

# **Meadowhead School Academy Trust**

## **Health and Safety Policy**



**Staff Responsible:** Kevin Elliott/Stacey Shaw

**Revised:** August 2023

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# Statement of intent

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At Meadowhead School Academy Trust we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of all our users is of paramount importance to us and this policy reflects our dedication to creating a safe and healthy environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives on health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop on culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our establishment.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

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**Signed by**

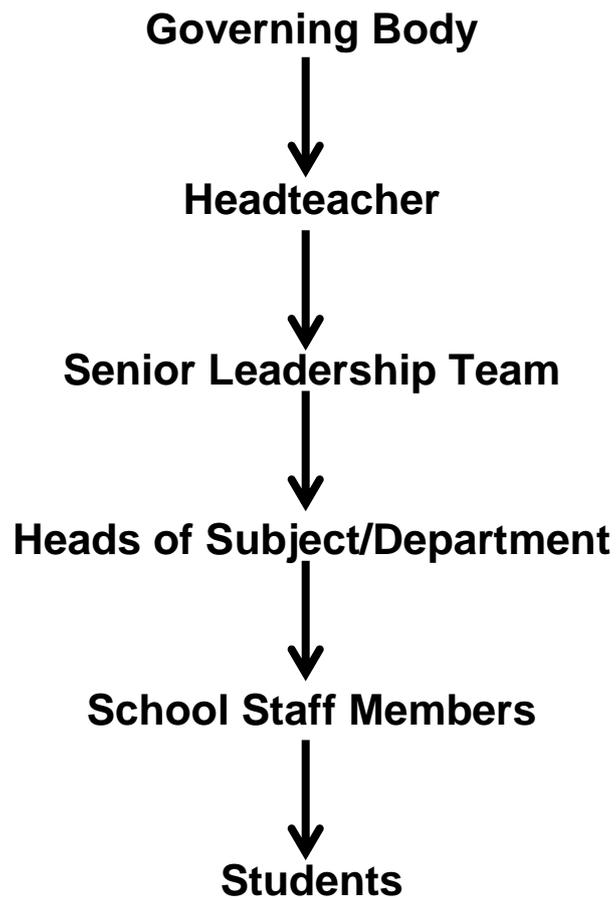
**Headteacher** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chair of Governors** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Meadowhead School Academy Trust  
Health and Safety Structure**



Below is a list of those staff who have responsibility for a specific area:

Resources/Admin	Mr K Elliott
Educational Visits	Mr S Shaw/J Khatun
Premises	Mr S Shaw/Kier
ICT	Mr A Clarke
English	Miss R Beigel
Maths	Mr A Weale
Science	Mrs L Markham / Mr A Murphy
ADT	Ms J Bellingham / Mr M Massa
Languages	Mrs A Cruickshanks
Geography	Mrs H Cook
History	Miss V Howard
Ethics	Mrs N Shea
Performing Arts	Mrs R Edson
HFWB	Miss M Dunbar
LRC	Mrs R Webb
Canteen/Kitchen	Mellors Head Chef

# 1. Organisation

## 1.1 Duties of the Governing Body

The Governing Body, in consultation with the Headteacher will:

- 1.2 Ensure familiarity with requirements of the appropriate legislation and codes of practice.
- 1.3 Create and monitor a management structure responsible for Health and Safety in the school.
- 1.4 Ensure there is a detailed and enforceable policy for Health and Safety and that the policy is implemented by all.
- 1.5 Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- 1.6 Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- 1.7 Display the Health and Safety Law poster in prominent positions around the school.

### **The Governing Body endeavours to provide the following:**

- 1.7.1 A safe place for all users of the site including staff, students and visitors.
- 1.7.2 Safe means of entry and exit for all site users.
- 1.7.3 Equipment, grounds and systems of work which are safe.
- 1.7.4 Safe arrangements for the handling, storage and transportation of any articles and substances.
- 1.7.5 Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
- 1.7.6 Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.

