

Health, Safety and Wellbeing Policy

The Meadows School



September 2022

1. Introduction The Meadows School with is now part of the Manor Hall Academy Trust

This policy statement complements (and should be read in conjunction with) the Manor Hall Academy Trust Health and Safety Policy. It records the local organisation and arrangements for implementing the Manor Hall Academy Trust policy.

2. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Manor Hall Academy Trust Governing Body/those in control of the academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Manor Hall Academy Trust Governing Body will ensure so far as is reasonably practicable that:

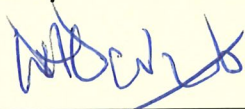
- All places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above the academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.


Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

Darryl Davies - Chair of Local Academy Board Member

 28.9.22

Christopher Best - Executive Headteacher

 28.9.22

3. Policy Arrangements

The following procedures and arrangements have been established within our academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Competent Health and Safety Advice

The academy obtains competent health and safety advice from	Health and Safety Team
The contact details are	01785 355777 - General Queries
COVID Queries 01785 854004 Email: C19LOC.education@staffordshire.gov.uk	

2. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
We use the new (from September 2018) on line Accident Reporting System 'my health & Safety'
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Health and Safety Team (ENTRUST) - Manor Hall Academy Trust Representative
Our arrangements for reporting to the Academy Board are:
Our arrangements for reviewing accidents and identifying trends are: <ul style="list-style-type: none"> • Christopher Best (Executive Headteacher), Joan Wright (Head of School) or Louise Smith (Health & Safety Lead) to review each individual accident. • Louise Smith to collate details reviewing and identifying trends on a termly basis and report to the Leadership and Management Committee • Colin Pearce has been nominated as Health & Safety LAB member.

3. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: Louise Smith
Location of the Asbestos Management Log or Record System.	N/A

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:	
N/A	
Our arrangements to ensure all academy staff such as class teachers or caretakers/site supervisor have information about asbestos risk on the premises:	
N/A	
Staff must report damage to asbestos materials to:	N/A
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. <ul style="list-style-type: none"> An intrusive Works Assessment (HSF 45) to be completed before any prior drilling. 	

4. Communication

Who is responsible for communicating with staff on health and safety matters:	Name: Christopher Best, Joan Wright & Louise Smith
Our arrangements for communicating about health and safety matters with all staff are: <ul style="list-style-type: none"> Direct contact with Christopher Best/Joan Wright or Louise Smith Health and Safety is everyone's responsibility. Any issues or concerns need to be raised immediately. Health & Safety is an agenda item at the staff weekly briefings. The School uses Parago to record statutory and non-statutory checks. Information is communicated to all staff via email, face to face meetings and training. 	
Staff can make suggestions for health and safety improvements by: <ul style="list-style-type: none"> Open door policy. Staff are encouraged to suggest improvements. Staff Briefings/meetings/training Leadership and Management meetings SLT/ELT Meetings 	

5. Consultation

Who is responsible for consulting with staff on health and safety matters:	Name: Christopher Best, Joan Wright & Louise Smith
The name of the Trade Union Health and Safety Representative is:	Name: No one on site

Staff can raise issues of concern by: Speaking to Christopher Best, Joan Wright, Melanie Williams, Louise Smith, LAB members or Directors of the Trust

6. Contractor Management

Name of person responsible for Managing and monitoring contractor activity	Name: Louise Smith
<p>Our arrangements for selecting competent contractors are:</p> <ul style="list-style-type: none"> • Using the approved contractor list wherever possible • Completing a contractor's checklist. • Ensuring contractors have followed safer recruitment • Follow the Financial Procedures (3 quotes over £2K) Seek out best value • Follow the Tender Procedures • Advice from Property Services (ENTRUST) 	
<ul style="list-style-type: none"> • Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: • Hazard Exchange Form (HSF 46) is completed each time a Contractor enters the building, prior to commencing work. • Intrusive risk assessment is completed prior to any intrusive work • Hot permit is required prior to any hot works • Asbestos register to be read and signed by contractors before commencing work • Completion of work is checked prior to contractors leaving site to ensure that school is left safe, 	
<p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> • Key points are discussed before commencement of work. • Hazard Exchange Form completed • Fire procedures to be explained to all contractors 	
<p>Staff should report concerns about contractors to: Christopher Best, Joan Wright or Louise Smith</p>	

