Incident Flowchart	21
33	Appendix C – Risk Assessment Proforma	22

## **1. Rationale**

This policy has been adopted from the Sandwell Local Authority policy and written in relation to Health and Safety at The Meadows School. It should be read in conjunction with any HSE Statements and Guidelines.

## **2. Organisation/responsibilities**

This section of the Health & Safety Policy sets out lines of communication and how duties are delegated, and tasks allocated. It includes an outline of the roles of the Governors, Headteacher and Senior Leadership Team, along with more specialist roles such as Educational Visits Co-ordinator and Site Manager. It also details the role of our competent advisors – Sandwell Council's Health & Safety Unit and other specialist agencies.

In addition, it outlines the Health & Safety management system we have in place.

### **Responsibilities – Appendix A**

#### **2.1. Governing Board**

The Governing Board will require paid officers within the school management structure to comply with the Council and school's safety management system and be aware of their responsibilities.

Additionally, the Governing Board will:

- show a commitment to health & safety within the school by signing the Health & Safety Policy Statement of Intent
- carry out health & safety reviews (including scrutiny of policies, training records, risk assessments, etc) and walkabout inspections of the school
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents

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

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:

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

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.

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. 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:

- study accident reports and notifiable disease statistics and trends;
- study incidents of violence and aggression statistics and trends;
- examine safety audit reports;
- consider reports and information from the Health and Safety Executive;
- consider reports from safety representatives;
- assist in the development of safety rules and systems of work;
- inspections of the school as appropriate through termly Health and Safety audit walks;
- 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.

### **2.3. Headteacher**

The Headteacher will ensure that those duties detailed within section 3.4-3.7 of the corporate Health & Safety Policy are carried out and will ensure that relevant staff are made aware of the council's Safety Management Procedures (SMP) as appropriate.

Additionally, the Headteacher will:

- establish health & safety objectives and develop plans to achieve them
- ensure that appropriate resources are available to meet health & safety objectives
- ensure that detailed local arrangements and procedures to protect the health & safety of staff, pupils and others are in place
- ensure that suitable risk assessments and controls are in place
- promote a positive health & safety culture and lead by example
- ensure that there is effective health & safety communication and consultation with staff
- monitor and review health & safety performance
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- seek professional advice as necessary

### **2.4. Senior Leadership Team**

The Senior Leadership Team will support the Headteacher and carry out the duties detailed in section 3.7 (Implementers, i.e. line managers and supervisors) of the corporate Health & Safety Policy.

Additionally, the Senior Leadership Team will:

- support the Headteacher and carry out the duties detailed above in their absence
- develop and implement local arrangements and procedures to protect the health & safety of staff, pupils and others
- undertake risk assessments, as appropriate, and ensure that suitable controls are in place

- put forward suggestions to improve health & safety controls to the Headteacher

## **2.5. Educational Visits Coordinator (EVC)**

Our trained Educational Visits Coordinators (EVC) will ensure that we follow Sandwell Councils off-site activities guidance. Their responsibilities include:

- supporting the Headteacher and Governing Board with approval decisions for offsite visits
- informing the Headteacher and Governing Board of all non-routine visits
- ensuring that staff involved in educational visits are aware of their responsibilities regarding the offsite visits policy and have ready access to it
- ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- ensuring that emergency arrangements are in place and emergency contacts are known for each visit
- ensuring that the Council's off-site visit advisors are informed of all residential or high-risk activities

## **2.6. Site Manager**

The Site Manager will:

- ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons
- ensure that the fire logbook is completed and kept up to date
- carry out regular water temperature checks and other measures to control water safety
- carry out regular visual checks of any asbestos containing materials
- support with risk assessments
- ensure that funds are available to carry out any actions identified in the school's health & safety action plan
- carry out daily site inspections
- deal with contractors on a day to day basis
- ensure the building is secured at night

## **2.7. All employees**

All employees will ensure that they:

- take reasonable care of themselves - this includes having a tidy and safe working area;
- do not put their colleagues at risk;
- co-operate with their manager on health & safety matters – including attending any health & safety training appropriate to their role;
- follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided;
- follow all verbal and written instructions they are given regarding safe working;
- do not interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- inform their manager about any health & safety problems or loss/damage to safety equipment.