- 1.7.7 Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

## **2. Duties of the Headteacher**

- 2.1 The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- 2.2 The Headteacher will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the heads of the appropriate departments and other members of staff.
- 2.3 The Headteacher will designate a Health and Safety Officer (Stacey Shaw) to be responsible for the day to day implementation of the Health and Safety Policy. This person will also be the designated contact with the PFI company, Local Authority and the HSE where necessary.
- 2.4 The Headteacher will ensure the provision of adequate training, instruction and supervision.
- 2.5 Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors

### **3. Duties of Heads Department**

- 3.1** Heads of Department will be familiar with the requirements of health and safety legislation, in particular those that relate to their subject area.
- 3.2** In addition to general duties, Heads of Department will be responsible for the implementation and operation of the school's Health and Safety Policy in their department and areas of responsibility as delegated by the Headteacher.
- 3.3** Responsibility for aspects of Health and Safety are written into the job descriptions for some Heads of Department.
- 3.4** Heads of Department will take a keen interest in the school's Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

## **4. Duties of all members of staff**

- 4.1** All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- 4.2** Staff will avoid any conduct which puts themselves or others at risk.
- 4.3** They will be familiar with all requirements laid down by the Governing Body.
- 4.4** Staff members have a duty to ensure all staff, students and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- 4.5** Staff will ensure all machinery and equipment is in good working order and safety to use, including adequate guards. They will also not allow improper use of such equipment.
- 4.6** Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 4.7** All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- 4.8** All staff will report any defects in equipment or facilities to the designated Health and Safety Officer (Stacey Shaw).
- 4.9** All staff will also take an interest in health and safety matters and suggest any changes they feel are appropriate.
- 4.10** Staff will make suggestions as to how the school can reduce the risk of injuries, illness and accidents.
- 4.11** They will exercise good standards of housekeeping and cleanliness.

## **5. Obligations of Contractors (including KFS)**

- 5.1**            When the school is used for purposes not under the direction of the Headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
  
- 5.2**            Contractors working on the school premises are required to identify and control risks arising from their activities.
  
- 5.3**            Contractors will inform the Headteacher of all potential risks to staff, students and visitors.

## **6. Students**

- 6.1** Students will exercise personal responsibility for the health and safety of themselves and others.
- 6.2** Students will dress consistent with safety and hygiene standards.
- 6.3** Students will respond to the instruction of staff given in an emergency.
- 6.4** Students will observe the health and safety rules of the school.
- 6.5** Students will not misuse, neglect or interfere with items supplied for their, and others students', health and safety.

## 7. First Aid

7.1 The school will ensure ample provision is made for both trained personnel and first aid equipment on-site.

7.2 The following staff members are trained First Aiders:

Vicki Smithson	Student Services	Ext: 526
Maddie Udall	Marketing/Communications	Ext. 518
Linda Hare	Food Technician	Ext 531
Alison Huff	Admin. Officer	Ext: 524
Jo Bennett	Data Manager	Ext: 513
Tina Clapham	Admin. SEN	Ext: 671
Steve Winnard	Mini bus	
Melanie Creaser	Cover Supervisor	
Oscar Unwin	Admin. Finance	Ext: 592
Janis Jackson	Pastoral Manager	Ext: 709
Emma Allen	Art Tech	Ext: 530
Tim Raby	Engagement Centre	Ext: 667
Stacey Shaw	Operations Manager	Ext: 512
Simon Jones	Teacher	
Holly Bishop	Teacher	
Lewis Whitaker	Teacher	
Marcie Dunbar	Teacher	
Nathan Barker	Teacher	
Racheal Ackrill	Teacher	
Reuben Knowles	Teacher	
Ruby Burkinshaw	Teacher	

These staff members have all received AED training.

7.3 First aid boxes are located as follows:

- Student Reception/  
Medical Room
- Science Prep Room
- Sixth Form Office &  
S12
- ADT Prep Room
- Food Technology
- PE Office
- Kier Office
- Kitchen
- Minibuses

AED (Automated External Defibrillator) are located in the Student Reception Medical Room and Sports Hall Store.

