

The Meadows School



Health & Safety Policy

Updated: April 2024

Date to be reviewed: April 2025

Ratified by Governors: May 2024

Table of Contents

Serial	Description	Page No.
1	Health & Safety Statement Intent	3
2	Rationale	4
3	Organisational	4
4	Organisation - Health & Safety Management System	8
5	Local Arrangements	10
6	Appendix A – Health and Safety Organisational Chart	27

1. Health & safety statement of intent

The Meadows School recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations both to employees and others who may be affected by our activities.

It is through the planned and systematic approach to the implementation of our health and safety policy and the commitment to meet all the requirements set out in the corporate health & safety policy that we will actively promote the safety and health of our [school] staff and students. This will be achieved through our health and safety plan, that we consider having equal importance to our other school objectives set out below in this statement of intent.

- ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety plan, are in place.
- ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.
- consult our employees on matters affecting their health & safety.
- promote a positive health & safety culture where employees and their representatives are able to raise health & safety issues and are empowered to work safely.
- provide information, instruction and supervision for employees to enable them to do their work safely.
- ensure all employees are competent to do their tasks and are given adequate training.
- provide and maintain safe plant & equipment and ensure that substances are handled and used safely.
- provide an environment in which staff can work without fear of violence, intimidation or threats; and
- regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety, and it is through the implementation of this policy that we aim to achieve this. We are also committed to providing a safe and healthy environment for staff and students; this will be achieved by:

- effective leadership by governors, the headteacher and senior staff.
- participation of all employees; and
- open and responsive communication.

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be displayed on health & safety notice boards, and it will be available on the school website. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

[Insert signature]

[Insert signature] Date

[Chair of governors]

Headteacher: Date:

2. 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.

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, School Business Manager 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.

3. Organisation Responsibilities – See Appendix A

Governing Board

The Governing Body will require the Headteacher to ensure that there are appropriate organisational arrangements for implementing, monitoring, and controlling health and safety matters.

The Governing Body will monitor and review this policy and consider all health and safety matters of concern brought to their attention through its Premises, Health & Safety Committee.

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.

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.

Headteacher

The Headteacher will ensure that those duties detailed in the Health & Safety policy are carried out and that other health and safety legislation is complied with.

Responsibilities:

- To be familiar with the content of the Children and Young People'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 work.
- On behalf of the Director of Children and Education to ensure that these policies and relevant legislation are implemented.
- To ensure that all employees carry out their health and safety duties and responsibilities.
- To ensure that all hazards within their area of responsibility are identified.
- To ensure that risk assessments are carried out and appropriate control measures are implemented within their area of responsibility.
- 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.
- To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
- To involve relevant employees in the risk assessment process.
- To ensure the effective use of resources in order to achieve health and safety objectives.
- To attain as a minimum the Institution of Occupational Safety and Health (IOSH) 'Managing Safely' certificate (or other equivalent agreed by the Health, Safety and Welfare Officer).
- 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.
- To ensure that all incidents (accidents, near misses, violence, and aggression) are properly reported investigated, and actions taken to avoid recurrence.
- To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
- To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities of safe working practices as laid down in policies and procedures.
- To demonstrate commitment by taking a proactive approach in health and safety matters.

School Business Manager

The SBM will support in the promotion and implementation of process and procedures by:

- Ensuring action plans are completed each year and actions are recorded and completed.
- Promoting a positive Health & Safety culture within the school and support staff with any queries or concerns regarding health and safety.
- Ensuring risk assessments are up to date and fit for purpose.
- Investigate and Monitor accidents and incidents, to understand causes and amend site risk assessments as required.
- Be the designated contact with the Local Authority and the HSE where necessary.
- Review fire management processes.
- Conduct regular Health and Safety walkabouts.

Senior Leadership Team

SLT must ensure that the school's policy for Health and Safety is effectively implemented and understood at all levels. The Policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation to ensure that the school's Health and Safety policy is implemented at all levels.

The School Business Manager and SLT conduct regular Health and Safety walkabouts. This is to monitor the implementation and compliance of the school's policy. Monitoring records will be taken and general themes communicated to staff through the morning briefings and whole school communication e.g., email. Individual breaches of the policy will be addressed with the personnel concerned and repeat breaches will be addressed in conjunction with the school's Disciplinary Policy.