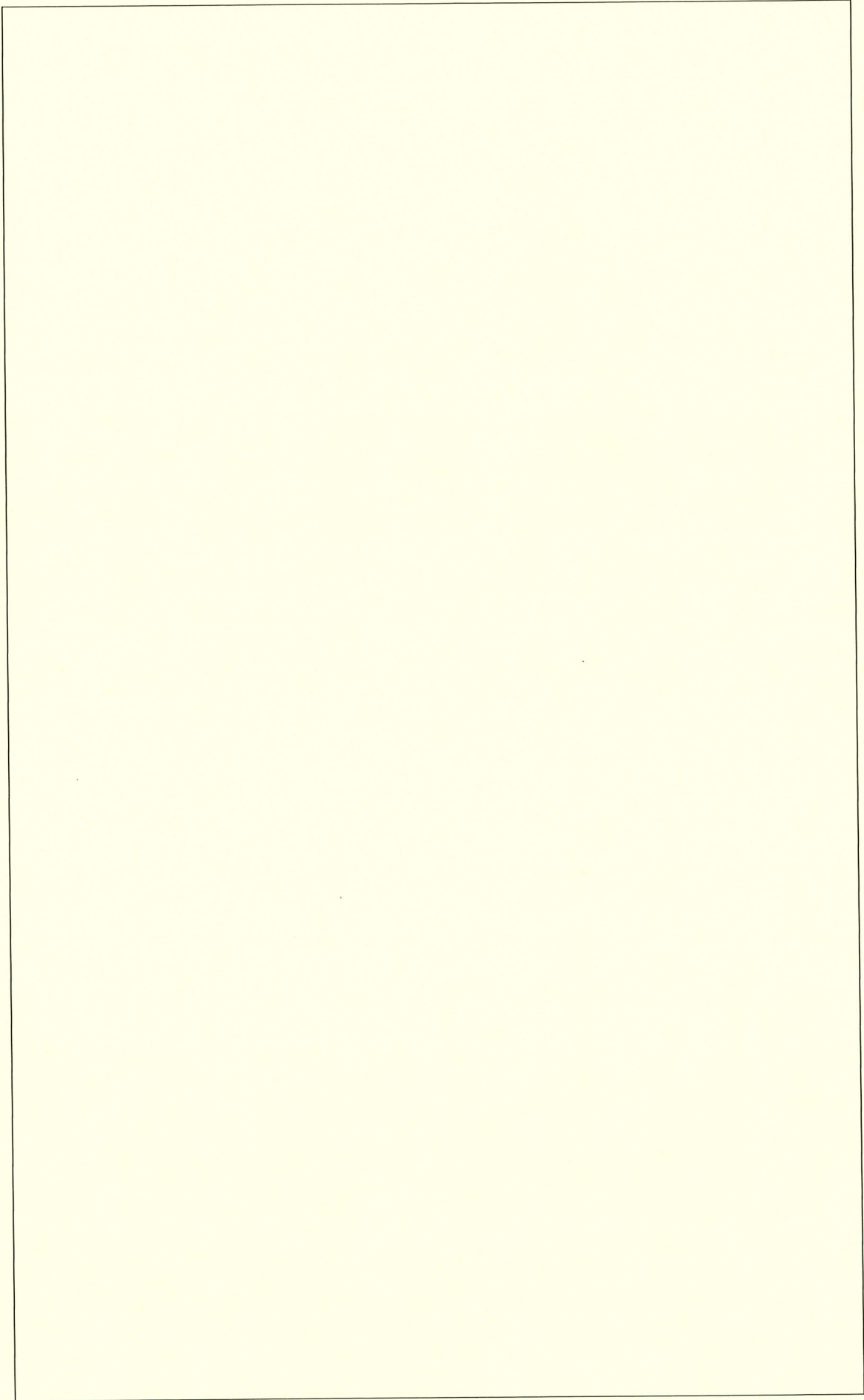
7. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name: Christopher Best/Joan Wright
The Educational Visits Coordinator is	Name: Joan Wright/Suzanne Ivey