## 8. Contacting the Emergency Services

- 8.1 Following an accident/injury the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- 8.2 If there is no first-aider immediately available a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

## 9. Fire Safety

- 9.1 Procedures for ensuring safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 9.2 KFS and Health and Safety Officer are responsible for completing fire risk assessment documents, sharing information and reviewing this on a regular basis. See Meadowhead School Fire Risk Assessment
- 9.3 The procedure for fire drills in all situations and the use of fire extinguishers will be clear and understood by all staff.
- 9.4 The school will test evacuation procedures each term (3 times per academic year). **This is the responsibility of the Senior Management Team.** See Meadowhead School Evacuation Procedures.
- 9.5 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 9.6 Fire fighting equipment will be checked on an annual basis by an approved contractor. KFS have responsibility for this.

**9.7** Fire alarms will be tested weekly from different 'break glass' fire points around the school building and records will be maintained and held in the KFS office. Copies of these certificates will be held in the school fire folder in the main reception.

**9.8** Emergency lighting will be tested on a six monthly basis and records will be maintained and held in the KFS office. Copies of these certificates will be held in the school fire folder in the main reception.

**9.9** The following non-teaching staff are trained fire wardens:

Joy Kelsey	Admin
Oscar Unwin	
Claire Roy	Languages
Janis Jackson	
Tina Clapham	English
Rachael Brown	
Alex Eyre	Humanities
Alison Lancaster	
Nicola Oldham	Maths
Jo Bennett	
Joanne McCarthy	The Bridge
Fozia Shabir	
Emma Allen	Design – Art
Lee Williamson	Design – Technology and Food
Linda Hare	
Freya Wilkinson	Science
Greg Wall	
Roma Webb	LRC and Staff Room
Bev Simpson	
Adam Clarke	Network Support and PE
Dan Gill	
Vicki Smithson	Performing Arts and Main Hall, Café ole and medical room/student service
Jodie Burton	
Tim Raby	KS3 Engagement Centre
Sue Beres	Rosling, First Floor toilets and second floor toilets
Janet Coley	
Alison Huff	
Kobi Cookson, Anthony Garbett	Sixth Form Centre

## **10. Accident reporting (including near misses)**

- 10.1 All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the nominated Health and Safety Officer (Stacey Shaw) using the standard Accident Report Form (See appendix).
- 10.2 Forms can be completed on paper or electronically.
- 10.3 The Health and Safety Officer will be responsible for informing the Headteacher and Governing Body if the accident is a fatal or “major injury” as outlined by the Health and Safety Executive (HSE).

## **11. Reporting procedure**

- 11.1 Should an incident require reporting to the Incident Control Centre (part of the HSE) the Health and Safety Officer or a person appointed on their behalf will file a report as soon as is reasonably possible.
- 11.2 The person will complete the RIDDOR form F2508 online here: <https://notifications.hse.gov.uk/riddorforms/Injury> or,
- 11.3 The person will complete the RIDDOR form F2508 and send off to the ICC within 5 days by post or fax. to:  

**ICC**  
**Caerphilly Business Park**  
**Caerphilly**  
**CF83 3GG**
- 11.4 Alternatively, the person will complete the RIDDOR form F2508 and report the incident via telephone on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

## **12. Notification to the Health and Safety Executive**

- 12.1 Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows:

- 12.1.1** Accidents to employees causing either death or major injury.
- 12.1.2** Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days. This seven day period does not include the day of the accident.
- 12.1.3** Fractures, other than to fingers, thumbs and toes.
- 12.1.4** Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- 12.1.5** Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- 12.1.6** Any crush injury to the head or torso, causing damage to the brain or internal organs.
- 12.1.7** Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- 12.1.8** Any degree of scalping requiring hospital treatment.
- 12.1.9** Any loss of consciousness caused by head injury or asphyxia.
- 12.1.10** Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- 12.1.11** The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- 12.1.12** The explosion, collapse or bursting of any closed vessel or pipe work.
- 12.1.13** Electrical short circuit or overload resulting in a fire or explosion.
- 12.1.14** Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- 12.1.15** Any accidental release of a biological agent likely to cause severe human illness.

