

Meadowhead School and Sixth Form



Health and Safety Policy

This is a policy of Meadowhead School and Sixth Form.

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Statement of intent

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

Governing Body (Trust Board)



Headteacher



Senior Leadership Team



Heads of Subject/Department



School Staff Members



Students

1. Organisation

1.1 **Duties of the Governing Body/Trust Board**

The Trust Board, in consultation with the Headteacher will:

- 1.2 Ensure compliance with the Health and Safety at Work Act 1974 and all other relevant health and safety legislation
- 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 significant changes are made..
- 1.6 Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring. Ensure appropriate measures are in place for safeguarding, fire safety, first aid provision, educational visits and the use of hazardous substances.
- 1.7 Display the Health and Safety Law poster in prominent positions around the school.

The Board endeavours to provide the following:

- 1.7.1 A safe place for all users of the site including staff, students and visitors. This includes maintaining the premises in a safe condition through regular inspections, risk assessments, preventative maintenance and prompt rectification of identified hazards.
- 1.7.2 Safe means of entry and exit for all site users. This includes ensuring that emergency exits are clearly marked, unobstructed, adequately lit, and that evacuation procedures are regularly tested and reviewed
- 1.7.3 Equipment, grounds and systems of work which are safe. All equipment will be subject to appropriate inspection, testing, maintenance and certification in accordance with statutory requirements. Grounds will be maintained to minimise risks from slips, trips, falls and environmental hazards.

- 1.7.4 Safe arrangements for the handling, storage and transportation of any articles and substances. This includes compliance with COSHH (control of substances hazards to health) regulations where applicable, provision of suitable storage facilities, safe manual handling practices, and appropriate training for staff involved in such activities.
- 1.7.5 Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance. The Governing Body will ensure compliance with all relevant health and safety legislation, including regular review of policies to reflect changes in legislation and best practice guidance.
- 1.7.6 Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner. This will include induction training for new staff, refresher training where appropriate, access to specialist training where required, and clear communication of health and safety responsibilities.
- 1.7.7 Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction will be given.
- 1.7.8 Personal Protective Equipment (PPE) will be provided free of charge where required, maintained in good condition, and staff will be trained in its correct use and storage.
- 1.7.9 Arrangements to safeguard the physical and mental wellbeing of staff and students, including stress management, workload considerations and access to support where required.

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 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 Trustees.
- 2.6** The Headteacher will ensure that adequate resources (financial, personnel and time) are allocated to meet health and safety requirements.
- 2.7** The Headteacher will ensure that emergency procedures, including fire evacuation and lockdown arrangements, are established, communicated, tested regularly and reviewed

3. Duties of Heads of 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. Heads of Department must ensure they remain up to date with relevant legislation, approved codes of practice, local authority guidance and any updates issued by regulatory bodies.
- 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. This includes ensuring suitable and sufficient risk assessments are carried out, recorded, regularly reviewed, and communicated to relevant staff; ensuring control measures are implemented and monitored for effectiveness; and ensuring safe systems of work are established for higher-risk activities (e.g. practical lessons, use of equipment, educational visits).
- 3.3 Responsibility for aspects of Health and Safety are written into the job descriptions for some Heads of Department. Heads of Department must ensure that staff within their department understand their own health and safety responsibilities as outlined in their job descriptions and that appropriate supervision and support is provided where necessary.
- 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.
- 3.5 Please see **appendix (a)** list of those Staff who have responsibility for a specific area:

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. Staff will receive annually and have read and understood the policy and will participate in any mandatory health and safety training relevant to their role.
- 4.2** Staff will avoid any conduct which puts themselves or others at risk. This includes taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions in accordance with relevant health and safety legislation.
- 4.3** They will be familiar with all requirements laid down by the Governing Body. All Staff must comply with all risk assessments, safe systems of work, emergency procedures and control measures implemented by the school.
- 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. Equipment must be inspected prior to use where applicable, and any faults must be reported immediately and the equipment taken out of service until repaired or replaced.
- 4.6** Staff will use the correct equipment and tools for the job and any protective clothing supplied. Personal Protective Equipment (PPE) must be worn where identified in risk assessments, and staff must ensure students are also provided with and correctly use required PPE.
- 4.7** All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate. All such substances must be handled in accordance with COSHH (Control of Substances Hazardous to Health) assessments and stored securely in designated areas.
- 4.8** All staff will report any defects in equipment or facilities to the designated Health and Safety Officer. Where there is an immediate risk of harm, staff must take prompt action to make the area safe and prevent access until the issue has been resolved.