Additionally, the Senior Leadership Team will:

- support the Headteacher and carry out the duties within this policy.
- develop and implement local arrangements and procedures to protect the health & safety of staff, students and others.
- undertake risk assessments, as appropriate, and ensure that suitable controls are in place.
- they may also put forward suggestions to improve health & safety controls to the Headteacher.

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.

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 premise log book and fire logbook is completed and kept up to date.
- Annual completion of Level 1 Fire Risk Assessment
- carry out regular water temperature checks and other measures to control water safety
- 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 and document daily site inspections
- deal with contractors on a day-to-day basis
- Regular upkeep of the site including outdoor areas
- ensure the building is opened in the morning and secured at night

All employees

All employees will be given access to the school's Health and Safety Policy and are asked to make themselves familiar with all documents relating to Health and Safety within the school. Copies of the Health and Safety Policy will be available at all times on the School website at <https://www.themeadows.sandwell.sch.uk/information/statutory-information/policies-and-procedures>

Employees are required to assist with the carrying out of risk assessments and to report to School Business Manager any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken. Employees are 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.

Employees are asked to report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage. The form to be completed on the Accident and Incident Report Form following procedures outlined in Appendix B.

The form can be completed by **Aleatheia Benjamin – School Business Manager**, **Kevin Hurcombe – Assistant Head Teacher** or **Graham Spencer – Assistant Head Teacher**.

All employees will **also** 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.
- not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.
- do not interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- log a site /health and safety ticket on the school website under the staff area. Any health & safety problems or loss/damage to safety equipment
- Exercise good standards of housekeeping and cleanliness.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.

Kitchen Manager

The Kitchen Managers will be subject to the Health and Safety at Work Policy issued by the Catering Contractor Shire Services, but it is expected that:

- He/She will familiarise him/herself with the school's Health and Safety Policy and what it means to their work activities
- He/She will ensure that all kitchen staff are instructed and informed to work in accordance with this document
- The Kitchen Managers must inform the Head Teacher/Deputy Head Teachers/Assistant Head Teachers/School Business Manager as appropriate, of any potential hazard or defects
- He/She should also be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned

4. Organisation – Health & Safety Management System

The Headteacher, supported by the senior management team, must ensure that the school's policy for Health and Safety is effectively implemented and understood at all levels.

Suitable risk assessments and controls should be in place to minimise risk and to prevent accidents and cases of work-related ill health.

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

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.

a. 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, Every for policies and the Staff share drive. Staff will be made aware of any policy/assessment appropriate to their post.

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

b. 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.

c. Planning & prioritising

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

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.

d. Measuring health & safety performance

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

e. 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.

f. Reactive monitoring

This 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.

g. 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). External provider will conduct annual audits to ensure continuous improvements are made and the school is compliant.

h. 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/ 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.

5. Local Arrangements

5.1 Accidents and aggressive incidents

- In all cases a member of the senior leadership team should be notified. If the injury is to a student within the school, parents/carers should be informed of the injury and how it happened. A first aider at work will be summoned, please also follow the procedure in Appendix B
- In the case of a major injury the Headteacher should be notified immediately and if necessary, an ambulance summoned. If a visit to the hospital is required a member of school staff should accompany the child to the hospital and remain there until such a time that the parents can be contacted and are able to relieve the member of staff. The member of staff should report to the School Business Manager if the student has received treatment whilst under their care at the hospital.
- Parents should be notified via telephone as soon as possible.
- If a child is taken to the hospital the member of staff should ensure that they take with them the up-to-date personal information form for the child, which can be found in all students' personal folders, which are kept in the admin office.
- In the case of an accident to a member of the public, an accident report form must be completed by an employee, not by the member of the public.

Investigation: For every accident the line manager will carry out an investigation and complete the appropriate section of the accident report form to indicate the remedial action taken

5.2 Violence and Aggression

The Meadows School will not tolerate violent / aggressive incidents involving employees, parents, visitors or others who enter the school.

- 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.
- The school will maintain a supply of incident report forms for SLT to complete with the employee.
- In the case of an employee needing hospital treatment or taking sick leave over 7 days as a consequence of an incident of violence and aggression, contact the School Business Manager and a report form will need to be updated if one has been completed, or a report form needs to be completed within the 7 days.
- For each incident of violence and aggression the Headteacher will determine what action is appropriate in respect of both the employee and the incident.