**12.1.16** Any collapse or partial collapse of scaffolding over 5 metres in height.

**12.1.17** When a dangerous substance being conveyed by road is involved in a fire or released. Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.

**12.1.18** Any explosion or fire resulting in the suspension of normal work for over 24 hours.

**12.1.19** Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.

**12.1.20** Accidental release of any substances which may damage health.

**12.1.21** Serious gas incidents.

**12.1.22** Poisonings.

**12.1.23** Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.

**12.1.24** Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.

**12.1.25** Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.

**12.1.26** Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

## **13. Reporting hazards**

**13.1** Staff, students, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

**13.2** In the main, reporting should be to the Health and Safety Officer (Stacey Shaw) as soon as possible who will inform the KFS staff and/or Headteacher as appropriate.

- 13.3** Serious hazards will be reported verbally or via the school's internal communication methods (phone/email) to the Health and Safety Officer (Stacey Shaw) who will inform the KFS staff and/or Headteacher as appropriate.

## **14. Accident investigation**

- 14.1** All accidents, however small, will be investigated by Health and Safety Officer (Stacey Shaw) and the outcomes recorded.
- 14.2** The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 14.3** After an investigation takes place, a review of the risk assessment will be carried out and assessment amended, if required to avoid reoccurrence of the accident.
- 14.4** The Health and Safety Officer (Stacey Shaw) will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness.

## **15. Our active monitoring system**

- 15.1** It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure and the achievement of objectives. Our procedure for actively monitoring our system includes:
- 15.2** Regularly examining documents to ensure compliance to standards.
- 15.3** Regularly inspecting premises, plant and equipment.
- 15.4** Annual audits including Fire Risk Assessments and Health and Safety audits.
- 15.5** Regular reports and updates to the Headteacher and Governors.
- 15.6** External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

## **16. Crisis incidents: Bomb threat procedure**

- 16.1** Upon receipt of a bomb threat or a suspicious package staff members ask the following questions regardless of the call's course (including if the call is from the Police):
- 16.1.1** Where is it?
  - 16.1.2** In which building is it and on what floor?
  - 16.1.3** What time will the bomb go off?
  - 16.1.4** What does the bomb look like and what colour is it?
  - 16.1.5** What type of bomb is it and what type of explosive?
  - 16.1.6** Who are you?
  - 16.1.7** Why are you doing this?
  - 16.1.8** Do you have a code word?
- 16.2** Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Headteacher who will then alert the Police and the Local Authority.
- 16.3** The Headteacher will decide whether or not to evacuate the building.
- 16.4** See Meadowhead School Bomb Threat Procedure Document

## **17. Evacuation (Bomb Threat)**

- 17.1** If an evacuation is deemed necessary, the following procedure will take place.
- 17.2** All senior staff will be informed of the situation NOT by the use of radios or mobile phones. All other staff will be informed verbally by a member of the senior leadership team. The evacuation will then take place as per the school evacuation procedures. Staff are instructed to:

- 17.3** Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned, if known, this room should be sealed with all windows and doors closed).
- 17.4** All staff and students will be asked to take all personal items with them to avoid unnecessary searching.
- 17.5** Staff and students will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- 17.6** Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- 17.7** Once the Police have arrived staff will await further instruction from the emergency services.
- 17.8** See Meadowhead School Bomb Threat Procedure Document

## **18. Visitors to the School**

- 18.1** All visitors must sign in at reception.
- 18.2** Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
- 18.3** No contractor will execute work on the school site without the express permission of the Headteacher other than in an emergency or to make safe following theft or vandalism. Exceptions to this include those contractors employed by KFS who will seek approval from the Health and Safety Officer (Stacey Shaw) prior to work commencing.
- 18.4** Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the school.
- 18.5** Anyone hiring the school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.

- 18.6 Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 18.7 Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 18.8 Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.
- 18.9 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 18.10 In the event of uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse immediate help will be sought via a 999 phone call.