- 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. Suggestions may be submitted during staff meetings, through formal consultation processes, or directly to the Health and Safety Officer
- 4.11** They will exercise good standards of housekeeping and cleanliness. This includes ensuring walkways and fire exits are kept clear at all times, spillages are cleaned promptly, and waste is disposed of safely and appropriately.

5. Obligations of Contractors (including KFM)

- 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. The principal person in charge must ensure that appropriate risk assessments are completed prior to the activity taking place, that adequate supervision is provided, and that all safeguarding, fire safety and first aid arrangements are clearly communicated to participants. Evidence of appropriate insurance cover and safeguarding checks (where applicable) must be provided to the school in advance of use.
- 5.2** Contractors working on the school premises are required to identify and control risks arising from their activities. All contractors must provide suitable and sufficient risk assessments and method statements (RAMS) before work commences. Contractors must comply with all relevant health and safety legislation, including the Health and Safety at Work Act 1974 and any applicable Construction (Design and Management) Regulations. Contractors must ensure that their staff are competent, appropriately trained, and hold relevant qualifications or certifications for the work being undertaken.
- 5.3** Contractors will inform the Headteacher/Business Manager of all potential risks to staff, students and visitors. Contractors must also report any accidents, incidents, near misses, or unsafe conditions immediately to the Headteacher or designated site representative. Contractors must ensure that their activities do not compromise fire exits, alarm systems, safeguarding procedures, or emergency access routes. Any necessary isolations (e.g., fire alarms, utilities) must be agreed in advance with the school. Contractors are responsible for maintaining good housekeeping in their work areas, securing tools and materials, and ensuring the site is left safe at the end of each working day.

6. Students

- 6.1** Students will exercise personal responsibility for the health and safety of themselves and others. This includes taking reasonable care in classrooms, corridors, playgrounds, sporting areas, online learning environments and during off-site activities or excursions. Students must immediately report hazards, unsafe conditions, accidents, injuries, bullying, violence, or dangerous behaviour to a member of staff.
- 6.2** Students will dress consistent with safety and hygiene standards. This includes wearing appropriate footwear, protective clothing and personal protective equipment (PPE) where required for specific activities such as science laboratories, technology workshops, food preparation, physical education and outdoor activities.
- 6.3** Students will respond to the instruction of staff given in an emergency. This includes participating appropriately in emergency drills (e.g. fire, lockdown, evacuation)
- 6.4** Students will observe the health and safety rules of the school. This includes complying with behaviour management policies, anti-bullying policies, digital safety rules, and specific safety procedures for specialist areas such as laboratories, workshops, kitchens and sporting facilities.
- 6.5** Students will not misuse, neglect or interfere with items supplied for their, and others students', health and safety. This includes fire extinguishers, alarms, emergency exits, first aid equipment, safety guards, PPE, signage and barriers.

7. First Aid

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

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

Bleed kits are also available and are located in the medical room.

Please see **Appendix (b)** for full list of First aiders.

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

Contacting the Emergency Services

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. When contacting the emergency services, clear and accurate information must be provided including the nature of the incident, the number of casualties, the condition of the injured person(s), the exact location (including postcode and access points), and a contact name and telephone number.

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. In all cases where there is any doubt about the severity of the injury, emergency services must be contacted without delay.

Parents/guardians (where applicable) and senior management must be informed as soon as reasonably practicable following any incident requiring emergency services attendance.

All incidents requiring contact with emergency services must be recorded in the accident/incident log in accordance with organisational reporting procedures and, where applicable, reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements.