In addition, they should:

- report any accident, incident, or near miss to a member of the Senior Leadership Team following procedures outlined in Appendix B
- not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.

## **3. Organisation – Health & Safety Management System**

This section of the policy explains the school's Health & Safety Management System.

### **3.1. Policy development**

Sandwell Council has a Health & Safety Policy and topic specific Safety Management Procedures (SMP) that are kept under regular review. The school will ensure that we meet the requirements of the policy and standards as appropriate to the school.

In addition, we will keep our Health & Safety Policy including organisation/responsibilities and local arrangements under regular review to ensure they remain current and effective.



All local policies and procedures, and revisions to them, will be authorised by the Headteacher and Governing Board and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

### **3.2. Cooperation, consultation and communication**

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health & safety systems, policies, procedures and risk assessments

Our policies, procedures and assessments will be made available to staff via the school's website and/or printed copy available in The Headteacher's Office. Staff will be made aware of any policy/assessment appropriate to their post via the School's Policy Management System.

Guidance for Sandwell schools is also available on the PPS website along with council policies and SMPs.

### **3.3. Competent advice**

Key health & safety competencies required within the school will be determined by use of a training matrix, provided by Sandwell Council and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.

In addition to competent, trained, school staff, we receive expert guidance and advice from Sandwell Council's health & safety unit.

We also use the services of SIPS to provide Health and Safety guidance and training.

### **3.4. Planning & prioritising**

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

### **3.5. Measuring health & safety performance**

We will undertake a range of **active** and **reactive** monitoring of our health & safety performance.

### **3.6. Active monitoring**

This will include regular inspections of the workplace by the Governors and Senior Leadership Team to ensure our premises and systems of work are safe.

**3.7. Reactive monitoring** – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the Governors and Senior Leadership Team to ensure appropriate remedial action is taken to help prevent recurrence.

**3.8. Auditing/inspecting health & safety performance**

As part of our active monitoring, we will carry out regular health & safety inspections in accordance with our Health and Safety Plan.

External audits of our health & safety management systems will also be carried out by Sandwell Council's health and safety unit every three years (or as agreed with the auditor).

**3.9. Reviewing health & safety performance**

Our health & safety performance, including progress on our Health and Safety Plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our Senior Leadership Team and Governing Board.

Our school performance, including audit, training and accident/aggressive incident data will also form part of regular aggregated reports, covering all Sandwell LA schools, produced for Sandwell Council by Sandwell's Health and Safety Unit.

## **4. Local Arrangements**

### **5. Accidents and aggressive incidents**

- 5.1.** All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- 5.2.** Any incident subject to RIDDOR<sup>1</sup> (i.e. fatality, specified injury, over seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE's Incident Contact Centre without delay. The headteacher is responsible for reporting all incidents subject to RIDDOR.
- 5.3.** Other, non-RIDDOR, incidents will also be recorded locally.

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<sup>1</sup> The Reporting of Injuries, Disease and Dangerous Occurrences Regulations

- 5.4. All incidents will receive an appropriate level of investigation by line managers who have attended accident reporting and investigation training.
- 5.5. Serious incidents will be investigated by the Headteacher.
- 5.6. We will follow Sandwell Council's accidents/aggressive incidents guidance and send copies of any incident forms (excluding "rough and tumble" incidents) to the Health & Safety Unit at Sandwell Council.
- 5.7. Accident and aggressive incidents will be monitored and reported to the Governing Board each term in order to identify issues/trends and put in place measures to reduce the number of incidents.

