The Meadows School Health and safety policy.

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Statement of intent

The Meadows School recognises the importance of ensuring the health, safety and welfare of our staff and students and others who may be affected by our activities. We fully accept our obligations under the *Health and Safety at Work etc Act 1974* and related legislation and are fully committed to meeting those obligations. Our commitment to providing a safe and healthy environment for staff and pupils; will be achieved by effective leadership by governors, the headteacher, senior staff, participation of all employees; and open/responsive consultation and communication.

The Meadows School will provide the resources necessary to implement this policy and SMBC's Corporate Health and Safety policy and regards successful management of health and safety as a key management objective. To meet these obligations, the following objectives have been set:

- 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 can raise health & safety issues and are empowered to work safely.
- Provide information, instruction, training and supervision for employees to enable them to do their work safely.
- 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.
- Ensure premises under our control are maintained and their condition does not give rise to health and safety risks and there are sufficient welfare arrangements.
- Regularly review our health & safety performance by monitoring and auditing.

The Meadows School is committed to continuous improvement in health & safety, and it is through the implementation of this policy and the preparation of a health and safety plan that we aim to continuously improve health and safety standards.

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 intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

[Chair of governors]	**[Headteacher]**
Date:	Date:

Organisation/responsibilities

The Meadows School is a community school, whereby the employer is the Local Authority (LA). Whilst the LA is responsible as the employer to ensure compliance with health and safety legislation, the headteacher and governors have management responsibilities to ensure the health, safety and welfare of employees, students and others who may be affected by our work activities. The senior leadership team and the governing body as the management body will ensure that school staff and premises comply with Sandwell Metropolitan Borough Council's (SMBC) health and safety policy and procedures.

Responsibilities

Governing Body

The governing body 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 body will:

- Show a commitment to health & safety within the school by signing the health & safety policy's 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.
- Review the results of health and safety audits and support in the implementation of appropriate actions.
- Ensure health and safety performance (i.e. H&S audits/H&S Plan) is regularly reviewed at governing body level.

Headteacher Manager

The headteacher will ensure that those duties detailed within section 3 of the corporate health & safety policy are carried out and will ensure that relevant staff are made aware of the council's school safety guides (SSG) 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 the school has access to adequate competent health and safety advice.
- 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.

- Ensure recommendations/actions identified during health and safety audits/inspections are implemented
- Ensuring that employees receive suitable and sufficient information and instruction.
- Ensuring that adequate health and safety training is provided.
- Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents.
- Ensuring that premises and equipment are adequately maintained.
- Seek professional advice as necessary.

Senior Leadership Team

The deputy headteacher and senior leadership team (e.g. Middle Leaders) will support the headteacher and carry out the duties detailed in section 3.6 (Implementers, i.e. line managers and supervisors) of the corporate health & safety policy.

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 deputy headteacher/senior leadership team will:

- Support the headteacher/premise manager 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.

Educational Visits Coordinator (EVC)

The school's trained educational visits coordinator (EVC) will ensure that we follow Sandwell Council's off-site activities guidance. Their responsibilities include:

- Supporting the headteacher and governing body with approval decisions for offsite visits.
- Informing the headteacher and governing body 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.

Business manager

The School Business Manager will:

- Ensure that funds are available to carry out any actions identified in the school's health & safety action plan.
- Organise health and safety training and maintain records/certification of training.
- Maintain the accident and near miss records and inform the Health and Safety Executive (HSE) of accidents or incidents that require notification (i.e. RIDDOR).
- 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 site 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 Health and Safety walkabouts

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
- Ensure that funds are available to carry out any actions identified in the school's health & safety action plan
- Carry out daily site checks and termly site inspections
- Support in completion of audit actions
- 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

- Ensure the building is secured at night
- Support in site risk assessments
- Support in emergency planning

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, and all other members of SLT.

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.).
- 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 their manager immediately.
- Not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.

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

SMBC's Corporate Health & Safety Unit (HSU)

Without detracting from the primary responsibility of the governing body, headteacher and senior leadership team for safe conditions of work, competent persons have been appointed to support the school in meeting its health & safety obligations.

The corporate health & safety unit, will co-ordinate all the council's health & safety matters, carry out safety management audits, and provide an advisory service across the schools where the local authority is the employer. In addition to the above, the team will:

- Maintain the council's health & safety management systems (HSMS) including the suite of topic specific school safety guides (SSG).
- Monitor the implementation of the corporate health & safety policy and management systems through a corporate and school HSMS auditing programme.
- Reviews health & safety performance.
- Assist in the investigation of accidents and incidents where appropriate.