5.3 Managing Serious or Imminent Danger

Employees have a responsibility to take action in response to what they reasonably believe to be a serious or imminent danger of danger to themselves, students, or others.

Employees who believe there is serious or imminent danger have the authority to take action accordingly. This could include:

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

The employee taking such action must ensure that sufficient precautions are taken to prevent danger to anyone.

- The Headteacher and Site Manager or Assistant Site Manager should be informed immediately, or as soon as is practicable.
- The employee must make a written report, and an investigation must be carried out by the appropriate line manager.
- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- Any incident subject to RIDDOR¹ (i.e. fatality, specified injury, over seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to the School Business Manager who is responsible for reporting all incidents subject to RIDDOR.
- Other, non-RIDDOR, incidents will also be recorded locally
- All incidents will receive an appropriate level of investigation by line managers who have attended accident reporting and investigation training.
- Serious incidents will be investigated by the Headteacher.
- We will follow Sandwell Council's accidents/ incidents guidance and send copies of any incident forms related to health & safety to the Health & Safety Unit at Sandwell Council.
- 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.

5.4 Animals in school

Teachers should discuss with the Head Teacher if they wish to bring any animals onto school premises.

The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976. Any animals that are brought into school to support the teaching and learning activities must be appropriately risk assessed to ensure the safety of the staff and students whilst also taking into consideration animal welfare.

5.5 Control of contractors

The Headteacher, Business Manager and Site Manager are responsible for ensuring that contractors on site do not endanger the health and safety of employees, visitors, children and the public during the work.

- 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.

- Where work is commissioned via Property Services, they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
- 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.
- 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.
- Before contractors are allowed to start on site for larger works, 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.
- 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.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors must ensure that they share all relevant information with any sub-contractors they use.
- Regular site meetings will be held for larger projects.
- Contractors will 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.
- Contractors must not start work on any site without first consulting the Headteacher, School Business Manager and Site Manager.

5.5 Control of Substances Hazardous to Health (COSHH)

- Wherever possible, we will use non-hazardous products in school.
- All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use.
- 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.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.

5.6 Display screen equipment (DSE)

- 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.
- 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.

- 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.

5.7 Emergency Planning and Business Continuity

- The school has adapted and adopted Sandwell Council's model Emergency and Business Continuity plan. A paper copy of this is kept in the admin office, site office, SLT offices as well as being available on the school website.
- Regular reviews will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.

5.8 Curriculum

- There are areas of the curriculum which when delivered have the potential for exposing both students and staff to risks. When planning lessons staff should be aware of any potential risks from the proposed activities or from the materials, which are to be used. For high-risk activities a risk assessment should be completed and handed to the Headteacher. This is the responsibility of the teacher.
- Only scissors and other instruments purchased through the School are to be used within the classroom environment.
- Staff should adhere to subject / activity / resource guidance and associated risk assessments.

5.9 Use of Scissors and Knives within School

- All staff must be aware of the need to be vigilant and careful around the use of scissors, knives and other sharp objects. Under no circumstances should staff, students or visitors bring into school any sharp knives, scissors or other objects for use within school.
- Only scissors and other instruments purchased through the school are to be used within the classroom environment. This is paramount when dealing with students with special needs and who have complex behavioural needs. The use of scissors and knives in classroom areas are governed and the risks controlled through specific risk assessments.

5.10 Fire & evacuation procedures

- Details of the school's fire procedures are in the Fire Risk Assessment File and Fire Log Book (kept in the site manager's office) and can also be found on the school server in [?](#) section.
- Procedures include individual plans showing the following key information: Assembly Points, Escape Routes, Escape Signage, Alarm Zones, Emergency Lighting, Fire Compartmentation, Fire Fighting Equipment Locations.
- The school will ensure that the fire risk assessment level 1 is carried out on our premises by the Site Manager and signed by the Head Teacher. The Level 2 Fire Risk Assessment is carried out by a suitably trained competent person. We currently use Sandwell Council Fire Safety Advisers.
- The assessment will be formally reviewed by a competent person every two year and annually by the school.

- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or students requiring one due to disability or ill health.
- Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- 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.
- A Fire Evacuation Plan will be produced, and appropriate staff will be appointed and suitably briefed to act as fire marshals.
- Fire safety drills will take place at least once per term.
- All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process.
- Students will be briefed on the evacuation procedure at the start of the school year as appropriate to their ages and developmental stages.
- 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.
- All visitors to the school should be made aware of arrangements in case of fire
- At all times, fire exit doors must be unobstructed. All fire exit doors must be unlocked whilst there are people in the building.
- Instructions re fire exits and the Assembly Point are located in each room.