Our arrangements for the safe management of educational visits:

- Pre Visits are recommended to identify risks and suitable venues.
- Risk Assessments are requested from venue.
- Springfield buys into the SLA - EVOLVE system and receives support from Gareth Lloyd.
- Risk Assessments are completed by the Class Teacher prior to any off site activity or visit, to be completed two weeks before any trip.
- Trained mini bus drivers and first aiders identified.
- Appropriate liability/RPA insurance
- Motor vehicle insurance and AA cover in place. (Arranged by Manor Hall Academy Trust)
- Risk Assessments are signed off by the EVC
- Contact details and medical information is taken
- The Meadows School follows safer Recruitment (updated Sept 22) for all parent/carers.
- School follow any government guidelines





8. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: Josh Smith(Site Supervisor)
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Fixed electrical wiring test records are located:	School Office (completed every 5 years) Entrust Portal/Parago
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: <ul style="list-style-type: none"> This is not allowed. Staff are aware that all electrical items require PAT Testing. 	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Josh Smith
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Christopher Best
Portable electrical equipment (PAT) testing records are located:	School Office/Site Supervisors Office Entrust portal/Parago
Staff must take defective electrical equipment out of use and report to:	Name: Christopher Best, Joan Wright, School Office or Josh Smith
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

9. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Name: Louise Smith
The Fire Risk Assessment is located	School Office/Site Supervisors office
When the fire alarm is raised the person responsible for calling the fire service is	Name: Christopher Best/Joan Wright
Persons responsible for arranging and recording of fire drills	Name: Leek High/The Meadows School Joan Wright
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name: Joan Wright/Louise Smith/Josh Smith
Our Fire Evacuation Arrangements are documented around the school. Discussed in staff induction. Annual update refresher and if there are any changes.	
Our Fire Marshals are	All staff have received Fire Marshal training

Name of person responsible for arranging the testing and maintenance (and recording of)	Name: Josh Smith is responsible for the in house checks of all the below listed
fire exit doors	Josh Smith
fire extinguishers	Josh Smith
the fire alarm	Josh Smith/Leek High
fire detection equipment	Josh Smith
emergency lighting etc	Josh Smith
Responsibility for training staff in fire procedures	Name: Joan Wright/SLT through the induction process and The National College
All staff must follow the Fire Procedures in school	

10. First Aid

Name of person responsible for carrying out the First Aid Assessment	Name: Louise Smith
The First Aid Assessment is located	School Office
First Aiders are: School to follow any government guidance	Identified throughout the building
Name of person responsible for arranging and monitoring First Aid Training	Name: Louise Smith/Jackie Sheldon
Location of First Aid Boxes	Documented throughout the building
Name of person responsible for checking & restocking first aid boxes	Nominated staff on each floor
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital): <ul style="list-style-type: none"> • Contact parent/carers • Appropriate level of staffing for individual needs of the pupil • Contact School nurse for advice • If using own car business insurance is required and consent completed • School mini buses are available - appropriate training is given by SCC • Contact details are kept up to date via Arbor 	
Pupils	Parent/carers are informed
Staff	Next of kin are informed if required
Visitors	Advice is offered
Our arrangements for recording the use of First Aid are: Accident forms are completed and online accident reporting completed. (My accident reporting with SCC)	

11. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment takes place monthly	Stored in the Office, Checks completed by the Josh Smith monthly and any defaults raised on Parago

12. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Main office
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13. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Louise Smith/Josh Smith
<p>Our arrangements for managing hazardous substances are:</p> <ul style="list-style-type: none"> Kept in locked cupboards COSHH Assessments are completed for each item. Staff are aware of these assessments and how to treat each substance ie no mixing On line training for all staff. (The National College) Health and Safety Induction for all new employees SLA with approved contractors for cleaning 	
<p>use of substances</p> <p>Additional cleaning and hygiene procedures in place due to COVID-19</p>	
creation, implementation, communication and review of COSHH Assessment	
Safe storage of substances	
obtaining and safety data sheets	
selection & use off protective equipment	
staff training in safe systems of work	
staff health surveillance	

14. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards
Our waste management arrangements are: B hygienic deal with all hazardous

waste SMDC deal with our household waste.	
Our site housekeeping arrangements are the responsibility of everyone	
Site cleaning is provided by: External Cleaning Services	Compass/Chartwells
Cleaning staff have received appropriate information, instruction and training about the following and are competent: This is completed by Compass/Chartwells (Approved contractors)	
Waste skips and bins are located away from the school building.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff have access to online training to COSHH and it is covered through the induction and health and safety process (The National College online training)	

15. **Manual Handling**

Name of person responsible for carrying out manual handling risk assessments	Class Teachers
<p>Our arrangements for managing manual handling activities are:</p> <p>All staff receive annual appropriate manual handling training with a competent trainer - Maria Smith (Manual Handling Trainer)</p> <p>Sam Duckworth is the Loddon approved Instructor for Positive Behaviour Management throughout school including the safe use of restrictive physical interventions. All staff receive 2 day Foundation Course and then annual refreshers.</p>	
<p>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures which must be in place to reduce the risk of manual handling injury.</p>	
Staff are trained appropriately to carry out manual handling activities	

16. **Lettings/shared use of premises**

Name of Premises Manager	Name: Christopher Best
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Our arrangements for managing Lettings of the school/rooms or external premises are:
<ul style="list-style-type: none"> We currently have NO letting arrangements. Should this change this policy will be reviewed.
The health and safety considerations for Lettings are considered and reviewed annually.
Lettings have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.
Lettings are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the academy on request.
Lettings must provide a register of those present during a letting upon request.

17. Lone Working

Our arrangements for managing lone working are
<ul style="list-style-type: none"> Josh Smith/Rachel Fryer has received lone working training. Individual risk assessments are in place for identified staff that are at risk. School specific lone working risk assessment in place Staff to work from home wherever possible out of term time. Laptops are available.

18. Maintenance / Inspection of Equipment (including selection of equipment)

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name: Josh Smith for in house checks Approved contractors to cover legal requirements	
Our arrangements for managing the maintenance and inspection of equipment are: As above		
Staff report any broken or defective equipment to:	Name: Member of the SLT/Site Supervisor	
The equipment on the school site owned and used by contractors is the		

responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested: Contractors are not allowed the use of Schools equipment

19. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Name: Christopher Best/Joan Wright With support from School Nurse(P Wileman)
<p>Our arrangements for the administration of medicines to pupils are:</p> <ul style="list-style-type: none"> Consent forms are completed by parent/carers Staff receive annual refresher training and medical updates 	
The names members of staff who are authorised to give / support pupils with medication are:	Class teachers and authorised staff
Medication is stored:	Locked Cupboard in each classroom
A record of the administration of medication is located:	Locked Cupboard in each class room
<p>Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) and provided with a suitable private location to administer medication/store medication and equipment.</p> <ul style="list-style-type: none"> This currently does NOT happen. Would be risk assessed 	
Staff are trained to administer complex medication by the school nursing service when required.	
<p>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</p> <p>Individual risk assessments are in place if required</p>	
Staff must advise the school if they are taking any medication which might impair their ability to carry out their normal work. - Individual risk would be in place	

20. Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Name: Christopher Best & Louise Smith
<p>Health & Safety is reported on termly in the Leadership and Management Committee.</p> <p>LAB H&S member completes annual inspections</p>	
The academy carries out formal evaluations and audits on the management of health and safety each year	
The last internal/self-audit took place	<p>Date: Audit - January 22</p> <p>By: Louise Smith returned to Health and Safety(ENTRUST)</p>

	Date: Planner - October 22 The Health and Safety LAB member also completes annual audits/checks
The last external audit took place	By: Toni Jones Health and Safety Officer (ENTRUST) - March 2020
Name of person responsible for monitoring the implementation of health and safety policies	Name: Christopher Best/Louise Smith
All staff are aware of the key performance indicators monitored	
Workplace inspections - type	Louise Smith
	Josh Smith - Site Supervisor
	Colin Pearce - LAB H&S

21. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means. This is reviewed annually.

Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	Name: Louise Smith
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name: Louise Smith
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name: Class Teachers
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Name: Class Teachers

22. Smoking

What is policy on smoking	Springfield School have a NO smoking on the premise policy

23. Reporting Hazards or Defects

All staff and pupils must report any hazards; defects or dangerous situations they see at school.

Our arrangements for the reporting of hazards and defects:

- Inform a member of the SLT and Josh Smith
- Email, face to face, Staff meetings
- Recorded on Parago

24. Risk Assessments

The academy has in place risk assessment for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Risk assessments are in place in the following areas:

There are classroom based risk assessments

General risk assessments

School specific risk assessments

Individual risk assessments

PEEP assessments

Premises and grounds

Classrooms

Hazardous activities or events

Individual staff or pupils

Contractors

Fire Risk Assessment

Hazardous Substances

Work Equipment

Manual handling activities

Stress at Work

Children's Well being

DSE

Lone Working

Working from Heights

Glazing

Finger trapping

COVID-19

BCP

Name of person who has overall responsibility for the academy risk assessment process and any associated action planning

Name: Christopher Best

Our arrangements for carrying out, recording, communicating and reviewing risk



assessments are:

- School Specific risk assessments are completed by Christopher Best, Louise Smith, Class Teachers
- Individual Staff Risk Assessments completed by Louise Smith
- PEEP Risk assessments completed by Class teachers
- Class Teachers complete class based risk assessments. (Generic Classroom based)
- The Meadows School uses EVOLVE

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

25. School Vehicles - e.g. minibuses owned or operated by the school

Name of person who has overall responsibility for the school vehicles	Name: Christopher Best
The school operates	4 x mini bus
Name of person who manages the driver medical examinations	Louise Smith/SCC
Name of person who manages the vehicle license requirements	Manor Hall Academy Trust
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Approved drivers are responsible for ensuring the bus is in good working order prior to any journeys K Ridge oversees the maintenance ie MOT
Name of person who arranges servicing and maintenance of the academy vehicles	K Ridge oversees the maintenance ie MOT
Our arrangements for the safe use of school vehicles are: <ul style="list-style-type: none"> • Mini bus drivers have received appropriate training via SCC 	

26. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of academy staff	Name: Christopher Best
All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following	

arrangements:	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	Completed annually
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support. Counselling/supervision is available Thinkwell Access to the Family Support Team	

27. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and it's environment.	N/A
Our arrangements for carrying out suitable swimming pool management N/A	
Staff operating the swimming pool have received appropriate training and information. N/A	
Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures. N/A	

28. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name: Christopher Best
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient training for all staff are: <ul style="list-style-type: none"> All Staff, Students and Volunteers complete a formal induction All staff have a H&S and safeguarding induction Encourage staff with their CPD. 	

<ul style="list-style-type: none"> • All staff receive annual performance management targets. • On line training is available for all staff (The National College) • Sharing of good practice and knowledge across the Partnership and Trust • Network meetings • Peer to Peer reviews • Performance management • Use of TEAMS • Weekly staff meetings/Twilight sessions • Feedback encouraged 	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained on The National College. Each staff member/LAB has their own area and individual records	
Training and competency as a result of training is monitored and measured by:	Name: Christopher Best and Louise Smith

29. Use of VDU's / Display Screens / DSE

The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: <ul style="list-style-type: none"> • All office and Class Teachers have a DSE assessment for both a PC and laptop. 	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name Louise Smith
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name: Louise Smith

30. Vehicles on Site

Name of Premises Manager responsible for the management of vehicles on site	Name: Christopher Best
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries):	