Facilities Management Provider

The Meadows School contracts SIPS and Sandwell Property Maintenance Services; we have contracted out Clearwater and Global policing to support with Health and Safety Audits and Lockdown procedures.

Arrangements – Health & Safety Management System

This section of the health & safety policy sets out the practical arrangements for implementing the policy and outlines the communication mechanisms and explains the school's health & safety management system.

Policy development

SMBC has a Health & Safety Policy and topic specific school safety guides (SSG) that are kept under regular review. The school will ensure that we meet the requirements of the policy and standards as appropriate. In addition, the school 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 body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

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 website or ask for a copy from the school office. Staff will be made aware of any policy/assessment appropriate to their post.

Competent advice

Key health & safety competencies required within The Meadows School will be determined by use of a training matrix, provided by Sandwell Council and adopted by The Meadows 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 Health and Safety and Clearwater to carry out Health and Safety Audits.

Planning & prioritising

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety plan or an appropriate plan that cover health & safety activities, e.g. school improvement plan, 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.

Measuring health & safety performance

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

Active monitoring – will include regular inspections of the workplace by the governors and senior management team to ensure our premises and systems of work are safe.

Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the governors and senior management team to ensure appropriate remedial action is taken to help prevent recurrence.

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 Councils health and safety unit every three years (or as agreed with the auditor).

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 management team and Governing Body.

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

Local Arrangements

Accidents and aggressive incidents

- 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 RIDDOR[1] (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 by the School Business Manager.
- 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 Councils accidents/aggressive incidents guidance and complete online DASH incident forms (excluding "rough and tumble" incidents) to notify Sandwell Council's health and safety unit.
- Accident and aggressive incidents will be monitored and reported to the governing body each term to identify issues/trends and put in place measures to reduce the number of incidents.

Asbestos management (for premises built before 2000[2])

- An asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register (including a drawing) is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when additional surveys have been completed, ACMs have been removed).
- A risk assessment has been carried out and an asbestos management plan has been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.
- When ACMs are removed, our asbestos register is updated, and evidence of air testing is kept showing that the area was safe for reoccupation.
- Our [site manager] has been nominated to manage any ACMs on site and has attended asbestos awareness training. Other staff who deal with ACMs or who may accidentally encounter them will also receive training.
- Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Site manager/Assistant Site Manager.
- A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or

[1] The Reporting of Injuries, Disease and Dangerous Occurrences Regulations
[2] Delete this section if your school was built after 2000

seals the damaged ACMs as appropriate; and arrange for further air tests after cleaning to prove the area is safe for reoccupation.

Control of contractors

- 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 or school arrangement for larger projects, 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, 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 is available to support the school to ensure that all relevant Health & Safety implications have been considered for the planned work. A contractor work registration form will not be completed where other methods have been used to record the risks and controls for the work, for example, works subject to the CDM regulations, as this information will be captured in the construction phase plan and H&S file.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, if appropriate.
- Contractors must ensure that they share all relevant information with any sub-contractors they use.
- Regular site meetings will be held for larger projects.

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.
- Where applicable, CoSHH assessment will be supported by a valid safety data sheet (SDS).
- A review 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.

- Hazardous substances used by the cleaners will have assessments undertaken by their employer.

Display screen equipment (DSE)

- A DSE assessment will be carried out for each habitual user of DSE and their workstation(s); in addition, a generic assessment (included as part of the school's premise risk assessment) will be carried out to assess all other DSE workstations.
- DSE users will receive information, instruction and training on the correct and safe use of workstations.
- DSE '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.

Emergency Planning and Business Continuity

- The school will adapt and adopt Sandwell Council's model Emergency and Business Continuity plans.
- Key management staff at the school will attend "Managing Emergencies" training provided by the Sandwell Council's Resilience team.
- Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up to date.

Fire & evacuation procedures

- The Meadows 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.
- The assessment will be formally reviewed by a competent person every three years as a minimum (but maybe more often if a higher risk premise).
- 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 pupils 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 assessment.
- All checks identified by the fire risk assessment will be recorded in a Fire Logbook. 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 in the first two weeks of a new school year if possible and at least once per term thereafter.
- All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process
- Pupils will be briefed on the evacuation procedure at the start of the school year.
- 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.