## **6. Control of contractors**

- 6.1. We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- 6.2. Where work is commissioned via Property Services [or state school arrangement for larger projects], they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
- 6.3. Where we commission work ourselves, we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- 6.4. For projects that last more than 30 days or involve 500-person days of construction work, we will ensure that a CDM co-ordinator is appointed to advise us on health & safety issues during the design and planning phases of construction work.
- 6.5. Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school will carry out its own risk assessment based on the information provided.
- 6.6. A Contractor Work Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
- 6.7. High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- 6.8. Contractors must ensure that they share all relevant information with any sub-contractors they use.

6.9. Regular site meetings will be held for larger projects.

## **7. Control of Substances Hazardous to Health (COSHH)**

- 7.1. Wherever possible, we will use non-hazardous products in school.
- 7.2. All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use.
- 7.3. An audit will be carried out and an inventory kept ensuring that all hazardous substances used in the school have appropriate assessments that are reviewed regularly.
- 7.4. All hazardous substances will be stored appropriately and securely when not in use.
- 7.5. Staff will be informed how to use products safely and will receive training if appropriate.
- 7.6. Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.

## **8. Display screen equipment (DSE)**

- 8.1. A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops), using DSE Self-Assessment pro forma.
- 8.2. The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required solely for use with DSE.
- 8.3. Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

## **9. Emergency Planning and Business Continuity**

- 9.1. The school will adapt and adopt Sandwell Council's model Emergency and Business Continuity plans.
- 9.2. The School Incident Management Team members at the school will attend "Managing Emergencies" training provided by the Sandwell Council's Emergency Planning Unit.
- 9.3. The School Incident Management Team comprises: The Headteacher, Senior Leadership Team, Site Manager, Headteacher's PA, IT team representative, Admin Assistant-Students and Finance & Data Manager
- 9.4. Regular reviews will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.

## **10. Fire & evacuation procedures**

- 10.1.** The school will ensure that a fire risk assessment is carried out on our premises by a suitably trained competent person. We currently use Sandwell Council Fire Safety Advisers.
- 10.2.** The assessment will be formally reviewed by a competent person every two year and annually by the school.
- 10.3.** Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- 10.4.** Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health.
- 10.5.** Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- 10.6.** All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular, there will be a weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person.
- 10.7.** A Fire Evacuation Plan will be produced, and appropriate staff will be appointed and suitably briefed to act as fire marshals.
- 10.8.** Fire safety drills will take place at least once per term.
- 10.9.** All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process.
- 10.10.** Pupils will be briefed on the evacuation procedure at the start of the school year.
- 10.11.** Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

## **11. First Aid and supporting pupils' medical needs**

- 11.1.** We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
- 11.2.** Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities.
- 11.3.** Sufficient funds will be allocated to fund first aid training and any equipment required.
- 11.4.** The Headteacher will ensure that all first aiders are suitably trained and that their certification is up to date.
- 11.5.** First aiders will attend initial and refresher first aid, or paediatric first aid, training as required.

- 11.6. First aider will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.
- 11.7. First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.
- 11.8. Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes.
- 11.9. All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.

## **12. Glazing**

- 12.1. We will complete a survey of all high risk glazing and ensure that suitable measures (e.g. fitting of safety glazing and/or safety film) are implemented to minimise the risk of injury to staff, visitors and pupils.

## **13. Legionella (water safety)**

- 13.1. A Legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly.
- 13.2. Any remedial work identified by the risk assessments will be addressed.
- 13.3. We have a written scheme to manage the risk from Legionella. school will ensure the controls outlined in any written scheme is implemented
- 13.4. Appropriate staff, e.g. the site manager will receive awareness training.

## **14. Lifting equipment**

- 14.1. All our lifting equipment will be serviced and inspected by a competent person at the required intervals as required by LOLER.
- 14.2. Identified staff will be trained in the safe use of our lifting equipment

## **15. Manual handling/Safer People Handling**

- 15.1. Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- 15.2. Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- 15.3. Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.

- 15.4. Handling equipment, such as trolleys and pallet/sack trucks, will be made available.
- 15.5. All staff will receive manual handling awareness training.
- 15.6. Staff who are required to undertake hazardous manual handling tasks will receive specialist training such as Manual Handling Principals & Practice training.
- 15.7. Staff involved in moving and handling of pupils will receive specialist training.

