



Meadows First School

Health & Safety Policy

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Head Teacher: L Satchwell

Chair of Governors: J Barrow

MEADOWS FIRST SCHOOL

HEALTH and SAFETY POLICY

Contents:

Access and Exit
Accidents – First Aid
Accidents – Reporting
Blood Borne Diseases
Cleaning
Contractors on Site
Display Screen Equipment
Electrical Appliance Testing
Enforced Closure
Evacuation
Fire Emergency Alarms
First Aid
Good House Keeping
Information
Lettings
Lighting
Lone Working and Personal Safety
Manual Handling
Medication
Mini Bus
Monitoring
Off Site and Educational Visits
Outdoor Play Equipment
P E Equipment
Positive Physical Intervention
Public Performances
Records
Reprographics
Risk Assessments
Safety Inspections
Security
Smoking
Sports Pitches and Playing Fields
Stress and Staff Wellbeing
Supervision of Gates and Car Parks
Supervision of Pupils
Swimming Lessons (Public Pools)
Teaching – Practices for Health & Safety
Teaching – Policies
Training
Vehicles on site and Car Park arrangements
Violence to Staff and School Security
Working at Height

Relevant policies:

- A) NAMED INDIVIDUALS – attached**
- B) FIRE EVACUTION POLICY – see separate policy**
- C) LONE WORKING – see separate policy**
- D) MEDICATION - see separate policy**
- E) EDUCATIONAL VISITS - see separate policy**
- F) PE POLICY - see separate policy**
- G) POSITIVE PHYSICAL INTERVENTION - see separate policy**
- H) SAFEGUARDING POLICY - see separate policy**
- I) SAFER WORKING PRACTICE FOR ADULTS WORKING WITH CHILDREN - see separate policy**
- J) STRESS MANAGEMENT POLICY - see separate policy**
- K) BEHAVIOUR POLICY - see separate policy**
- L) SCIENCE POLICY - see separate policy**
- M) DESIGN AND TECHNOLOGY POLICY - see separate policy**
- N) WORKING AT HEIGHT POLICY - see separate policy**
- O) DRUGS POLICY - see separate policy**

MEADOWS FIRST SCHOOL'S HEALTH and SAFETY POLICY

THE STATEMENT

The overall aim of the school is to maintain a safe, healthy and accident free environment for all who work in or visit the school. In promoting this aim, the school believes in a partnership in which all recognise and implement their individual and collective responsibilities to its achievement.

We are a Rights Respecting school. The United Nations Convention on the Rights of the Child is an important agreement by countries who have promised to protect children's rights. All the rights are connected, they are all equally important and they cannot be taken away from children.

This statement identifies the responsibilities, policies and practices to be followed at Meadows First School to achieve this aim.

This statement is made in order to take account of the HEALTH and SAFTY AT WORK ACT 1974 and the 1992 legislation comprising REGULATIONS FOR "THE MANAGEMENT OF HEALTH AND SAFETY AT WORK", "WORKPLACE (HEALTH, SAFETY AND WELFARE", PROVISION AND USE OF WORK EQUIPMENT", "MANUAL HANDLING OPERATIONS", "PERSONAL PROTECTIVE EQUIPMENT AT WORK", "HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT)).

The prime responsibility for Health & Safety in county-controlled schools remains with the LA. The Governing Body of Meadows School is therefore committed to work within the arrangements outlined in the LA "Handbook of Safety Information," the County Council Statement of General Policy and the LA's scheme for the Local Management of Schools.

GENERAL REQUIREMENTS

The Governors of Meadows First School recognise their responsibility under the Health & Safety at Work etc. Act (1974), so far as is reasonably practicable to:

- a) provide safe systems of work, plant and equipment
- b) provide for the safe use, handling, storage and transport of articles and substances
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely
- d) provide a safe place of work with safe means of access and egress for all persons using the premises
- e) provide a safe and healthy working environment with adequate welfare arrangements
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others

STAFF RESPONSIBILITIES

Governors The Governors' responsibility in statement of law is ambiguous. However, as the body for personnel decisions, for tenant responsibilities and for policy within the school it would seem incumbent on the Governing Body to make general policy, to act within the policy of the LA as indicated earlier and to

work in partnership in supporting the Head Teacher in her responsibilities. This will be achieved by the Governing Body of Meadows First School by:

- a) Approving a policy which enacts this responsibility
- b) Appointing a Governor who will review and report on matters of Health & Safety
- c) Appointing a Governor with responsibility for reporting "Risk Assessment", as prescribed in the current risk assessment document, through the subcommittee to the Board, at least annually.
- d) Ensuring that Health & Safety is a regular agenda item at meetings.