First Aid

- We will complete an 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 Senior Leadership Team 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 aiders will complete Medi Tracker 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.
- The school has a suitable room that can be used for medical examination and treatment of pupils and the short-term care of sick or injured pupils when required.

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 pupils.

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 and the school will ensure the controls outlined in the written scheme is implemented, i.e. frequency of flushing little used outlets.
- Appropriate staff, e.g. Site Team, will receive awareness training.

Lifts/Lifting equipment[3]

- 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.

Manual handling

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.

[3] Delete this section if you have no lifts or lifting equipment

- 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 Principles & Practice training
- Staff involved in the moving and handling of pupils will receive specialist training

Minibus[4]

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

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.
- The assessment will be reviewed 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.

Occupational health and work-related stress

- All staff have access to the council's Employment Assistance Service and in-house occupational health team. Details of the Employee Assistance Programme services are available around school.
- Several 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.

Off-Site Visits

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

Outdoor play equipment[5]

- Our outdoor play equipment will be subject to regular quarterly and annual check and inspections by an independent competent person who is a member of the Register of Play Inspectors International (RPII).
- Our site team will carry out daily visual inspections of the equipment and record the findings.

[4] Delete this section if you do not have or lease minibuses
[5] Delete this section if you have no fixed outdoor play equipment

- 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.

Premises, plant and equipment – maintenance, servicing and inspection

- All our plant and equipment are inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
- Where Sandwell Council's school safety guides (SSG) 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 by a suitably trained person annually or more frequently, if the equipment suffers a lot of wear and tear.
- 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 logbook" 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 School Business Manager checks the logbook at regular intervals to ensure that appropriate testing is carried out.
- A service/inspection schedule is used (the "school premise logbook" is used) 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] checks the logbook 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 team via the ticketing system on the school website The Site Team will ensure that the fault is rectified, using approved contractors if necessary.
- A survey of all trees on school sites will be undertaken at least once every five years by a suitably qualified Arboriculturist (minimum of LANTRA - professional tree inspection qualified), to identify they are safe or will need to be taken down/cut back etc.
- The school will ensure that regular visual checks on trees are made, especially after adverse or severe weather. Any significant damage or concerns will be reported to our appointed Arboriculture Service Provider in order that an assessment can be made, and that appropriate remedial action can be taken to ensure safety.

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.
- Line managers will ensure that premise, 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.

- 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 annually.

School security

- 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.
- All external doors are code/key/electronically controlled.
- All visitors arriving at the school must sign the visitors' book 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 pupils.

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.
- 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 practiced by all staff and designated walkways are kept free of obstacles (e.g. trailing wires).

Swimming Pool[6]

- We have risk assessments in place for our swimming pool.
- Trained/competent staff oversee the day-to-day management of the pool and have attended the appropriate course.
- The pool water and plant are checked daily by site team and swim team 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) have been produced and copies are posted in the vicinity of the pool. All users and supervisors of the pool will be made aware of the procedures.

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 will receive a health & safety induction when they first start working at the school.

[6] Delete this section if you have no swimming pool

- 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.
- Records of training will be kept by Carmen Watkins.

Vehicle movements on site

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.
- Wherever practicable, there will be separate pedestrian and vehicle access on to site and all gates will be supervised during peak times (e.g. morning, lunch and close).
- Designated pathways will be provided with suitable barriers (e.g. fencing) where required to protect pedestrians from vehicle movements.
- Speed limit signs, limiting speed to 10mph or less, will be displayed on site. Speed restrictors (e.g. sleeping policemen/humps) will be installed, as appropriate, to slow down vehicles on site.
- Designated parking bays will be established on site.

Violence and aggression/lone working

- We will ensure that 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 [BILD accredited] intervention training [or state other physical intervention training used in school].
- 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.
- All incidents of violence and aggression to staff will be reported (see Accidents and aggressive incidents, above) and investigated by managers so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

Work at height

- A risk assessment will be carried out for any work at height. 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.

Work experience

- We will ensure our team and/or job specific risk assessment(s) caters for the risk factors for young people at work.
- We will discuss the placement in advance with work experience organisers and will take account of what they and their parents tell the school of the student's physical and psychological capacity and of any needs.

- Work experience students that are placed in environments with risks less familiar to them (e.g. design and technology workshops, site management activities,) will have further arrangements implemented to manage the risks e.g. close supervision, training.
- We will induct and supervise work experience students, explain the risks and how they are controlled, checking that they understand what they have been told.
- Work experience students will be informed how to raise any health and safety concerns and report any accidents.