5.11 Maintenance of fire response system

Details of tests / checks are kept in the Fire Log Book.

- Weekly fire alarm test by the site staff to ensure that it is effective. These tests are to be recorded in the fire book, which is located in the site managers office. All other checks for the fire fighting equipment, emergency lighting, fire alarm service and fire drills are recorded in the log book in the site office.

5.12 First Aid and supporting students' medical needs

- 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.
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities.
- Sufficient funds will be allocated to fund first aid training and any equipment required.
- The Headteacher will ensure that all first aiders are suitably trained and that their certification is up to date.
- First aiders will attend initial and refresher first aid, or paediatric first aid, training as required.
- First aider will complete relevant documentation (e.g. the relevant section of the incident form, first aid record) following any first aid treatment given.
- 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.
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes.

- 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.
- There are two defibrillators in school one in the main reception and one in the site office. The machine based in the office is checked by a member of the office staff and the defibrillator in the site office is checked by the site team.

5.13 Management of medicines in school

(Please refer to the Medical Policy, and to the Sandwell LA guidance “Management of Medical Needs in Schools”)

- All medication should be clearly labelled with the child's name, the name of the medication, dosage and expiry date.
- Medicines should be stored in the locked medicine cabinet in the medical room or in the lockable classroom cupboards. Certain medicines need to be stored in the locked fridge in the medical room.
- Parents and staff will be asked to ensure that students do not carry medication to and from school. Labelled medication should be handed to the escort on the relevant transport. The escort should hand the medication to a member of staff on duty / the parent depending on the direction of travel to or from school.
- 2 members of staff, normally the Health Care Assistants administer medication, which is checked and signed for before administration, All staff who administer medication are trained.
- Parents must give written consent and instructions regarding the administration of medicines.
- Staff responsible for offsite visits will need to ensure that any medication required is kept in a med pack.

5.14 Infection Control

- We will ensure that all our workplaces are operated/maintained in a safe manner to minimise the risk of transmitting infections and will ensure our employees are made aware of measures they must take to keep themselves and others safe.

5.15 Handwashing

- Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting and respiratory disease. Liquid soap, warm water and paper towels are recommended.
- Advise all staff and support students to wash their hands after using the toilet, before eating or handling food and after touching animals.

5.16 Personal protective equipment (PPE)

Wear disposable gloves and plastic aprons if there is a risk of splashing or contamination with blood or body fluids during an activity. Gloves should be disposable, non-powdered vinyl or latex-free and CE marked. Wear goggles/visor if there is a risk of splashing to the face.

5.17 Cleaning blood and body fluid spills

5.17a Bodily spillages

Where employees are required to come into contact with bodily fluids, the following minimum precautions are to be adopted, regardless of whether a risk of infection has been identified.

5.17b Procedures for the Safe Handling, Treatment and Disposal of Body

5.17c Fluids

Spillage of blood or body fluids

- All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately; this can be done by any member of staff wearing appropriate PPE and screen.
- Open wounds must be covered with a waterproof dressing.
- It is essential to wear disposable non-seamed latex or vinyl gloves and an apron.
- Needles to be disposed in a special sharps box.
- Splashes of blood or body fluid on the skin should be washed off immediately with soap and hot water.
- If clothing becomes contaminated with blood or other body fluids, it should be rinsed with cold water, and then laundered separately in a hot wash.

All staff should ensure that wounds or damaged skin are covered with a waterproof dressing (without visible air holes). Disposable non-seamed latex or vinyl gloves must be worn at all times, without exception.

Employees carrying out first aid who are likely to come into contact with bodily fluids should adopt the same precautions as above.

All waste materials, containing high-risk bodily fluids are to be properly disposed of as "clinical waste" into a prescribed container.

If the employee feels that they have been contaminated they should contact their line manager who will seek further advice from medical advisors in the Public Health Department. It is important that these incidents are fully recorded on Health and Safety Incident Report Form.

5.17d Clinical Waste

Specific changing facilities are provided in bathroom / toileting areas for nappies etc. Strict adherence to standard expected procedures is required.

The school has a contract with an external contractor for the removal of clinical waste.