Head Teacher

The ultimate responsibility for all school safety organisation and activity lies with the Head Teacher, who shall:

- a) Be the focal point for day to day references on and give or indicate sources of advice.
- b) Co-ordinate the implementation of the approved safety procedures in the school.
- c) Maintain contact with outside agencies able to offer expert advice.
- d) Report all known hazards immediately to the authority and stop any practices or the use of plant, tools, equipment or machinery etc. she considers to be unsafe until satisfied as to their safety.
- e) Make recommendations to the authority or appropriately the Governors for additions or improvements to plant, tools, equipment or machinery etc. which are dangerous or potentially so.
- f) Make or arrange for the investigation of premises, places of work and working practices on a regular basis and ensure that he/she is informed of accidents and hazardous situations.
- g) Review from time to time the provision of first aid in the school.
- h) Review from time to time the provision of emergency regulations and make recommendations for improvements.
- i) Review regularly the dissemination of safety information concerning the school.
- j) Recommend necessary changes and improvements in welfare facilities.
- k) Inform Governors from time to time of the safety procedures of the school.

The Head Teacher's Responsibility will be achieved by:

- a) Ensuring that codes of practice and procedures are created for and communicated to, appropriately, all persons, adult or children, working in or visiting the school and in all relevant respects of the 1974 act and the 1992 regulations.
- b) By liaison with the Governors directly and through the Governor responsible for H&S to formulate and implement policy.
- c) Ensuring that the LA and other authoritative bodies i.e. the fire service inspections, servicing, premises and equipment audits are carried out regularly and promptly (in coordination with BAM).
- d) Ensuring the provision and maintenance of first aid equipment at set points in the building.
- e) Implementing of appropriate training for children and personnel in skills and/or procedures.
- f) Implementing consultation for needs and improvements with all who work or visit the premises.

All Employees

The Health & Safety at Work act 1974 states 'It shall be up to the duty of every employee while at work to take reasonable care for the Health & Safety of him/herself and any other persons who may be affected by his/her acts or omissions at work and any duty or requirements imposed on his/her employer or any other person by or under any of the statutory provisions, to cooperate with him/her so far as necessary to enable that duty or requirement to be preformed or complied with".

The Act also states "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the statutory provisions". In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- a) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- b) To observe standards of dress which are consistent with safety and/or hygiene
- c) To exercise good standards of housekeeping and cleanliness
- d) To know and to apply the emergency procedures in respect of fire and first aid
- e) To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- f) To cooperate with others in promoting improved safety standards in the school
- g) To cooperate with the appointed safety officer and the enforcement officer of the Health & Safety Executive or the Public Health Authority

Teaching and Non-Teaching Staff

Teaching and Non-Teaching Staff have a general responsibility for the application of the Authority's Safety Policy in their own area of work or responsibility and are directly responsible to the Head Teacher for the application of existing safety measures. Advice or instruction given by the Head Teacher, the Authority or relevant parts of if this statement shall be observed:

- a) Shall where necessary establish and maintain safe working procedures, where ever reasonably practical in connection with the use, handling, storage and transport of articles and substances e.g. guillotines, boiling water, duplicating materials
- b) Shall resolve any Health & Safety issue referred to them or appropriately refer it on to the Head Teacher
- c) Shall maintain a regular overview of the area and activities for which they are responsible and make necessary reports to the Head Teacher
- d) Shall within reason provide, information, guidance and training to pupils and other employees in their area so as to avoid hazards and to contribute to the safety of all
- e) Shall seek appropriate advice from relevant sources on Health & Safety matters
- f) Shall make suggestions regarding practices, provision, premises and equipment which will enhance safety and welfare

Class Teachers and TAs

Have a responsibility for the safety of pupils in their charge. If there is any reason, which prejudices the exercise of that responsibility, such as location of equipment person before processing. Class teachers are expected:

- a) To exercise effective supervision of the pupils and to know the procedures in respect of fire, bomb scare, and first aid and to carry them out
- b) To know any special safety measures of the area of the building they are working in e.g. P.E. hall and see they are applied
- c) To give clear instructions and warning as necessary
- d) To apply or call for necessary protective clothing ie. gloves or equipment guards on guillotines where necessary
- e) To make suggestions which will improve Health & Safety in practices, equipment or welfare

Pupils are expected:

- a) To follow the rules and guidelines set out for their safety and welfare
- b) To take reasonable responsibility for their own safety and welfare and that of their peers and classmates
- c) To observe the rules on standards of dress and apparel commensurate with safety eg P.E. kit, and not ear rings (see practices for P.E)
- d) To observe rules and instructions particularly in emergencies
- e) To use and not abuse or interfere with things provided for their safety

The Caretaker (Employed by BAM and their responsibility) is responsible for:

- a) Ensuring s/he is familiar with and complies with the School Safety Policy, together with the LEA group safety policy, the 'Safety of Buildings'
- b) Reporting to the Head Teacher any problems or defects affecting the Health & Safety of anyone in the building
- c) Bringing the school safety policy and risk assessments to the attention of cleaning staff working under his/her direction in so far as they affect that person's work
- d) Ensuring adequate training of staff under his/her control in the use of equipment or materials they may use
- e) Checking materials and equipment used has adequate safety information
- f) Ensuring that safety procedures are laid down and used in any potentially hazardous situation eg use of step ladders or power machines
- g) Ensuring adequate warning to other users of the premises of potentially hazardous cleaning/caretaking operations
- h) Ensuring while on duty, that all contractors report to the reception office on arrival, that they have school identification while on the premises and that the Head Teacher is informed
- i) Ensuring the safe use and maintenance of boiler rooms, plant and equipment

First Aiders are responsible for

- a) Assisting the Head Teacher as the Appointed Person in providing and advising on first aid practices
- b) Reporting any inadequacies and irregularities of supplies and procedures

Union appointed representative

Have no responsibilities beyond those within the above categories but they have the right to make termly inspections and submit reports, receive reports of inspections or accident investigations, represent their members to the Head Teacher or the school safety committee and receive appropriate training for their duties

Visitors are expected:

- a) To act positively in respect of their own safety and that of others
- b) To follow the visitor procedures to maintain their safety
- c) To familiarise themselves with emergency procedures in the area in which they are
- d) To observe rules and instructions particularly in fire and other emergencies
- e) To use and not abuse or interfere with items provided for their safety

Contractors (responsibility of BAM) are expected:

- a) To act positively in respect of their own safety and that of others
- b) To follow the visitor procedures (as above) to maintain their safety
- c) To familiarise themselves with emergency procedures in the area in which they are working
- d) To observe rules and instructions particularly in case of fire and other emergencies
- e) To use and not abuse or interfere with items provided for their safety
- f) To provide a copy of their own Health & Safety if contracted by the school

STAFF RIGHTS

The Governors recognize the need to consult staff on matters of health and safety and will recognize the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.

THE ROLE OF THE LOCAL AUTHORITY

The Governors recognize the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognize that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-Ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

LOCAL MANAGEMENT OF SCHOOLS AND DELEGATED FUNDING

The Governors recognize the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

RISK ASSESSMENTS

The Governors recognize their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999 and amended in 2006
- the Control of Substances Hazardous to Health (COSHH) Regulations 2002
- the Manual Handling Operations Regulations 1992
- the Provision and Use of Work Equipment Regulations 1998
- the Display Screen Equipment Regulations 2002

2. THE ORGANISATION

The Local Authority – Worcestershire County Council

The Health & Safety Team Adviser

The Governors – Health & Safety Representative

The Head Teacher or Deputy in their absence

The School Safety Officer – School Office Manager

Teaching, Teaching Assistant and Technician Staff

The Sites and Buildings Manager / Caretaker / Cleaner in Charge

The Lead First Aider / Appointed Person

Any other persons who may have been given specific responsibilities for any aspects of Health & Safety, e.g. Lunchtime Supervisors.

The individuals identified as undertaking these roles are listed in the attached **appendix A**

EMPLOYERS RESPONSIBILITIES

Worcestershire County Council Directorate of Children's Services (in Community or Controlled schools) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Meadows First School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).

GOVERNORS RESPONSIBILITIES

The Governing Body, through the Head Teacher is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary
- d) advising BAM of structural defects that could adversely affect the health and safety of staff, pupils and other persons
- e) the adoption of safe working practices by staff and pupils, and by contractors on site
- f) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations

HEAD TEACHERS RESPONSIBILITIES

The Head Teacher is responsible for:

- a) The implementation of the school safety policy
- b) Advising the Governing Body of the need to review the school safety policy
- c) The day to day responsibility for health and safety in the school
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002
- e) Ensuring that staff receives appropriate health and safety training
- f) Carrying out the safety audit required by the LA
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action
- j) Emergency procedures, including evacuation in case of fire or bomb threats
- k) Ensuring that adequate provision is made for the administration of First Aid
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings
- n) Consultation with approved Trade Union Safety Representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information)