8. Fire Safety

- 8.1** Procedures for ensuring safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. All staff will receive fire safety information as part of their induction, including evacuation routes, assembly points, and individual responsibilities. Refresher training will be provided periodically and whenever significant changes are made to fire procedures or the building layout.
- 8.2** Kier 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. Fire Risk Assessments will be reviewed at least annually, or sooner if there are significant changes to staffing, building structure, occupancy, or following any fire-related incident. Findings and required actions will be recorded and monitored to completion.
- 8.3** The procedure for fire drills in all situations and the use of fire extinguishers will be clear and understood by all staff. Staff will only use fire extinguishers where they have received appropriate training and where it is safe to do so. Personal safety and safe evacuation will always take priority over firefighting.

- 8.4 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. A written record of each drill will be maintained, including date, time taken to evacuate, any issues identified, and actions taken to improve procedures. Consideration will be given to varying drill times to ensure preparedness across different scenarios.
- 8.5 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for. All visitors and contractors must sign in on arrival, be made aware of fire procedures, and sign out when leaving.
Contractors must provide relevant risk assessments and method statements where required, including fire-related risks arising from their activities.
- 8.6 Firefighting equipment will be checked on an annual basis by an approved contractor. Kier has responsibility for this. Visual inspections of firefighting equipment will also be carried out periodically by site staff to ensure equipment is unobstructed, in good condition, and accessible at all times.
- 8.7 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 Kier fire log book located in FM office. Copies of these certificates can be provided upon request to Kier. Any faults identified during testing will be reported immediately and remedial action arranged without delay. Alarm audibility will be monitored to ensure it can be heard in all areas of the premises
- 8.8 Emergency lighting will be tested on a monthly basis by the onsite caretaking team and records will be maintained and held in the Kier FM office. An annual Emergency 3hour drop test will be completed by Kier approved contractor and certificate obtained upon request.
- 8.9 Please see **Appendix (C)** for full list of Fire wardens.

9. Accident reporting (including near misses)

- 9.1** All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the nominated Health and Safety Officer using the standard Accident Reporting online Form – Desktop – Accident and incident Reporting Form.
- 9.2** 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).

10. Reporting procedure

- 10.1** 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. The responsible person must first determine whether the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, including work-related fatalities, specified injuries, over-7-day incapacitations, occupational diseases, and dangerous occurrences.
- 10.2** The responsible person will complete the appropriate RIDDOR report and submit it online via the Health and Safety Executive (HSE) RIDDOR reporting portal (www.hse.gov.uk/riddor) without delay and within the statutory reporting timescales
Reports must be submitted electronically using the relevant online form (e.g., F2508 for injuries and dangerous occurrences or F2508A for cases of disease). Postal and fax submissions are no longer accepted.
- 10.3** Fatal and specified injuries must be reported immediately by telephone to the HSE Incident Contact Centre on 0345 300 9923 (or the current HSE reporting number as published on the HSE website). All other reportable incidents must be submitted using the online reporting system.

11. Notification to the Health and Safety Executive

- 11.1** Significant accidents as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 should be notified without delay via the HSE’s online reporting system. In the case of fatalities and specified injuries, the relevant enforcing authority must be notified immediately by telephone.

- 11.1.1** Accidents to employees causing either death or major injury or a specified injury as defined under RIDDOR.
- 11.1.2** 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. These must be reported within 15 days of the incident.
- 11.1.3** Fractures, other than to fingers, thumbs and toes.
- 11.1.4** Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- 11.1.5** Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- 11.1.6** Any crush injury to the head or torso, causing damage to the brain or internal organs.
- 11.1.7** 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.
- 11.1.8** Any degree of scalp injury requiring hospital treatment.
- 11.1.9** Any loss of consciousness caused by head injury or asphyxia.
- 11.1.10** 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.
- 11.1.11** The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- 11.1.12** The explosion, collapse or bursting of any closed vessel or pipe work.
- 11.1.13** Electrical short circuit or overload resulting in a fire or explosion.
- 11.1.14** Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- 11.1.15** Any accidental release of a biological agent likely to cause severe human illness.