Yellow bags are provided for the disposal of clinical waste and these need to be taken to the bin provided outside in the service yard on a daily basis.

5.17e Laundry

There is a designated area on site for laundry facilities.

Soiled Clothing should be removed as soon as possible and placed in a plastic bag and sent home with the child for parents to wash.

If washed in school, soiled clothing should be washed separately in a washing machine, using a **prewash cycle to rinse clothes** prior to washing on the hottest temperature that the clothes will tolerate.

5.17f Procedures for Avoiding Needle Stick Injuries

Staff dealing with rubbish as part of their duties should be issued with gloves, a litter picker (if applicable) and a sharps container (specifically for needles).

Staff must not get into any rubbish containers to tread rubbish down as this could lead to a needle stick injury of the feet, legs or lower body.

Bags of rubbish should not be picked up bodily but must be lifted by the loose top, whether tied up or not. Make every effort to avoid contact between bags and the legs in such circumstances.

If skin is punctured, immediately squeeze the injured site. Keep squeezing and wash the injured site under running water for 5 minutes and seek medical attention.

If a member of staff has received a puncture wound from a contaminated sharp, it should be carefully picked up by a non-touch method and retained in a rigid container and should be taken with the member of staff to the emergency/GP.

If there are several needles, inform the police.

5.18 Glazing

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 students.

5.19 Legionella (water safety)

A Legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly.

Any remedial work identified by the risk assessments will be addressed.

We have a written scheme to manage the risk from Legionella. school will ensure the controls outlined in any written scheme is implemented

Appropriate staff, e.g. the site manager will receive awareness training.

5.20 Lifting equipment

All our lifting equipment will be serviced and inspected by a competent person at the required intervals as required by LOLER.

Identified staff will be trained in the safe use of our lifting equipment

5.21 Manual handling/Safer People Handling

(Please refer to the Safer People Handling Policy)

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- Handling equipment, such as trolleys and pallet/sack trucks, will be made available.
- All staff will receive manual handling awareness training.
- Staff who are required to undertake hazardous manual handling tasks will receive specialist training such as Manual Handling Principals & Practice training.
- Staff involved in moving and handling of students will receive specialist training.

5.22 Minibus

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

5.22a Drivers

- All drivers must have a current driving licence with appropriate entitlement, current appropriate insurance, and training certificate.
- All drivers must be between 25 and 65 years old.
- Have no endorsements in the last 3 years. (Any new endorsements must be reported).
- Must undertake a review driving assessment every 3 years.
- Be medically fit and complete a 3 year medical assessment.
- Never been refused personal motor insurance.

5.22b Driving requirements

- All drivers to complete vehicle safety check and record in a Drivers Log before and after every trip. This should include checking there is a First Aid Kit and fire extinguisher.
- All drivers must be accompanied by another member of staff who must travel in the rear of the bus with the students.
- Once vehicle has been checked by the driver, all doors must be opened and remained unlocked during travelling.

5.22c Travelling requirements

- Appropriate Seat belts must be worn by everybody at all times. Nobody is allowed to remove seat belt and move around bus.
- No smoking or drinking is allowed.
- A mobile phone must be taken by staff.

- No mobile phone use permitted on the bus except by staff for emergencies (as in accordance with school rules).
- Nobody is to distract the driver.
- It is advised that refuelling is carried out without students on board **if possible**.

5.22d Maintenance of the School Minibus

- Drivers inspect the minibuses every time they are used, and issues are reported to the designated person in the school office.
- The LA carry out inspection checks every 10 weeks
- Premier tail lift inspect the tail lifts on all buses every 6 months
- Annual MOT and service inspections are carried out on the minibuses

5.23 New & Expectant mothers

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;

Review the assessment at regular intervals.

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.

5.24 Occupational health and work-related stress/Staff health and wellbeing

The School and Governing Body are committed to promoting high levels of staff health and wellbeing. Pro-active measures to identify and respond to work related stress, and to monitor workloads and wellbeing include:

- Regular Performance Management Reviews
- The open-door policy of the senior leadership team for individuals to discuss concerns
- Whole school and departmental staff meetings
- A wellbeing group has been running in school to help promote staff wellbeing initiatives
- 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.
- 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.
- Referral when necessary to Occupational Health

5.25 Off-Site Visits

The school will adopt Sandwell Council's off-site activities guidance and will follow the procedures that form part of it.

The school has trained Educational Visits Coordinators (EVC) who will check all trips are conforming to the guidance and standards.