TEACHING, TEACHING ASSISTANT AND TECHNICIAN STAFF are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy

- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head Teacher of Faculty, Department or Subject Co-ordinator to the Head Teacher (or School Safety Officer)
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974 (ie. by following LA guidance)

SITE / BUILDING MANAGER, CARETAKER, CLEANER IN CHARGE (employed by and under the control of BAM) is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy
- b) Bringing to the attention of the Head Teacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)
- d) Ensuring that any staff under his/her direct control (i.e. Non-contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out)
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.
- h) Informing the Head Teacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor)
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out)
- j) The safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler de-scalers, swimming pool chemicals etc.)

LEAD FIRST AIDER is responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

SAFETY REPRESENTATIVES (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Head Teacher
- b) Receive any reports of inspections or accident investigations made by the Health & Safety Executive
- c) Represent their membership to the Head Teacher (as representative of the employer) on matters affecting the health, safety or welfare of staff
- d) Represent the staff / union membership on school safety committees
- e) Receive such training as may be necessary for them to perform their duties

CATERING / KITCHEN MANGER (employed by and under the control of BAM) is responsible for:

- a) Ensuring that he/she is familiar with and complies with the school safety policy
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others

- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements
- d) Bringing to the attention of the Head Teacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility

FACILITIES MANAGEMENT TEAM Provided by BAM fm Ltd is responsible for:

- a) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school
- b) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health
- c) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced
- d) the adoption of safe working practices by staff under their employment and by contractors on site
- e) dealing with potential hazards to health and safety, liaising where appropriate with representatives of the School, County Council and contracting organisations

THE ARRANGEMENTS

Access and Exits

Playground and Entrances - The caretaker (BAM Responsibility) will be responsible, prior to school opening for:

- ◆ Keeping all doorway entrances clear
- ◆ Ensuring all gates are working freely
- ◆ Marking external steps, ramp edges or protruding corners with yellow paint
- ◆ Clearing and salting 'passageways' and play areas during snow and icy conditions
- ◆ Clearing wet leaves

In case of Fire

- ◆ All fire doors should be free of obstruction and in working order and clearly identified (Responsibility of BAM)
- ◆ All other doors should be able to be opened from the inside (Responsibility of BAM)
- ◆ Evacuation muster points should be identified in every classroom. Optional routes should be checked by every staff member and locations available to supply teachers

Accidents – First Aid

All staff should be aware of:

- ◆ Simple first aid actions – in case of doubt call a First Aider
- ◆ Location of first aid stations
- ◆ All Trained First Aiders
- ◆ The ABC of the unconscious casualty

Accident – Reporting

- ◆ Minor accidents – grazes, small cuts, minor head bumps must be recorded in the First Aid Room record book giving date, child's name, injury, action taken and person responsible for treatment
- ◆ Severe head bumps, burns, eye injuries, concussion, possible fracture must be reported to a First Aider and they in-turn must report it to the Head Teacher. Any serious injury is recorded on Cority (online recording system).

- ◆ Incidents injury to adults should be recorded on Cority (online recoding system) and reported to the Head Teacher who will inform the LA

Blood Borne Disease

- ◆ Disposable gloves must be used for the management of all body fluids
- ◆ Cuts and abrasions must be covered with a dressing
- ◆ Wipes, old plasters, gloves etc must be disposed of in the First Aid Station designated bins
- ◆ Additional information available see 'Infection Control Guidelines for Schools' available from the school office

Cleaning (Responsibility of BAM)

- ◆ All materials must be kept in a locked cupboard when not in use
- ◆ Cleaning materials must be checked by the caretaker and stored appropriately
- ◆ Advice must be given on safe use and protective actions or clothing to be used in conjunction with COSHH advice
- ◆ Safe alternatives must always be used rather than those which carry some hazard
- ◆ Protective clothing and gloves must be worn when using materials with a risk symbol
- ◆ Separate marked mop buckets must be used for toilet areas and for other wet areas
- ◆ Wet floor signs must be displayed when mopping is in progress and during drying
- ◆ Ensure adequate ventilation whilst using substances with strong odours
- ◆ All rubbish must be removed and placed in container dustbins

Contractors on site (Responsibility of BAM)