#### **16. Minibus**

- 16.1. We have a written procedure for the safe use of our minibus.
- 16.2. Only authorised and trained persons are allowed to drive the minibus.
- 16.3. The minibus will be subject to regular servicing and maintenance (including MOT).

#### **17. New & Expectant mothers**

- 17.1. New and expectant mothers will be identified in our general school risk assessment. When notified in writing we will carry out an individual assessment and specifically;
- 17.2. Review the assessment at regular intervals.
- 17.3. Offer alternative work if the risks to mother and unborn child cannot be controlled adequately or give paid leave to the expectant mother if they cannot.

#### **18. Occupational health and work-related stress**

- 18.1. All staff have access to the school's Employment Assistance Service (detailed in the staff handbook) and can be referred to the occupational health team where appropriate.
- 18.2. The school has signed up to the "Wellbeing" Chartermark and a confidential survey of staff will be carried out each year to identify any work-related stress issues. An action plan will be drawn up to address any issues highlighted by the survey.
- 18.3. A number of initiatives are in place to address work related stress; the Headteacher has an open-door policy and workloads, etc., are discussed at regular staff 1:1 sessions. A staff wellbeing working party has been established to support staff wellbeing.

## **19. Off-Site Visits**

- 19.1.** The school will adopt Sandwell Council's off-site activities guidance and will follow the procedures that form part of it.
- 19.2.** The school has trained Educational Visits Coordinators (EVC) who will check all trips are conforming to the guidance and standards.

## **20. Outdoor play equipment**

- 20.1.** Our outdoor play equipment will be subject to annual checks and inspections by an independent competent person who is a member of the Register of Play Inspectors International (RPII).
- 20.2.** Our Site Manager will carry out daily visual inspections of the equipment and record the findings.
- 20.3.** A risk assessment will be carried out to ensure that supervision levels are appropriate for the equipment and that it is only used by children of the age range it has been designed for.

## **21. Premises, plant and equipment – maintenance, servicing and inspection**

- 21.1.** All our plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
- 21.2.** Where Sandwell Council's Safety Management Procedures (SMP) are more prescriptive, the school will ensure that inspection and testing takes place in line with those requirements, e.g. portable appliance (PAT) testing will be carried out annually, or more frequently if the equipment suffers a lot of wear and tear, by a suitably trained person.
- 21.3.** Any statutory or other testing required during the year is included in the school's health & safety action plan.
- 21.4.** Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.
- 21.5.** All inspections/tests are recorded and inspection certificates retained.
- 21.6.** We use the "School Premise Log Book" as a checklist/aide memoire to ensure that all necessary maintenance and formal inspections are taking place and that accurate records are being kept and are readily available. The Headteacher and Governors check the Log Book at regular intervals to ensure that appropriate testing is carried out.
- 21.7.** We have a formal defect reporting procedure for staff to report defects with premises, plant or equipment. All defects/faults should be reported to the Site Manager by completing a defect report form.



The Site Manager will ensure that the fault is rectified, using approved contractors if necessary.

## **22. Risk assessment**

- 22.1.** Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
- 22.2.** Senior Leaders will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.
- 22.3.** Risk assessments will be reviewed regularly, especially: following changes in methods of work; before introducing new equipment and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every two years.

## **23. School security**

- 23.1.** The school has palisade fencing, CCTV and aggressive planting around the perimeter to deter trespassers and unwanted visitors. A contractor will carry out regular grounds maintenance to control the risk from overhanging branches, etc., that may compromise security.
- 23.2.** All external doors are electronically controlled.
- 23.3.** All visitors arriving at the school must sign the visitors' book and are issued with a visitors' badge.
- 23.4.** DBS checks are carried out for all visitors/contractors who regularly come on to our premises and may have contact with pupils.