- 11.1.16** Any collapse or partial collapse of scaffolding over 5 metres in height.
- 11.1.17** 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.
- 11.1.18** Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- 11.1.19** 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.
- 11.1.20** Accidental release of any substances which may damage health.
- 11.1.21** Serious gas incidents. must be reported by registered gas engineers under RIDDOR requirements.
- 11.1.22** Poisonings.
- 11.1.23** Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- 11.1.24** Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, mesothelioma.
- 11.1.25** Infections including but not limited to leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- 11.1.26** Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome. Reportable occupational diseases must be notified where a written diagnosis has been received from a registered medical practitioner and the disease is linked to occupational exposure.

12. Reporting hazards

- 12.1** Staff, students, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard. All individuals have a duty to take reasonable care for their own health and safety and that of others and must report hazards without delay. Anonymous reporting will be accepted where appropriate.

- 12.2** In the main, reporting should be to the Health and Safety Officer as soon as possible who will inform the KFM staff and/or Headteacher as appropriate. Where the Health and Safety Officer is unavailable, hazards must be reported to a member of the Senior Leadership Team or site management without delay. All reported hazards will be logged, risk assessed and prioritised according to severity.
- 12.3** Serious hazards will be reported verbally or via the school's internal communication methods (phone/email) to the Health and Safety Officer who will inform the Kier staff and/or Headteacher as appropriate. All identified hazards to be raised on the helpdesk system. Serious or imminent risks must be reported immediately and the area made safe (e.g. by restricting access) where this can be done without personal risk. The Health and Safety Officer will ensure appropriate remedial action is implemented and records retained in accordance with the school's document retention procedures. Where required under statutory reporting duties, incidents will be escalated in line with RIDDOR reporting requirements.

13. Accident investigation

- 13.1** All accidents, however small, will be investigated by Health and Safety Officer and the outcomes recorded. This includes near-miss incidents, dangerous occurrences, work-related ill health, and property damage events. All incidents must be reported immediately and recorded in the accident reporting system within 24 hours of occurrence.
- 13.2** The length of time dedicated to each investigation will vary depending on the severity, potential risk, and likelihood of recurrence of the incident. Investigations will be proportionate and may include witness statements, photographic evidence, equipment inspection, and review of relevant documentation.
- 13.3** 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.
- 13.4** The Health and Safety Officer 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.

14. Our active monitoring system

- 14.1** It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance with statutory requirements, approved codes of practice, and internal policies procedure and the achievement of objectives. Our procedure for actively monitoring our system includes:
- 14.2** Regularly examining documents to ensure compliance to standards.
- 14.3** Regularly inspecting premises, plant and equipment through documented workplace inspections, termly site walks, and recorded statutory checks (e.g. fire safety equipment, electrical systems, legionella controls and playground equipment where applicable (Kier site management)
- 14.4** Annual audits including Fire Risk Assessments and Health and Safety audits.
- 14.5** Regular reports and updates to the Headteacher and Trust Board.
- 14.6** External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted and any other relevant enforcing authorities. All external recommendations will be reviewed and incorporated into the school improvement and health and safety action plans where appropriate.

15. Crisis incidents: Bomb threat procedure

- 15.1** 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):
- 15.1.1** Where is it?
- 15.1.2** In which building is it and on what floor?
- 15.1.3** What time will the bomb go off?
- 15.1.4** What does the bomb look like and what colour is it?
- 15.1.5** What type of bomb is it and what type of explosive?
- 15.1.6** Who are you?
- 15.1.7** Why are you doing this?

15.1.8 Do you have a code word?

15.2 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.

15.3 The Headteacher will decide whether or not to evacuate the building.

15.4 See Meadowhead School Bomb Threat Procedure Document

16. Evacuation (Bomb Threat)

16.1 If an evacuation is deemed necessary, the following procedure will take place.

16.2 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:

16.3 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).

16.4 All staff and students will be asked to take all personal items with them to avoid unnecessary searching.

16.5 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).

16.6 Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.