- ◆ All contractors must report to reception on arrival and confirming safety arrangements with the Head Teacher and caretaker
- ◆ Contractors work space, plant and machinery must be securely fenced or coned off against contact by pupils or adults
- ◆ Grass cutting must only be undertaken when pupils are NOT on the playing fields
- ◆ All contractors will be shown the Asbestos Register prior to work
- ◆ Ensure that there is no asbestos in the building structure prior to intrusive work being carried out

Computer & Display Screen Equipment (DSE)

- ◆ All staff assessed as being DSE "Users" including teachers with laptops are trained in safe use as part of induction.
- ◆ DSE Assessments should be undertaken in accordance with the WCC Statement of Safety Policy (Available in the School Office) for any employee with concerns connected with the use of their computer workstation
- ◆ DSE Self assessment to be reviewed every 3 years or following changes in equipment or location
- ◆ Equipment to aid posture and foot positions to be provided as required
- ◆ Lighting and Ventilation will be checked by the School Administration Office for office and administration areas
- ◆ For information see Health & Safety Information page 51 and WCC Leaflet Display Screen Equipment – Information for users

Electrical Appliance (Portable) Testing

- ◆ All staff should check leads, plugs and equipment visually on each use for faults and report such to the school office who will arrange repairs
- ◆ An annual test for all such equipment will be undertaken by a 'competent' person (school trained and employed PAT tester)

- ◆ Detailed registers of items checked will be held in the school office

Enforced Closure – due to snow / flood etc

- ◆ Parents will be informed of procedure for closure where ever possible
- ◆ Early decision will be made by the Head Teacher considering safe access, sufficiency of staff and safety for getting home at end of day
- ◆ Local Radio, TV and Text Messaging systems to be utilised to inform parents
- ◆ Safe access routes through the playgrounds to be salted and cleared by caretaker

Evacuation – for any concern of danger to pupils ie Bomb

- ◆ Follow the school evacuation procedure as if there was a fire
- ◆ The Head Teacher to be informed immediately
- ◆ Further safety to be achieved by evacuation to the rear of school playing fields.
- ◆ Office staff to ensure pupil contact details are available
- ◆ Contact with Parents/Guardians to be made as required via telephone, text message and media

Fire Emergency Alarms

- ◆ Alarms will be checked every fortnight by the caretaker at various trigger points in rotation (Responsibility of BAM)
- ◆ Fire fighting equipment will be checked annually via an LA Appointed contractor (Responsibility of BAM)
- ◆ A record of checks will be kept, maintained and held in the site office (Responsibility of BAM)
- ◆ All rooms will display a blue 'In case of Fire Instruction' notice
- ◆ Fire evacuation practices will be held termly
- ◆ Muster points to be adjacent to the perimeter fence giving further escape options if possible
- ◆ On discovery of a fire the alarm MUST be raised immediately
- ◆ On hearing the alarm, the first priority is to evacuate the building – Teacher responsible for the class will take the class to the muster point along the designated evacuation route, ensuring the classroom door is closed behind them.
- ◆ Teachers should take the laminated class record of numbers with them to the muster point
- ◆ The designated Fire Warden (BAM) will make a sweep of the building to check that everyone has evacuated
- ◆ Office staff will follow 'In case of Fire' details in Fire Evacuation Policy (separate policy)
- ◆ Calling for assistance from Fire Service is the responsibility of BAM

First Aid

- ◆ List of personnel trained in First Aid at Work and Paediatric First Aid is displayed in the First Aid Room and other locations around the building
- ◆ First Aid at Work and Paediatric First Aid and First Aid Medications training is renewable every three years
- ◆ Sufficient staff are trained to support the number of pupils in the school and to cover in the case of absence
- ◆ Lead First Aiders will maintain First Aid supplies
- ◆ Classroom staff are responsible for replenishing their own first aid supplies from the central stocks held in the first aid room
- ◆ Senior members of staff to assist in the control and removal of pupils from the location of any accident or incident and to direct ambulance personnel to the correct location
- ◆ Parents to be contacted as quickly as possible following any major incident / accident

- ◆ If parents have not been able to attend the pupil will be escorted under dual control to Minor Injuries Department in staff vehicle (Vehicle must hold Business Insurance)
- ◆ If parents have not been able to attend the pupil will be escorted by a member of school staff to the hospital via ambulance

Good House Keeping

All areas of the school should as a matter of practice be kept tidy and organised. This is a matter of good training in awareness for the children as well as providing a more stimulating environment in which to work – this in turn must be an aid to health. Note should be taken of:

- ◆ Equipment being stored in such a way as not to obstruct access or exits
- ◆ Surfaces to be tidy to enable maximum ease when cleaning