## **24. Slips & trips**

- 24.1.** Risk assessments have been undertaken to help prevent slips and trips in the school. These include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include an assessment of floor surfacing in high risk areas such as kitchens.
- 24.2.** Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).
- 24.3.** Good housekeeping is practised by all staff and designated walkways are kept free of obstacles (e.g. trailing wires).

## **25. Swimming Pool**

- 25.1.** We have risk assessments in place for our swimming pool.
- 25.2.** A trained and competent member of staff is in charge of the day to day management of the pool and has the RLSS National Pool Lifeguard Qualification. Further members of the pool team have RLSS National Rescue Award for Swimming Teachers and Coaches. Qualifications are renewed every two years.
- 25.3.** The pool water and plant is checked daily by the Site Manager, to ensure the pool remains safe to use – checks include: pH, chlorine levels, dissolved solids, air and water temperatures.
- 25.4.** Safety equipment, including: lifesaving ropes, reach poles, foil blankets, and signs are provided in accordance with our risk assessment/HSE guidelines.
- 25.5.** A Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) are available; copies are located in the pool office. All users and supervisors of the pool will be made aware of the procedures.

## **26. Training**

- 26.1.** We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).
- 26.2.** All staff receive a staff handbook, including a health & safety induction when they first start working at the school.
- 26.3.** Key health & safety competencies required within the school will be determined by use of a training matrix, provided by Sandwell Council and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.

## **27. Vehicle movements on site**

- 27.1.** A risk assessment is in place for vehicles on site and the vehicle/pedestrian interface. Assessments also cover school events and maintenance activities.
- 27.2.** There are separate pedestrian and vehicle access on to site; gates are supervised during peak times (e.g. morning and close).
- 27.3.** Designated pathways are provided (e.g. fencing) where required to protect pedestrians from vehicle movements.
- 27.4.** Speed limit signs, limiting speed to 5mph are displayed on site.

**27.5.** Designated parking bays are established on site.

### **28. Violence and aggression/lone working**

**28.1.** Risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.

**28.2.** A copy of the council's violence and aggression poster will be prominently displayed in reception stating that we will not tolerate violence and aggression towards staff.

**28.3.** New employees will be made aware of the school's lone working arrangements during their induction.

**28.4.** Appropriate front line staff will receive conflict resolution training.

**28.5.** Where appropriate, staff will receive MAPA intervention training.

**28.6.** We have a separate Restrictive use of Physical Intervention policy on dealing with situations where intervention is required to prevent a child from hurting themselves, others or damaging property.

**28.7.** All incidents of violence and aggression to staff will be reported (see Accidents and aggressive incidents, above) and investigated by the Senior Leadership Team so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