31. Violence to Staff / School Security

The academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
Name of person who has responsibility for site security:	Name: Christopher Best
<p>Our arrangements for site security are:</p> <ul style="list-style-type: none"> • External risk assessment in place • External Lighting in place • Intruder Alarm • CCTV (in select parts of the building) 	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff must report all incidents of verbal & physical violence to:	Name : Christopher Best and Joan Wright

32. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name: Christopher Best/Louise Smith
Name of contractors who have undertaken a risk assessment of the water system	Name: IWS
Name of contractors who carry out regular testing of the water system:	Name: HSL
Location of the water system safety manual/testing log	Location: School Office
<p>Our arrangements to ensure contractors have information about water systems are:</p> <ul style="list-style-type: none"> • Hazard Exchange risk assessment is completed each time the Contractor visits. • The Contractors have access to the Water manuals. • Site Supervisor on site • Appointments are made prior to visit. Out of term time if possible. 	
<p>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</p> <ul style="list-style-type: none"> • The Site Supervisor completes required in house checks • The Site Supervisor has completed relevant training • Use of Parago 	

- Advice from Andrew Watterson (ENTRUST) sought if required
- Approved contractors complete required checks
- All information is held in the School Office

33. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name: Christopher Best
Work at height is avoided where possible.	
Our arrangements for managing work at height are: <ul style="list-style-type: none"> • Risk Assessment in place for working at height • Appropriate training through Induction and The National College 	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept in the School Office. These checks are completed by the Caretaker	

34. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils.	Name: Christopher Best
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement <ul style="list-style-type: none"> • Ensure suitability • Encourage visits to the school • Discuss expectations • Complete Induction and on the job training • Individual risk assessments in place • Have appropriate supervision 	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Name : Christopher Best
Our arrangements for managing the health and safety of work experience students in the academy are: <ul style="list-style-type: none"> • Students complete a formal induction before commencing at the school. • Students have weekly meetings with Christopher Best, Joan Wright, mentor or Class Teacher 	

- Class Teachers and staff to support students.
- Allow for appropriate OTJ time
- Receive Health and Safety induction

Key Performance Indicators

- All staff shall receive training on risk awareness and understand the importance of risk assessment across the school
- H&S induction will form part of a new member of staff's induction
- Any staff member receiving individual H&S training will cascade information to all staff at staff meetings or INSET days to ensure corporate understanding of responsibilities.
- H&S is everyone's responsibility
- Any issues, concerns must be reported immediately.
- Staff to receive appropriate training
- There will be an immediate response to remedial work following any D1 notices issued by servicing contractors.
- H&S policy to be reviewed annually

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

Local Academy Board

- ✓ To ensure there is an adequate, signed and up-to-date Health and Safety Policy.
- ✓ To commit resources to fulfil the Health and Safety Policy
- ✓ To ensure that the Health and Safety LA annual audit is completed, areas for development identified and priorities and an associated yearly action plan produced which includes financial resources.
- ✓ To ensure actions are undertaken, monitored and achieved and comply with appropriate standards
- ✓ To monitor trends in accidents, incidents and staff absences
- ✓ To receive & where appropriate action inspection reports
- ✓ To include health and safety on all LAB Premises Committee meeting agendas, and monitor and action completion of annual audits annual targets or specific issues. Record Minutes of meetings and provide a report for the full LAB termly meetings.
- ✓ To have a dedicated H&S LAB member

Executive Headteacher, Head of School & Federation Business Manager

- ✓ To ensure staff are competent to undertake tasks delegated to them by identifying and arranging staff training needs.
- ✓ To ensure that appropriate action is taken to identify significant risks and risk assessments are completed for medical, behavioural issues and school activities including those off site.