5.26 Outdoor / Indoor play equipment

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).

Indoor PE equipment will be inspected and serviced by Gymfix

Our Site Manager will carry out daily visual inspections of the equipment and record the findings and a more detailed inspection every term.

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.

5.27 Premises, plant and equipment – maintenance, servicing and inspection

All our plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.

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.

Under no circumstance should staff bring electrical items into school. As they will not be PAT tested and the origins of purchase are not clear. As a consequence, the school is unable to decipher whether they are safe and they pose an electrical fire risk. If personal electric items are brought onto the premises that compromise the safety of the building and the people within, action will be taken against the individual(s) in question.

Any statutory or other testing required during the year is included in the school's health & safety action plan.

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.

All inspections/tests are recorded, and inspection certificates retained.

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.

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/Assistant Site Manager by logging a ticket on the Site/Health and Safety Team Helpdesk. The Site Manager/ Assistant Site Manager will ensure that the fault is rectified, using approved contractors if necessary.

5.28 Equipment (electrical devices)

It is the responsibility of all personnel to visually check electrical devices for defects before they are used. This includes devices used by students such as keyboards, laptops, computers or tablets. If a defect is identified, then the equipment must be isolated and not used immediately. Any defects identified or damage should be reported immediately to the ICT Manager on ext 212.

5.29 Risk assessment

- 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.
- Individual risk assessments will be undertaken when necessary for employees related to the work they are doing; the students they are working with; medical conditions they have.
- It is the responsibility of staff to inform the senior leadership team of any medical condition which may impact on their work.
- 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.
- 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.
- Pregnancy risk assessments will be undertaken (see New and expectant mothers section above).
- Individual student risk assessments, including moving and handling risk assessments should be reviewed annually, or more often, to take account of changing needs.
- For new activities, substances, plant and equipment, it is particularly important that assessments are completed before introduction / commencement. This includes new activities for children on-site, and all off-site activities.
- Assessments must be reviewed at least every 12 months, and more often when there is reason to suspect that they are no longer valid or significant changes have occurred.
- All risk assessments must be dated and include the name of the person conducting the risk assessment
- Only authorised substances with an up-to-date COSHH assessment are allowed on the school premises. These assessments are kept in the Site Team office and also on the school server.

5.30 School security

- The school has palisade fencing and CCTV 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.
- All external doors are electronically controlled.
- All visitors arriving at the school must sign in on the Inventory System in reception and are issued with a visitors' badge.
- DBS checks are carried out for all visitors/contractors who regularly come on to our premises and may have contact with students.

5.31 Visitors

(Please also refer to the school's Visitors and Visiting Speakers Policy)

All visitors to school have a legal duty to care for their own health and safety, and that of others, whilst they are in school. Upon entering the school visitors must report to Reception and sign in using Inventory.

A designated member of school staff must take responsibility for the visitor and they should not be left unsupervised with students at any time. Any third-party contractors who have been commissioned on behalf of the school should have the appropriate checks conducted and if needed their details entered onto the School's Single Central Record (SCR).

The visitors pass issued must be worn at all times whilst in school and returned to Reception upon leaving school where they are sign out using Inventory.

5.32 Holiday Access – Confirm process

There will be specified times during the holidays when the school can be accessed by staff.

These will be communicated to staff in briefing in the week before the school holiday.

Process to adhere to in the holidays:

- When coming on site during the holidays all staff must come onto the premise via the main student entrance and notify The Site Team.
- All staff must sign in and out via Inventory and the holiday signing in sheet (in case of evacuation) detailing time of entry and exit.
- The Site Team will be responsible for the evacuation in the event of a fire alarm activation.
- The fire assembly point will be the main entrance during the holiday period and the signing in sheet will be obtained by The Site Team.
- The signing in sheet will act as a roll call document and any missing personnel must be reported to The Site Team.
- If there is a fire activation during the holidays The Site Team must contact and the Head Teacher the School Business Manager about the event.

5.33 Food Technology

Teachers leading Food Technology lessons/activities must ensure that not only they, but also all staff supporting lessons, hold a **current Food Hygiene Certificate**.

When utilising the food technology facilities throughout the school all cooking appliances and apparatus should be closely monitored at all times. No equipment should be left unattended for any reason. All equipment should be cleaned and checked after use, ensure gas hobs are turned off before the students enter the room and again when leaving.