### **29. Work at heights**

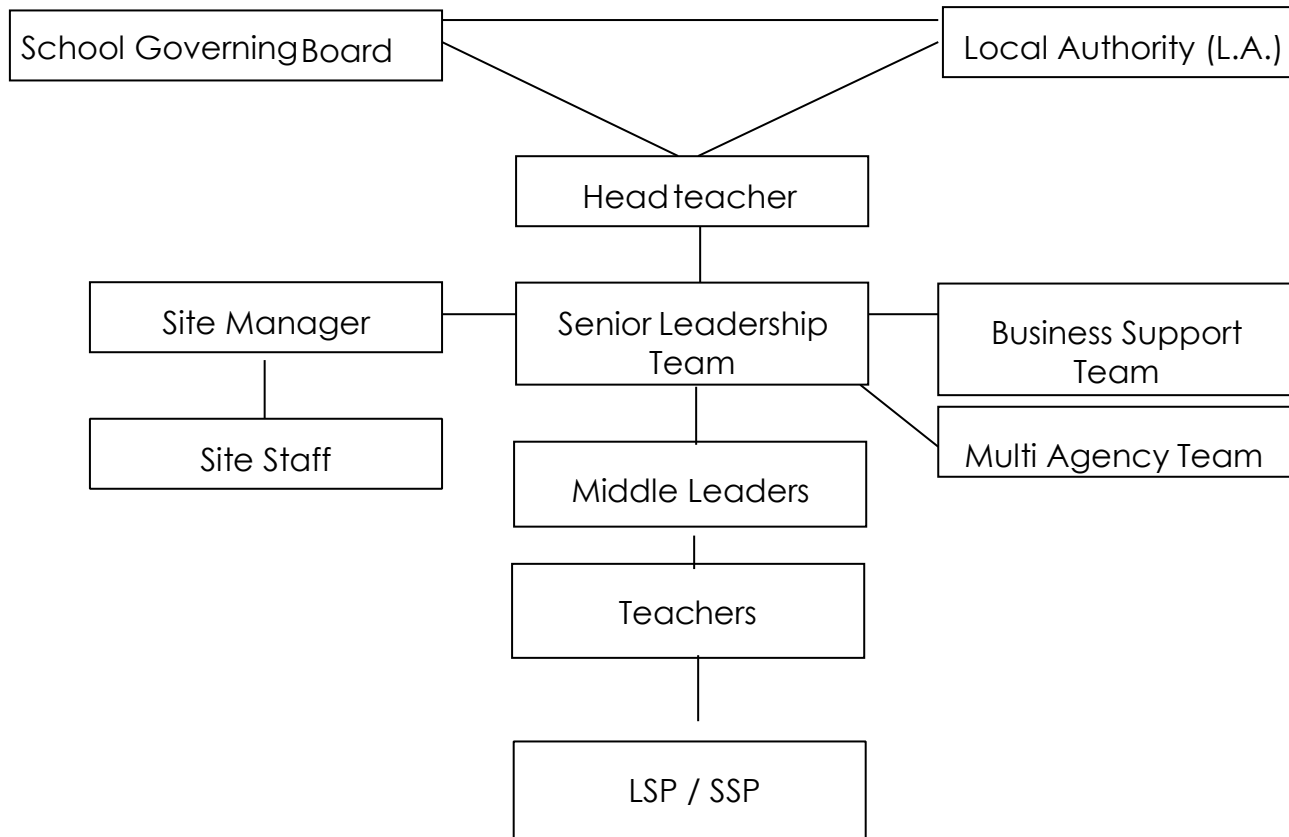
**29.1.** A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment.