16.7 Once the Police have arrived staff will await further instruction from the emergency services.

16.8 See Meadowhead School Bomb Threat Procedure Document

17. Visitors to the School

- 17.1** All visitors must sign in at reception using the school's electronic or manual visitor management system and provide photographic identification where requested.
- 17.2** 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.
- 17.3** 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 Kier who will seek approval from the Health and Safety Officer prior to work commencing.
- 17.4** 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.
- 17.5** 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.
- 17.6** Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 17.7** Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 17.8** Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.
- 17.9** Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 17.10** 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.
- 17.11** All visitors must be made aware of the school's fire and emergency evacuation procedures upon signing in and must follow staff instructions in the event of an emergency.
- 17.12** The school reserves the right to refuse entry to any individual where there are safeguarding, health and safety, or security concerns

18. Maintaining equipment

- 18.1** Protective clothing (PPE) 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.
- 18.2** **Inspectors or a trained Health and Safety Technician will inspect the following equipment for health and safety issues as per statutory requirements:**
- 18.2.1** All electrical appliances. (including Portable Appliance Testing (PAT) where applicable)
 - 18.2.2** All fixed gymnasium equipment including wall bars, climbing frames, suspended equipment and associated fixings.
 - 18.2.3** Any workshop equipment e.g. lathes and kilns including machinery guards, emergency stop mechanisms and safety interlocks
 - 18.2.4** All fume cupboards which must undergo thorough examination and testing at least every 14 months or in accordance with statutory requirements and Control of Substances Hazardous to Health (COSHH) regulations.
 - 18.2.5** LEV (Local Exhaust Ventilation systems), which must be thoroughly examined and tested at least every 14 months in accordance with COSHH regulations
- 18.3** 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. Appropriate risk assessments, safe systems of work, and staff training must be completed before new equipment is commissioned.

19. Hazardous materials

- 19.1** All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.
- 19.2** Hazardous substances must be labelled with the correct hazard sign and contents label in accordance with the Classification, Labelling and

Packaging (CLP) Regulations. Labels must remain legible and intact at all times

- 19.3 Storage life must be considered by Heads of Department. All COSHH and Ionising Radiations Regulations must be adhered to.
- 19.4 The Health and Safety Officer and Kier 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.
- 19.5 No hazardous substances will be used without the permission of the Health Safety Officer/Headteacher.
- 19.6 Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.
- 19.7 Dust and fumes must be safely controlled under LEV Regulations.
- 19.8 No staff member or students should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. Reasonable adjustments must be considered for individuals who may be at increased risk (e.g., pregnancy, asthma, medical conditions), and exposure must be reduced to the lowest reasonably practicable.

20. Asbestos

- 20.1 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.
- 20.2 An asbestos register is not required for the school building.

21. Gas

- 21.1 Kier (the appointed Facilities Management contractor) is responsible for the inspection, testing, and maintenance of the onsite gas supply, pipework, and gas appliances. This is carried out at least annually by a Gas Safe registered engineer in accordance with the Gas Safety (Installation and Use) Regulations 1998.
- 21.2 Gas servicing documents and certificates are held in the KFS office and available for inspection as necessary.

- 21.3** All staff must immediately report any suspected gas leak (e.g., smell of gas, hissing sounds, damaged pipework) to the Health and Safety Officer and the Facilities Management provider. In the event of a suspected gas leak, the emergency evacuation procedure must be followed and the National Gas Emergency Service (0800 111 999) contacted.

22. Legionella

- 22.1** A Legionella Survey has been conducted on site and the report is held in the Kier FM Office in the water log book. The risk assessment is carried out in accordance with the Health and Safety Executive (HSE) Approved Code of Practice L8 and HSG274 guidance.
- 22.2** Kier 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. The maintenance programme includes regular temperature monitoring, flushing of infrequently used outlets, inspection of tanks and systems, and microbiological sampling where required.
- 22.3** The Legionella Survey Report and its content is reviewed annually by a competent person. This is the responsibility of Kier.
- 22.4** Kier is responsible for ensuring that the maintenance programme is up to date and carried out on time. Records of all monitoring, inspections and remedial works are retained for a minimum of five years and are available for inspection
- 22.5** All appropriate Kier staff members have undergone relevant training to enable them to understand report findings and carry out required maintenance work.