Information

- ◆ Handbook of Safety Information to be kept in each classroom and available on school data base
- ◆ All staff to be issued with a copy of the Health & Safety Policy
- ◆ Annually or upon any changes an update of the Health & Safety Policy will be posted on school data base and in each classroom
- ◆ Central record kept of acknowledgement by staff
- ◆ Employers Liability Insurance to be displayed in several locations around the building
- ◆ Health & Safety – ‘What you need to know’ to be displayed in several locations around the building

Lettings

- ◆ All school lettings after 6pm Monday to Friday and weekends are the responsibility of BAM
- ◆ The Head Teacher authorises lettings from 3.15pm – 6pm Monday to Friday
- ◆ All hirers to be informed of First Aid sites, emergency exits, telephones and alarm system trigger points
- ◆ All hirers to carry insurance to LA requirements
- ◆ A Letting Agreement or Licence for all school lettings is signed by the hirer and a copy held in school along with details of Insurance Cover
- ◆ Caretaker to be responsible for ensuring the building is safe and clean before and after letting
- ◆ All electrical equipment supplied by hirers to be checked for PAT testing conformity prior to use on the premises

Lighting (Responsibility of BAM)

- ◆ Regular inspected set of steps to be available for access to room lighting
- ◆ Access to hall lights to only be achieved using building ‘tower’
- ◆ Strip lighting diffusers to be cleaned on a rota basis at least once a year

Lone Working and Personal Safety

- ◆ Lone working is discouraged in accordance with the school’s policy (separate policy)
- ◆ BAM staff are always on the premises whilst the building is open.

Manual Handling

- ◆ Lifting equipment used for pupils including the hoist and Evac-Chair, relevant staff are given training on use and record keeping
- ◆ Teaching staff are responsible for ensuring laptop trolleys are moved safely
- ◆ Manual Handling Training will be provided as and when necessary following risk assessments
- ◆ All other equipment and heavy items are moved by caretakers and BAM are responsible for their training

- ◆ The Health & Safety Executive Guidance notes are available from the school office or on the HSE website

Medication

- ◆ Medication can be administered by a competent member of staff on a voluntary basis and receipt of a “Medication Consent Form” signed by parent guardians
- ◆ Medication is to be stored in a locked cabinet in the First Aid Room
- ◆ All medications to be administered under dual control and recorded by two members of staff
- ◆ Care plans are held for pupils with specific requirements and available in the classroom and the First Aid Room at all times with the Emergency Medication (ie Epi-pen, Inhalers)
- ◆ Additional training to be provided as needed for epi-pens, diabetes etc
- ◆ Details can be seen in the Medication Policy (separate policy)

Mini Buses – the school does not own a mini bus, but if it purchases one we will ensure that:

- ◆ Mini bus to only driven by staff qualified to do so and who hold a valid WCC Mini Bus Assessment
- ◆ The vehicle is serviced and maintained in accordance with the annual MOT
- ◆ A WCC Vehicle Inspection Check form is completed for every journey and all defects reported immediately to the SBM
- ◆ A section 19 permit is maintained and displayed in the vehicle at all times
- ◆ A DVLA Tax disc is maintained at all times
- ◆ Valid Insurance documentation to be maintained at all times

Monitoring

The Head Teacher to provide the governor responsible for Health & Safety with an analysis of accident records at the time of the Risk Assessment for review and amendments to policy and practice.

Off site and Educational Visits

- ◆ WCC ‘Off-site visits, field studies and outdoor education guidelines’ to be utilised for good practise
- ◆ All visits to be agreed by the Head Teacher or the EVC.
- ◆ All visits to carry LA insurance, costs passed to parents and arranged by office staff
- ◆ Group leadership to be on 1:10 ratio or better, contact numbers for pupils and staff to be held at base and with group leaders.
- ◆ Medical information for pupils to be available and First Aid equipment carried at all times.
- ◆ Risk Assessment to be carried out prior to the visit
- ◆ Group leaders to be briefed prior to visits
- ◆ All coach travel to be on a single belted seat per person
- ◆ Educational Visits Policy (separate policy)

Outdoor Play Equipment

- ◆ Outdoor apparatus is inspected and maintained on a regular basis
- ◆ Outdoor apparatus is checked by school staff prior to use
- ◆ Risk Assessments are in place for all equipment and activities and held by the School safety and centrally in the school office