## 19. Maintaining equipment

- 19.1 Protective clothing and equipment must be supplied and used when required. All staff and students must be provided with protective eyewear in all workshops and laboratories. Visitors must also be supplied with protective equipment when appropriate.
- 19.2 **Inspectors or a trained Health and Safety Technician will inspect the following equipment for health and safety issues as per statutory requirements:**
- 19.2.1 All electrical appliances.
- 19.2.2 All fixed gymnasium equipment.
- 19.2.3 Any workshop equipment e.g. lathes and kilns.
- 19.2.4 All fume cupboards.
- 19.2.5 LEV
- 19.3 It is the responsibility of the Head of Department to ensure new equipment meets the appropriate standards and conforms to all Health and Safety requirements. The Health and Safety Officer or Safety Technician should be consulted as necessary.

## **20. Hazardous materials**

- 20.1** All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.
- 20.2** Hazardous substances must be labelled with the correct hazard sign and contents label.
- 20.3** Storage life must be considered by Heads of Department. All COSHH and Ionising Radiations Regulations must be adhered to.
- 20.4** The Health and Safety Officer and KFS Site Manager is responsible for ensuring all products within their designated area of responsibility that may be hazardous to health are risk assessed before being used.
- 20.5** No hazardous substances will be used without the permission of the Health Safety Officer/Headteacher.
- 20.6** Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.
- 20.7** Dust and fumes must be safely controlled under LEV Regulations.
- 20.8** No staff member or students should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

## **21. Asbestos**

- 21.1** The certificate/letter held on site proving that because the building is new there is no asbestos on site should be made available for inspection as necessary.
- 21.2** An asbestos register is not required for the school building.

## **22. Gas**

- 22.1** KFS are responsible for the testing and maintenance of the onsite gas supply and appliances. This is conducted annually.

- 22.2 Gas servicing documents and certificates are held in the KFS office and available for inspection as necessary.
- 22.3 Staff should report all issues with the gas supply or gas appliances to the Health and Safety Officer or KFS staff.

## **23. Legionella**

- 23.1 A Legionella Survey has been conducted on site and the report is held in the KFS Office.
- 23.2 KFS are responsible for undertaking a Legionella Maintenance Programme to prevent the occurrence of legionella. This is held with the Legionella Survey in the KFS Office.
- 23.3 The Legionella Survey Report and its content is reviewed annually by a competent person. This is the responsibility of KFS.
- 23.4 KFS are responsible for ensuring that the maintenance programme is up to date and carried out on time.
- 23.5 All appropriate KFS staff members have undergone relevant training to enable them to understand report findings and carry out required maintenance work.

## **24. Electricity**

- 24.1 The school and KFS will ensure that all electrical equipment is maintained and repaired when required.
- 24.2 Portable electrical equipment is inspected, tested and maintained in line with current legislation.
- 24.3 Any personal electrical equipment brought into school by staff must undergo a PAT test by relevantly qualified school staff.
- 24.4 The Health and Safety Officer (Kevin Elliott) is responsible for arranging PAT testing and the test certificate and associated documentation are held in the Business Manager's Office.

- 24.5 KFS are responsible for arranging the testing and maintenance of any portable appliances they own. The test certificate and associated documentation are held in the KFS Office.
- 24.6 KFS are responsible for the maintenance and testing of all fixed wire installations.

## **25. Medicines and drugs**

- 25.1 No student will be given medication on school premises without a letter of consent from their parent or carer.
- 25.2 Staff administering medication to students will do so in line with written instructions either from a medical professional or in some cases parents.
- 25.3 Training will be provided to all staff required to administer medication.
- 25.4 All medication held on site will be stored in a lockable secure cupboard.
- 25.5 Regular auditing will be conducted and out of date medication will be disposed of.
- 25.6 Staff members have a duty to report any suspicion of unauthorised medicines or drugs being taken or carried.

## **26. Smoking**

- 26.1 The school is a non-smoking site and no smoking will be permitted on the grounds. This includes the use of electronic cigarettes (E-cigarettes).

## **27. Housekeeping and cleanliness**

- 27.1 Contract cleaners will be monitored by the KFS Site Manager and Health and Safety Officer (Stacey Shaw). The standard required will be clear in the Service Level Agreement held with the contracted cleaners.