Repeat instances of negligent use of the Food Technology facilities that have an impact will be dealt with in accordance with the School's Disciplinary Policy.

The area should be uncluttered and passageways free for safe movement. Coats and bags must be stored safely. This is the responsibility of the teacher in charge of the lesson. The floor should be kept clean.

Windows and ventilation should be properly controlled. A properly stocked first aid box should be kept in the area, with a clearly visible notice. A fire blanket/extinguisher to be kept near the oven/cooker area. This equipment is serviced annually.

Staff should note various means of exit from the room by the presence of the green fire exit signs and the notice indicating the closest means of escape. There must be no displays of cards, pictures, pin-board or student files near any cookers.

5.34 Safety

Any faults in relation to cooking equipment must be reported immediately to the Site Team and a ticket logged through the staff share area of the website under Site/ Health and Safety. Safe and adequate working space is required around cookers. No two or three-way adapters should be used on any appliances due to the risks associated with electrical overloading.

5.35 Hygiene

Staff and students must wash their hands with warm, soapy water and use disposable towels before handling food. All foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies, etc. Food waste disposal bins must be emptied daily or immediately after cookery sessions.

5.36 Student Protection

No students may carry bowls of hot water, all students should walk in the food tech room and be closely supervised at all times.

5.37 Kettles and Hot Drinks

Kettles should be used only in designated areas.

Hot drinks must only be prepared in designated areas and are not to be used or transported in any areas where students have access due to risks of spillages and burns from hot liquid; Unless they are in safety cups with a lid.

5.38 Slips & trips

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.

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).

Good housekeeping is practised by all staff and designated walkways are kept free of obstacles (e.g. trailing wires).

5.39 Smoking / Vaping

The School has a no smoking / vaping policy across the whole school site. All visitors using the premises including parents, contractors etc are expected to respect this policy.

Smoking or vaping is not allowed in any part of the school premises (indoors and outdoors). If staff wish to smoke they must leave the school site.

Any member of staff refusing to observe this policy by smoking anywhere in or on the school premises will be liable to disciplinary action.

Information on stopping smoking is available either by phoning the NHS Smoking Helpline number:

0300 123 1044 or visiting the associated website which contains advice and a facility to find local cessation services: <https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-youquit/>

5.40 Swimming Pool

We have risk assessments in place for our swimming pool.

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.

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.

Safety equipment, including: lifesaving ropes, reach poles, foil blankets, and signs are provided in accordance with our risk assessment/HSE guidelines.

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.

5.41 Training

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).

All staff receive a staff handbook, including a health & safety induction when they first start working at the school.

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.

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

- risk assessments.
- monitoring activities.
- the occurrence of accidents and incidents of violence and aggression.
- new legislation.
- New HSE / local authority health and safety guidance
- updated information and technology.
- new procedures or changes to existing procedures.
- the results of health and safety audits.

5.42 Vehicle movements on site

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

5.43 Violence and aggression/lone working

- Risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.
- 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.
- New employees will be made aware of the school's lone working arrangements during their induction.
- Appropriate front-line staff will receive conflict resolution training.
- Where appropriate, staff will receive Safety Intervention training.
- We have a separate **Physical Intervention policy** on dealing with situations where intervention is required to prevent a child from hurting themselves, others, or damaging property.
- 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.

5.44 Work at heights

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.