### **30. Work experience**

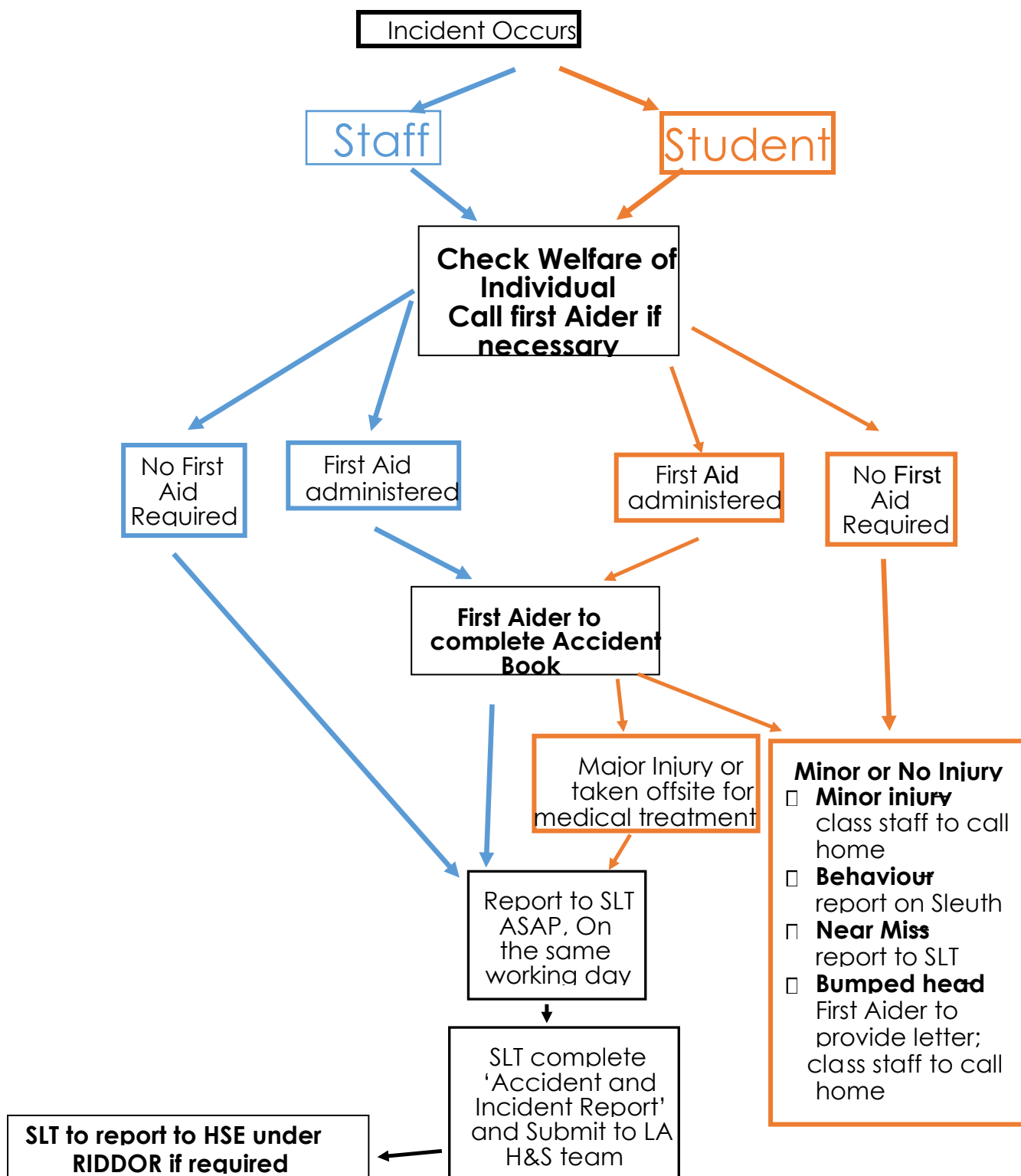
**30.1.** Work experience students have an initial induction and are supervised at all times by school staff and hold a DBS or, if they are below the age where a DBS can be issued, a risk assessment is carried out. Work experience students do not carry out any manual handling, physical intervention or personal care.

**30.2.** Meadows School students are supported in any off-site work experience activities arranged by the school by a trained job-coach.

### 31. Appendix A – Health and Safety Organisational Chart



### 32. Appendix B – Accident and Incident Flowchart



**33. Appendix C – Risk Assessment Proforma**

# Risk Assessment

Service Area:	The Meadows School	Ref:
Name of area / activity to be assessed :		
Name of person carrying out the assessment:		
Others inputting to the assessment:		
Date of assessment:		Review date:
Checked and signed by SLT:		

Description of Hazards	Persons at risk from harm and how	Existing control measures	L	S	R	Further actions / control measures required, by whom and when	L	S	R	Complete

L: Likelihood, S: Severity, R: Risk Rating.

Likelihood (Probability)	Severity (consequences)
5. Almost Certain: More likely to occur than not	5. Fatality: 1 or more persons
4. Probable: Likely to occur	4. Major injury or illness: more than 3 days absence
3. Possible: Reasonable chance of occurring	3. Moderate injury or illness: up to 3 days' absence
2. Unlikely to occur	2. Minor injury or illness: requiring first aid
1. Very unlikely: Will only occur in exceptional circumstances	1. Insignificant: No injuries or illness

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
Risk Matrix	1	2	3	4	5	
	<b>Severity</b>					

**High risk: Score between 16 and 25.**

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

**Medium risk: Score between 9 and 15.**

Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

**Low risk: Score between 1 and 8.**

Low Risks are acceptable to adequate: ensure controls are maintained and keep it subject to review periodically, or after significant changes etc. Make improvements where possible.