- 27.2 Special consideration will be given to hygiene areas.
- 27.3 Waste collection services will be monitored by the KFS Site Manager.
- 27.4 Special consideration will be given to the disposal of laboratory materials and clinical waste including sharps and glass.
- 27.5 No member of school staff or student is required to clean up any bodily fluids (vomit, blood, urine etc.). If any such substances are discovered access to the area is restricted and KFS site staff contacted for immediate rectification.

## **28. Risk assessment**

- 28.1 The Headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the school.
- 28.2 Regular assessments of high risks areas such as laboratories will take place.
- 28.3 Annual risk assessments will be conducted for all other areas of the school.
- 28.4 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 28.5 The Governing Body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.
- 28.6 The Operations Manager (Stacey Shaw) will ensure risk assessments are completed by staff leading day trips or residential stays. (See Meadowhead School Academy Trust Educational Visits Policy).
- 28.7 Governors are informed of all residential and overseas trips.

## **29. Security and theft**

- 29.1** CCTV systems will be used to monitor events and identify incidents taking place.
- 29.2** CCTV systems may be used as evidence when investigating reports of incidents.
- 29.3** Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- 29.4** Money should be counted in an appropriate location and staff should not be placed at risk of robbery.
- 29.5** Staff and students are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 29.6** Thefts may be reported to the Police and staff members are expected assist police with their investigation.
- 29.7** All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 29.8** Missing or believed stolen equipment must be reported immediately to a Senior Staff Member.
- 29.9** KFS are responsible for ensuring external gates, fences and walls are checked on a weekly basis and repaired when necessary
- 29.10** The security intruder alarm is checked and maintained by an external contractor appointed by KFS. The maintenance records are kept in the KFS Office.
- 29.11** External door locking mechanisms and doors are checked and maintained by an external contractor appointed by KFS. Records of all work are kept in the KFS Office.

## **30. Severe weather**

- 30.1** The Headteacher, in liaison with the Governing Body and Business Manager, makes a decision on school closure on the grounds of Health and Safety. If a closure takes place the Governing Body must be informed.

- 30.2 KFS will ensure that during icy and snowy conditions the site is safe. (See KFS Snow Plan). This is reviewed annually.

## **31. Safe use of minibuses**

- 31.1 The Health and Safety Officer is responsible for arranging the annual maintenance of the minibus/minibuses including MOTs and road tax.
- 31.2 The driver must have a current license, be aged 25 years or over and hold a full licence in Group A or PCV.
- 31.3 If passengers are paying a charge the minibus permit must be clearly displayed in the vehicle.
- 31.4 Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 31.5 The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- 31.6 Fines occurred will be paid by the driver at the time the offence was committed.
- 31.7 Starting and closing mileage along with any potential risks or defects identified will be reported upon return to the school.
- 31.8 Visual safety checks of both minibuses are carried out and recorded on a weekly basis. All defects are reported and rectified.
- 31.9 Prior to any journey a visual inspection of the minibus is conducted by the driver. Defects are rectified prior to departure.
- 31.10 The following staff members hold the required licence and have completed specific training allowing them to drive the minibus/minibuses:

Steve Winnard – Minibus driver  
Lewis Whitaker  
Nathan Baker

## **32. Workplace Health and Safety: Wellbeing**

- 32.1** Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.
- 32.2** Senior leaders to regularly review planning and marking policies as well as assessment and school calendars to help reduce workload
- 32.3** Buddy system to be introduced to promote peer to peer support (Sept 2021)
- 32.4** Staff trained (Sept 2023) as Mental Health First Aiders:
- Marcie Dunbar
  - Sarah Gillott
  - Maddie Udall
  - Vicki Smithson
  - Joy Kelsey
  - Kevin Elliott
  - Erica Beeden-Fogg
- 32.5** System of restorative work with students to be strengthened (Sept 2021)
- 32.6** Staff reward and recognition scheme is in place
- 32.7** See Staff Wellbeing policy for more information

## **33. Workplace Health and Safety: Display equipment**

- 33.1** DSE assessments will be reviewed by the Health and Safety Officer and Operations Manager (Stacey Shaw) for teaching staff and administrative staff who regularly use laptops or desktops computers.
- 33.2** DSE guides are placed in all areas where employees are likely to sit at a computer for long periods.