PE Equipment

- ◆ PE Equipment and apparatus owned by BAM is inspected and maintained on a regular basis
- ◆ School owned portable PE Equipment is maintained and checked by school staff prior to use
- ◆ Risk Assessments are in place for all equipment and activities and held by the school safety officer and centrally in the school office

Positive Physical Intervention

At Meadows First School we work to ensure each individual pupil is able to reach his or her potential. Every child is entitled to learn and every teacher is free to teach in an environment that is safe, secure and free from distraction. The guiding principles to achieve this are established in the Positive Physical Intervention Policy (separate policy)

Public Performances

- ◆ Emergency exits to be identified at the beginning of each public performance together with muster stations
- ◆ A member of staff to marshal each fire exit in case of an emergency

Records

The caretaker (Responsibility of BAM) will keep a record of:

- ◆ All visits for maintenance of plant and equipment e.g. Boilers, pumps etc
- ◆ Fire Alarm Tests
- ◆ Fire Drills
- ◆ Written note of a hazard to be given to the Head Teacher and reported to BAM
- ◆ The Health & Safety Governor to report on matters and actions in their report once a year

Reprographics

- ◆ In the event of failure of the machinery it is the users' responsibility to inform office staff
- ◆ All materials for reprographics to be kept in the reprographics room
- ◆ No children should enter the reprographics room unless supervised

Risk Assessment

- ◆ The Risk assessment established in 1994 will be reviewed annually and reported to Governors
- ◆ Copies of specific Risk Assessments to be kept in the school office

Safety Inspection

- ◆ An annual 'Safety Audit' will be carried out with the Health & Safety Governor in accordance with the LA schedule
- ◆ Buildings and Health & Safety committees will inspect the site periodically in association with the Annual Risk Assessment

Security

- ◆ All visitors who are not employed by the school will be required to sign in at the school office and wear an identity badge
- ◆ Children will be asked to report to teachers anyone that they see in school not displaying an identity badge
- ◆ Car parks and entrances will be lit during events in addition to security lighting (Responsibility of BAM)
- ◆ The Safeguarding Policy and the Safer Working Practice for adults working with children Policy (separate policies)

Smoking / Vaping & Dogs on Site

- ◆ The Schools buildings and grounds are designated a Non-Smoking Area
- ◆ The Schools buildings and grounds are designated a Dog Free Zone and parents and visitors are expected to adhere to this restriction, with the exception of Guide Dogs
- ◆ This guidance applies to all events and at all times

Sports Pitches and Playing Fields

BAM are responsible for the Maintenance of playing fields and pitches and school staff undertake visual checks prior to any activities

Stress and Staff Wellbeing

The Governing Body is committed to protecting the health, safety and welfare of school employees. They recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors and

- ◆ ensure risk assessments are conducted to eliminate or control the risks from stress
- ◆ regularly review risk assessments
- ◆ consult with staff on all proposed action relating to the prevention of workplace stress
- ◆ support training for all managers and supervisory staff in good management practices
- ◆ advise those suffering from stress of the confidential counselling service provided through Occupational Health

Supervision Gates and Car parks

- ◆ Children must not leave the school premises without adult supervision
- ◆ No vehicle should enter the school playgrounds when pupils are present. In the very unusual situation of this being necessary all pupils must be removed to a safe area, supervised by an adult whilst the vehicle is in motion
- ◆ Parking around the school represents a hazard which users will be regularly reminded about and traffic wardens assistance sought
- ◆ Gates to playgrounds must be re-secured on passage through them
- ◆

Supervision of Pupils

Good Practice in behaviour management strengthened by the partnership of parents and governors who all have direct responsibility for pupil supervision is instrumental to the promotion of 'the spiritual, moral, cultural, mental and physical development of pupils' practices under the heading of Health & Safety underpin this commitment. Children are expected to cooperate in implementing the schools Behaviour Policy (separate policy) Through the school day:

- ◆ Staff have a contractual responsibility for pupils 10 minutes before and after the morning and afternoon sessions. In dry conditions pupils are expected to be in the playground and only to enter the school with the agreement of a member of staff or in the case of accident. In wet or inclement conditions parents should ensure that children do not arrive more than a few minutes before the bell. Children may then enter the classroom
- ◆ The school day will be ordered by the electric bell. Good order will be maintained
- ◆ At break times a member of staff will be on duty in each of the playgrounds with a 'backup' colleague to deal with first aid matters or children who would otherwise distract the duty member unreasonably from their patrolling responsibility
- ◆ On wet days each member of staff is responsible for the oversight of his/her class
- ◆ Responsibility for the management of pupils at lunchtime is that of the Head Teacher working through the direct supervision of the Dinner Superintendents. The 'Behaviour Policy' will be followed together with the recorded practices for supervision and the movement of pupils through the school and dining hall. Briefly summarised these are:

- a) One superintendent will be responsible when required for first aid in each playground
- b) Superintendents must space themselves for maximum control, surveillance and visibility
- c) No child should enter the playground without a supervisor being present

Swimming Lessons (Public Pool)

- ◆ Risk Assessments are held for all swimming activities by the PE Co-ordinator and centrally in the school office
- ◆ Level of supervision is 2 school staff plus 2 life guards and a qualified instructor
- ◆ The BSLC is responsible for ensuring life guard staff and instructors are trained and hold a lifesaving certificate and first aid certification

Teaching – Practices for Health & Safety

The management of equipment and premises is of paramount importance for children's safety. The following general points are made:

- ◆ Floors and working surfaces must be sound and non-slip
- ◆ Scissors must be kept in a tidy block and classroom rules established for their use
- ◆ Glue guns may only be used under supervision and with use of eye protectors
- ◆ All equipment and tools must be stored in an orderly fashion and in such a way as not to present a hazard
- ◆ No child should be asked to lift or carry excessive weights

Teaching – Policies

While all teaching will refer to aspects of Health & Safety relevant to them or reinforcing for children's behaviour the following subject areas will have specific guidance and risk assessments for each activity:

Training

- ◆ All staff in addition to receiving a copy of the Health & Safety Policy should be inducted in safe practice generally (including the concept of risk assessment) and specifically with regard to the equipment which may be used. This will be achieved:
 - In the case of Teachers by the Senior Leadership Team
 - In the case of Cleaners by the Caretaker
 - In the case of Dinner Supervisors by the Head Teacher
- ◆ Opportunities for specific training will be offered by the professional development co-ordinator
- ◆ The Continued professional development co-ordinator will be responsible for ensuring that student teachers, classroom assistant students, work experience students and others on training at the school receive a briefing in Health & Safety.
- ◆ A copy of the Health & Safety and other related Policies will be kept on the school IT network for reference at all times.
- ◆ The school office manager ensure that supply teachers are briefed with regard to Health & Safety
- ◆ The Health & Safety Policy to be reviewed annually and school office manager to keep all copies kept in the classrooms and on school data base in an up to date state.
- ◆ The school will aim to have three qualified First Aiders as a minimum and to ensure that all staff receive some first aid training at least every three years

Vehicles on Site / Car Park arrangements

- ◆ BAM are responsible for the management of the car park
- ◆ Vehicles are parked at the owners' risk
- ◆ Areas of the car park are segregated for Coaches and Disabled drivers.

- ◆ A “Drop off” area is allocated for deliveries to ensure easy access to the building
- ◆ BAM staff ensure that the gates are locked between the times of 8.40am and 8.55am and 3.05pm and 3.25pm to restrict movement of vehicles at busy times of pedestrian access

Violence to Staff / School Security

- ◆ BAM are responsible for ensuring the school site is secure at all times
- ◆ BAM are responsible for ensuring that all internal and external doors are locked and the security alarms in place when the building is empty
- ◆ Visitors enter the school through the main entrance doors and report to the reception desk and sign in on Inventory (online signing in system) and identified by school staff - in accordance with the Safeguarding Policy requirements – (separate policy) before moving around the building
- ◆ All incidents of verbal and physical violence are reported to the Head Teacher and Governors

Working at Height

- ◆ BAM are responsible for any equipment used such as steps and ladders
- ◆ School staff and pupils are not expected to undertake tasks at height
- ◆ School provide Foot Stools for use when applying displays to walls in corridors and classroom and risk assessments are in place for this task.
- ◆ For details refer to the Working at Height Policy (separate policy)

**HEALTH & SAFETY
AT MEADOWS FIRST SCHOOLS**

The Local Authority – Worcestershire County Council

The Health & Safety Team Adviser – Sandra Sandon

The Governors – Health & Safety Representative

The Head Teacher or Deputy in their absence

The School Safety Officer and /or School Finance Manager

Senior Leadership Team

Teaching Staff

Teaching Assistants

Administrative Staff

Technician Staff

The Sites and Buildings Manager / Caretaker / Cleaner in Charge – BAM fm Ltd

The Lead First Aiders

First Aid Trained Staff

Any other persons who may have been given specific responsibilities for any aspects of Health & Safety, e.g. Lunchtime Supervisors.

Responsible persons, by area, are displayed in classrooms and the main office.