The Meadows School

- ✓ To undertake risk assessments for the activities of school ancillary staff e.g. caretaker, office staff, etc
- ✓ To ensure that there are procedures for the management of crisis, serious and imminent dangers
- ✓ To investigate accidents/incidents and complete the appropriate paper work
- ✓ To ensure that the medical procedures and the management of medications and pupil protocols are followed and updated
- ✓ To consult staff and safety representatives on health and safety matters
- ✓ To co-operate with and provide necessary facilities for trades' union safety representatives
- ✓ To manage the contracts for catering and cleaning contractors & report concerns to the appropriate LA's Department.
- ✓ To ensure safe hiring of school premises to third parties
- ✓ To ensure the competency and management of visiting contractors
- ✓ To ensure the safety of visitors to the school
- ✓ To ensure regular inspections of the school's premises
- ✓ To submit inspection reports to LAB and / or the LA
- ✓ To report on Health and Safety to the Leadership and Management Committee
- ✓ To be participate in LA safety audits
- ✓ To identify and arrange for appropriate staff training and information

Class Teacher

- ✓ To assist and alert Executive Headteacher/Head of School/Federation Business Manager and/or nominated personnel to undertake specific risk assessments of activities that fall within their role and responsibilities
- ✓ To complete risk assessment relating to their class and individual pupils both within the school and off site activities including educational visits
- ✓ To draw up and implement classroom procedures to manage health and safety, significant risks, pupil behaviour, administration and management of medication
- ✓ To induct new, transferring and volunteer staff that become part of their class team on the basic school health and safety rules and any specific procedures that relate to the specific class or pupils.
- ✓ To ensure that all the members of their class team including lunch-time staff follow the school and class health and safety procedures
- ✓ Ensure that the classroom, resources and toileting areas throughout the day are kept clean, hygienic and tidy
- ✓ Ensure that any food or drink spilled in any area of the school is cleared away immediately and hygienically
- ✓ To undertake inspections of the classroom and specific areas of the school for which they are responsible
- ✓ To pass on health and safety information received to appropriate people.
- ✓ To act on reports from nominated staff or LAB members

All Staff

Whilst the class teacher has overall responsibility for the pupils and staff in his/her care during the school day each member of staff also has a personal responsibility for their own safety that of the pupils and other staff members. In the event of any risk they should take the appropriate action.

On a daily basis all staff in addition to their specific responsibilities must: -

- ✓ check that classrooms, all work areas and the staff room are safe and hygienic and take the immediate action required, e.g. removing broken items to safe place, change venue for activity, clean up spills or pick up litter immediately and appropriately.
- ✓ check that teaching areas and equipment is safe before use.
- ✓ ensure that safety procedures are followed
- ✓ ensure that appropriate protective equipment is available and used, when needed
- ✓ participate in risk assessments, inspections, audits and the health and safety committee, if appropriate
- ✓ bring problems to the relevant manager's attention
- ✓ report all accidents and incidents
- ✓ report any maintenance or possible repair requirements to caretaker and fill in appropriate book in the office, email or use Parago.
- ✓ Ensure classrooms and teaching areas safe and secure at the end of the day, e.g. electricity appliances switched off, windows closed etc.
- ✓ Moving and handling training to be completed annually or when required

Federation Business Manager or Nominated Person

- ✓ To carry out school specific and individual risk assessments
- ✓ To complete H&S induction with new staff
- ✓ To monitor health & safety records e.g. records on fire alarm servicing, etc
- ✓ To dispatch completed accident investigation forms, complete online accident reporting

Site Supervisor or Nominated Person

- ✓ Monitor internal and external conditions of the school and notify any health and safety issues to the Headteacher/Federation Business Manager. If emergency or incidents occur after school closure inform appropriate emergency service first and then the Executive Headteacher/Head of School/Federation Business Manager
- ✓ Carry out fail-safe testing and all associated water hygiene tests in accordance with laid down schedule
- ✓ Keep chemicals associated with work, e.g. paint, hydrotherapy chemicals, stored appropriately and safely and keep records of how to manage incidents with chemical at hand for emergencies.
- ✓ Keep tools locked away safely.
- ✓ Complete all in house required checks
- ✓ Ensure emergency lighting, all signage e.g. fire escape routes, trip hazards, etc, is appropriate and maintained
- ✓ The correct use of Parago
- ✓ To receive appropriate training and adhere to risk assessments