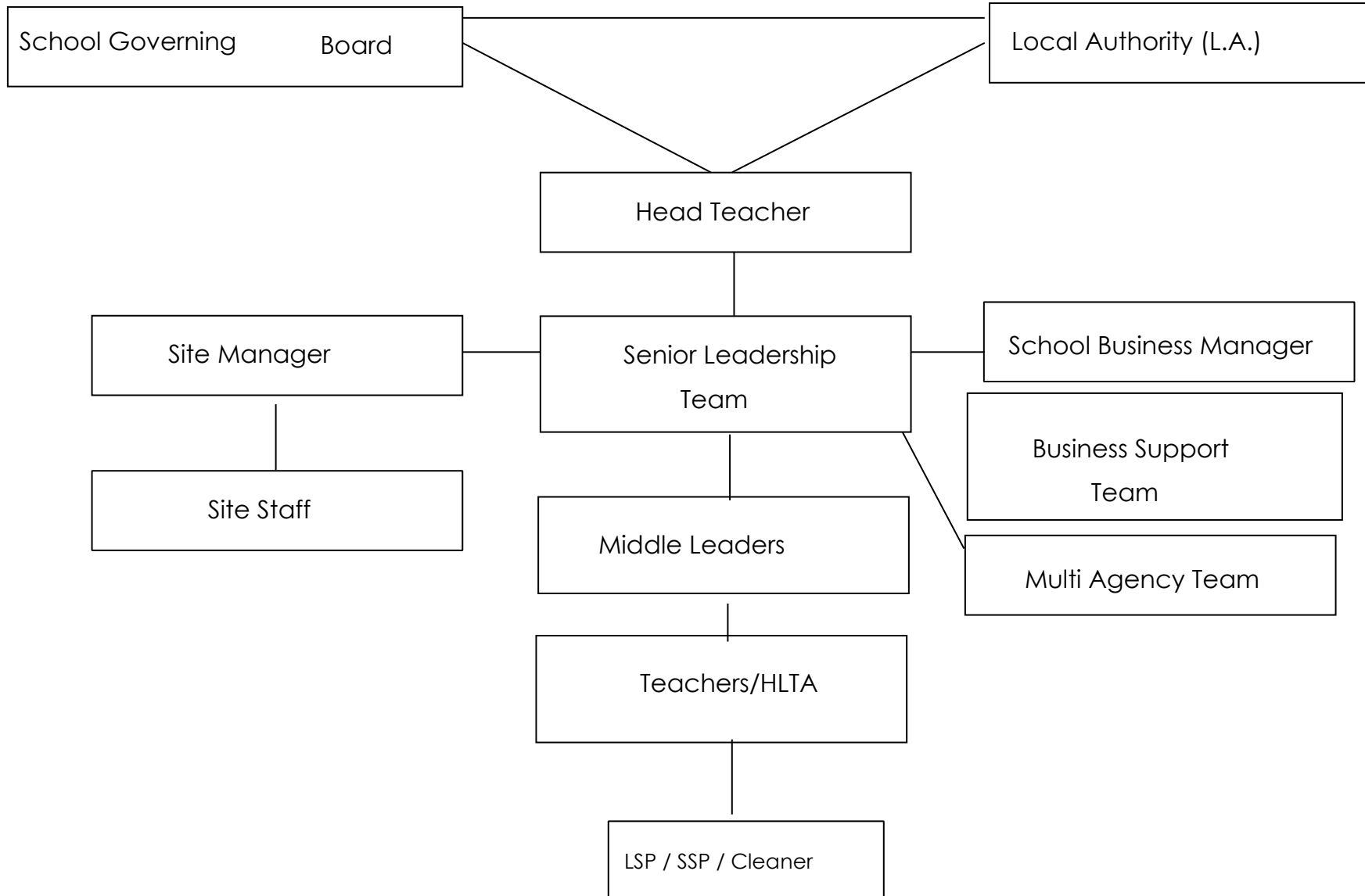
- Staff should use appropriate equipment to work at height in the classroom (e.g. not using chairs to put up displays etc)

5.45 Work experience/ volunteers and student placements

- Work experience, volunteers and student placement 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.

- Meadows School students are supported in any off-site work experience activities arranged by the school by a trained job-coach.
- Regular Volunteers and individuals on work experience placements will need to complete an application form and be subject to references, enhanced DBS checks and supervision appropriate to the role they are undertaking.

1. Appendix A – Health and Safety Organisational Chart



Accident and Incident

SCHOOL RELATED ACCIDENT OR INCIDENT

NON-EMPLOYEE
Students
Visitors
Parents
Contractors/Agency

EMPLOYEE
Full time
Part-time
Temporary
Work experience

ACCIDENT

**NEAR MISS
&
DANGEROUS
OCCURRENCE**

**AGGRESSIVE OR
VIOLENCE INCIDENT**

**ACCIDENT
Major & Minor**

MINOR/OTHER

No first aid required

MAJOR

First aid or
taken offsite for
hospital
treatment.

CALL HOME/ RECORD AND UPLOAD
FIRST AID FORM ON CPOMS

CONTACT GEORGIA TO ALERT ALEATHEIA, GRAHAM OR KEVIN REPORT TO THE INCIDENT (ACCIDENT AND INCIDENT
FORM – SAME DAY)

REPORT UNDER RIDDOR IF IT MEETS THE REQUIREMENTS (SBM)