23. Electricity

- 23.1** The school and Kier will ensure that all electrical equipment is maintained and repaired when required. All electrical systems shall be maintained in accordance with the Electricity at Work Regulations 1989 and relevant HSE guidance to prevent danger.
- 23.2** Portable electrical equipment is inspected, tested and maintained in line with current legislation. User visual checks will be undertaken regularly by staff before use to identify obvious defects such as damaged cables, plugs, or casings

- 23.3** Any personal electrical equipment brought into school by staff must undergo a PAT test by relevantly qualified school staff.
- 23.4** The Health and Safety Officer is responsible for arranging PAT testing and the test certificate and associated documentation are held in the Business Manager's Office/ online
- 23.5** Kier are responsible for arranging the testing and maintenance of any portable appliances they own. The test certificate and associated documentation are held in the Kier FM Office.
- 23.6** Kier are responsible for the maintenance and testing of all fixed wire installations.

24. Medicines and drugs

- 24.1** No student will be given medication on school premises without a letter of consent from their parent or carer.
- 24.2** Staff administering medication to students will do so in line with written instructions either from a medical professional or in some cases parents. Prescription medication must be provided in its original container with the pharmacy label clearly stating the student's name, dosage and administration instructions.
A written record of all medication administered will be maintained, signed by the administering member of staff and retained securely
- 24.3** Training will be provided to all staff required to administer medication.
- 24.4** All medication held on site will be stored in a lockable secure cupboard.
- 24.5** Regular auditing will be conducted and out of date medication will be disposed of.
- 24.6** Staff members have a duty to report any suspicion of unauthorised medicines or drugs being taken or carried.

25. Smoking

- 25.1** The school is a non-smoking site and no smoking will not be permitted on the grounds. This includes the use of electronic cigarettes (E-cigarettes).

This prohibition applies to staff, students, visitors, contractors and parents/carers at all times, including outside normal school hours and during school events.

26. Housekeeping and cleanliness

- 26.1** Contract cleaners will be monitored by the Kier Site Manager and Health and Safety Officer. The standard required will be clear in the Service Level Agreement held with the contracted cleaners.
- 26.2** Special consideration will be given to hygiene areas. This will include toilets, changing rooms, kitchens, medical rooms and high-touch surfaces, with cleaning frequencies clearly defined
- 26.3** Waste collection services will be monitored by the Kier Site Manager. All waste will be stored securely and removed in accordance with current environmental and health and safety legislation
- 26.4** Special consideration will be given to the disposal of laboratory materials and clinical waste including sharps and glass.
- 26.5** 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 Kier site staff contacted for immediate rectification.

27. Risk assessment

- 27.1** 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.
- 27.2** Regular assessments of high risks areas such as laboratories will take place. These assessments will be reviewed at least annually or sooner if significant changes occur.
- 27.3** Annual risk assessments will be conducted for all other areas of the school. Risk assessments will also be reviewed following accidents, incidents, near misses, or significant organisational changes.

- 27.4 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures. Control measures will follow the hierarchy of control principles (elimination, substitution, engineering controls, administrative controls, PPE)
- 27.5 The Governing Body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources. High-risk findings will be escalated without delay.
- 27.6 The Business Manager will ensure risk assessments are completed by staff leading day trips or residential stays. (See Meadowhead School Academy Trust Educational Visits Policy).
- 27.7 Trustees are informed of all residential and overseas trips.

28. Security and theft

- 28.1 CCTV systems will be used to monitor events and identify incidents taking place in accordance with UK GDPR, the Data Protection Act 2018, and the school's CCTV and Data Protection Policies.
- 28.2 Internal CCTV systems may be used as evidence when investigating reports of incidents. External CCTV systems can be requested via the helpdesk system and SLT can view this footage with a member of the KIER management team.
- 28.3 Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- 28.4 Money should be counted in an appropriate location and staff should not be placed at risk of robbery.
- 28.5 Staff and students are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 28.6 Thefts may be reported to the Police and staff members are expected assist police with their investigation.
- 28.7 All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 28.8 Missing or believed stolen equipment must be reported immediately to a Senior Staff Member.

- 28.9** Kier are responsible for ensuring external gates, fences and walls are checked on a weekly basis and repaired when necessary
- 28.10** The security intruder alarm is checked and maintained by an external contractor appointed by Kier. The maintenance records are kept in the Kier FM Office.
- 28.11** 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 Kier FM Office.

29. Severe weather

- 29.1** 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.
- 29.2** Kier will ensure that during icy and snowy conditions the site is safe. (See Kier Snow Plan). This is reviewed annually.