## **34. Workplace Health and Safety: Working At Height**

- 34.1 Only those staff members trained to work at height will be permitted to do so.
- 34.2 Those staff members who are required to work at height will be provided with the relevant training. This will be reviewed annually and renewed as required.
- 34.3 A risk assessment will be written for all tasks which involve working at height
- 34.4 Appropriate equipment shall be used when working at height.
- 34.5 All equipment will be checked on a six monthly basis and a register kept by the Health and Safety Officer.
- 34.6 Equipment with defects will not be used until the equipment has been require or replaced.

## **35. Workplace Health and Safety: Manual Handling**

- 35.1 Staff must not attempt to lift anything which is beyond their capabilities and they should not be asked to do so by their manager.
- 35.2 If lifting is a routine part of any employees job they will be trained in safe manual handling techniques.
- 35.3 No employee should attempt manual handling tasks without receiving the appropriate training.
- 35.4 A risk assessment will be written for all tasks which involve regular/heavy manual handling.
- 35.5 Appropriate equipment shall be used when manual handling.
- 35.6 All equipment will be checked on a six monthly basis and a register kept by the Health and Safety Officer.

35.7 Equipment with defects will not be used until the equipment has been repaired or replaced.

## **36. COVID-19**

36.1 Whilst the school will continue to monitor the number of illnesses reported in relation to Covid 19 the previous robust monitoring and recording is no longer a requirement of schools. The following will now be in place in relation to Covid:-

36.2 Covid is now treated as any other illness. People can test, but unless they are feeling unwell they should continue to come into work.

36.3 If they feel unwell they should stay home until they feel better - this doesn't need to be 5 days.

**Signed by**

\_\_\_\_\_ **Headteacher**

**Date:** \_\_\_\_\_

\_\_\_\_\_ **Chair of Governors**

**Date:** \_\_\_\_\_

**Next review date:** August 24\_\_\_\_\_



## Meadowhead School Academy Trust Accident and Incident Report Form



(For Reporting Accidents, Violent Incidents, Work-related Ill Health, Near Misses)

### About The Person Having the Accident

Accident Date	Accident Time	Location of Accident
Student Name		Form <input type="checkbox"/> Female <input type="checkbox"/> Male

### About The Person Reporting the Accident

Name	Position	Signature
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### ⊕ About The Incident

<input type="checkbox"/> Accident	<input type="checkbox"/> Violent Incident	<input type="checkbox"/> Ill Health	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Hate Crime
Describe in detail what happened, including what the person injured or involved, was doing at the time of the incident, and any part played by other people involved. Include contributory factors e.g. lack of training, poor behavior, etc.				
If there was an injury, what was it, and what part of the body was injured? (e.g. fracture, laceration) Details of any treatment provided.				
Name & Type Of Any Machinery/Equipment Involved				
Name Of Any Substances Involved				
Signature of The Person Injured or Involved In The Incident				Date

### Further Investigation (To Be Completed By the Supervisor, Manager or Head Teacher)

Is a further investigation required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Manager, Supervisor, Head Teacher	Job Title	
Print Name of Manager, Supervisor, Head Teacher	Telephone No.	Date

### RIDDOR

Is the accident reportable under RIDDOR	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date reported		
Reported by		
Signature		

## Useful Contacts and Links

### KFS Facilities Management

<b>Name</b>	<b>Role</b>	<b>Contact</b>
Mick Gabbitas	Assistant FM	07860 865985
David Whittaker	Facilities Manager	07561 877 584
Soddy Neves	Contracts Manager	07989698946

### Websites

Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

Outdoor Education Advisors Panel [www.oeap.info](http://www.oeap.info)

Royal Society for the Prevention of Accidents [www.rospa.com](http://www.rospa.com)