30. Safe use of minibuses

- 30.1** The Health and Safety Officer is responsible for arranging the annual maintenance of the minibus/minibuses including MOTs and road tax ensuring compliance with current DVSA requirements, maintaining accurate service records, insurance documentation, and ensuring appropriate business use cover is in place.
- 30.2** The driver must have a current license, be aged 25 years or over and hold a full licence in Group A or PCV or Category D1 where applicable. Drivers must meet current DVLA medical and eligibility requirements.
- 30.3** If passengers are paying a charge the minibus permit must be clearly displayed in the vehicle.
- 30.4** 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.
- 30.5** The minibus will carry strictly one person per seat and seat belts must be worn at all times. In compliance with Road Traffic Act requirements. Drivers are responsible for ensuring all passengers are seated and belted before departure

- 30.6** Fines occurred will be paid by the driver at the time the offence was committed.
- 30.7** Starting and closing mileage along with any potential risks or defects identified will be reported upon return to the school.
- 30.8** Visual safety checks of both minibuses are carried out and recorded on a weekly basis. All defects are reported and rectified.
- 30.9** Prior to any journey a visual inspection of the minibus is conducted by the driver. Defects are rectified prior to departure.
- 30.10** The following staff members hold the required licence and have completed specific training allowing them to drive the minibus/minibuses:
- Steve Winnard – Minibus driver
Garry Wetherell – Minibus driver
Tim Raby – Engagement centre Manager

31. Workplace Health and Safety: Wellbeing

- 31.1** 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.
- 31.2** Senior leaders to regularly review planning and marking policies as well as assessment and school calendars to help reduce workload
- 31.3** System of restorative work with students to be strengthened Restorative practice approaches will be embedded across the school to support positive behaviour management, reduce conflict-related stress for staff, and promote a supportive school culture. Staff will receive appropriate training in restorative approaches.
- 31.4** Staff reward and recognition scheme is in place

31.5 A number of staff are trained as Mental Health First Aiders. A list of trained staff can be found in the appendices.

31.6 See Staff Wellbeing policy for more information

32. Workplace Health and Safety: Display equipment

32.1 DSE assessments will be reviewed by the Health and Safety Officer and Operations Manager for teaching staff and administrative staff who regularly use laptops or desktops computers. Where risks are identified, reasonable adjustments will be implemented promptly, including equipment provision (e.g., adjustable chairs, monitor risers, separate keyboards or mice).

32.2 DSE guides are placed in all areas where employees are likely to sit at a computer for long periods.

33. Workplace Health and Safety: Working At Height

33.1 Only those staff members who have received appropriate, documented training and have been formally authorised by management to work at height will be permitted to do so.

33.2 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.

33.3 A risk assessment will be written for all tasks which involve working at height. The assessment will consider the hierarchy of control, including avoidance of working at height where reasonably practicable, prevention of falls, and mitigation of fall distance and consequences.

33.4 Appropriate equipment shall be used when working at height.

33.5 All equipment will be checked on a six-monthly basis and a register kept by the Health and Safety Officer.

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

34. Workplace Health and Safety: Manual Handling

- 34.1 Staff must not attempt to lift anything which is beyond their capabilities and they should not be asked to do so by their manager.
- 34.2 If lifting is a routine part of any employee's job they will be trained in safe manual handling techniques.
- 34.3 No employee should attempt manual handling tasks without receiving the appropriate training.
- 34.4 A risk assessment will be written for all tasks which involve regular/heavy manual handling. Risk assessments will consider task, load, environment, individual capability, and any additional risk factors (e.g., pregnancy, existing musculoskeletal conditions)
- 34.5 Appropriate equipment shall be used when manual handling.
- 34.6 All equipment will be checked on a six-monthly basis and a register kept by the Health and Safety Officer.
- 34.7 Equipment with defects will not be used until the equipment has been require or replaced.

35. Lockdown

- 35.1 A lockdown policy is in place. All staff and students should find a place of safety if the PA announcement is activated.
- 35.2 Kier Staff should lock all perimeter gates (only if safe to do so)
- 35.3 Reception staff should lock the front entrance door (only if safe to do so)
Shutters to be pulled down.
- 35.4 PE staff should close the café fire doors when entering the building from external activities (only if safe to do so)
- 35.5 The Headteacher, Business Manager and operations Manager should try to find a point to co-ordinate the lockdown.
- 35.6 The Marketing Officer should send messages to all parents and Sixth form students to provide updates

- 35.7** The PA to the Headteacher should send messages to all staff to provide updates
- 35.8** The ICT department should lock all external mag locks and view CCTV

Useful Contacts and Links

Kier Facilities Management

Name	Role	Contact
Connor Shelton	Assistant FM	07860 865985
Jane Bullivant	Facilities Manager	07773059820
Joe Kolundzic	Contracts Manager	07715627096

Websites

Health and Safety Executive www.hse.gov.uk

Outdoor Education Advisors Panel www.oeap.info

Royal Society for the Prevention of Accidents www.rospa.com

Appendix (a)

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

Resources/Admin	Mr K Elliott
Educational Visits	Mr M Gabbitas/J Khatun
Premises	Mr C Shelton/Kier
ICT	Mr A Clarke
English	Miss A Ciccone
Maths	Mr A Weale
Science	Mrs L Markham / Mr A Murphy
ADT	Ms J Bellingham / Mr M Massa
Languages	Mrs A Cruikshanks
Geography	Mrs H Cook
History	Mr S Lishak
Ethics	Mrs N Shea
Performing Arts	Mrs R Edson
HFWB	Miss E Fantom
LRC	Mrs R Webb
Canteen/Kitchen	Mellor's Head Chef

Appendix (b)

The following staff members are trained First Aiders also trained to use Defib:

Vicki Smithson	Student Services	Ext: 497
Maddie Udall	Marketing/Communications	Ext. 530
Linda Hare	Food Technician	Ext 572
Alison Huff	Admin. Officer	Ext: 498
Jo Bennett	Data Manager	Ext: 523
Steve Winnard	Mini bus	
Gary Wetherill	Mini bus	
Janis Jackson	Pastoral Manager	Ext: 607
Tim Raby	Engagement Centre	Ext: 667
James Lovatt	Assistant Head of Year	Ext 411
Simon Jones	Teacher	
Hannah Cook	Teacher	
David Quibell	Teacher	
Katie Dennis	Teacher	
Stacey Broadbent	Art Tec	Ext 574
Charlie Smith	Finance	Ext 540
Mick Gabbitas	Operations Manager	Ext 521
Maddison Melton	Reception/Medical	Ext 497
Holly Naylor	Reprographics	Ext:528
Jamila Khatun	Enrichment	Ext:767
Freya Wilkinson	Science Tec	Ext:578
Andrew Johnson	PE Department	
Emma fantom	PE Department	
Greg Hill	PE Department	
Luke Sadler	PE Department	
Jodie Tym	PE Department	
Lee Coddington	PE Department	
Rachel Ackrill	PE Department	
Reuben Knowles	PE Department	
Ruby Burkinshaw	PE Department	

The following staff members are trained as Mental Health First Aiders:

Marcie Dunbar

Maddie Udall

Kevin Elliott

Sarah Gillott

Kobi Cookson

Kerry Masson-Wilson

Vicki Smithson

Fiona Cope

Appendix (c)

The following non-teaching staff are trained fire wardens:

Fiona Cope	Admin
Holly Naylor	
Sarah Neal	Languages
Janis Jackson	
Tina Clapham	English
Jennifer Fletcher	
Alex Eyre	Humanities
Alison Lancaster	
Nicola Oldham/Clare Roy (Friday)	Maths
Jo Bennett	
Moira Newman	The Bridge
Fozia Shabir	
Stacey Broadbent	Design – Art
Milly Bradwell	
Mia Everly	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	
Charlie Smith	Performing Arts and Main Hall, Café ole and medical room/student service
George Simpson	
Jodie Burton	KS3 Engagement Centre
Tim Raby	KS4 Engagement Centre
Maddison Melton	Rosling, First Floor toilets and second floor toilets
Janet Coley	
Alison Huff	
Kobi Cookson, Anthony Garbett	Sixth Form Centre