

## **4-1.2 Health and Safety Policy**

*This Policy applies to the entire setting including the EYFS.*

### **Introduction**

Health and safety is EVERYBODY'S responsibility.

Individuals are expected to be responsible for their own actions and behaviour. They are also responsible in ensuring that the children in their care, at any time, are made aware of any risks and that subsequent appropriate safety criteria are correctly in place.

The aim of The Mead School is "To provide a safe and healthy working and learning environment for staff, pupils and visitors".

Any hazard within the school must be reported to the SBM or maintenance manager who will either deal with the hazard immediately or if not a priority will note it in the maintenance managers book on the SBM's office door.

This policy should be read in conjunction with 3-12 First Aid and Giving of Medicines Policy.

The arrangements outlined in our policy and the various other safety provisions made by the school cannot alone prevent accidents or ensure safe and healthy working conditions. The school believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The school will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities. Staff are reminded that at all times they are acting in loco parentis.

The Mead School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The Mead School Directors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Head and Business Manager. This policy has been written with regard to the DfE Non-statutory advice *Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (Feb 2014)*.

This policy should be read in conjunction with 4-15 Risk Assessment Policy.

### **Responsibilities**

#### **Head**

- a) Will ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
- b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- c) Will ensure that adequate staff, funds and material is provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

- d) Will ensure that responsibilities are properly assigned and accepted at all levels.
- e) Will take direct interest in the Health and Safety Programme and support all persons carrying it out.
- f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, once per year.
- g) Will ensure that all Teaching Staff have adequate training for the tasks that they are required to perform.
- h) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

### **Senior Leadership Team (SLT)**

- a) Will be fully familiarised with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that responsibilities are properly assigned and accepted at all times.
- c) Will assist the Head in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per year.
- d) Will assist the Head in ensuring that all Teaching Staff have adequate training for the tasks that they are required to perform.
- e) Will assist the Head in ensuring that all Staff have read and understand the Health and Safety Policy, either in its entirety or the sections relevant to them.

### **Business Manager / Health and Safety Officer**

- a) Will be fully familiarised with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe methods and procedures, written where appropriate, for operations under his/her control.
- c) Will ensure that Personnel working under his/her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.
- d) Will inspect all new plant, buildings and equipment for potential hazards.
- e) Will ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept.
- f) Will ensure, in conjunction with the Head that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.
- g) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.
- h) Will be responsible for the control of Contractors within the grounds and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc. in place.
- i) Will, in conjunction with the Head, ensure that all areas of the School are regularly inspected, from a Health and Safety point of view.
- j) Will be responsible for the display of up to date H&S information including H&S Posters.

## **Wishford Schools**

- a) Will supervise the School Health and Safety Programme.
- b) Will inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly.
- c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.
- d) Will report to the Head and Business Manager concerning Health and Safety matters, making recommendations as necessary.
- e) Will, in conjunction with the Head, ensure that there is sufficient material and publicity for the Health and Safety Programme.
- f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.
- g) Will inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the Head.
- h) Will ensure that all areas of the School are regularly inspected from a Health and Safety point of view.
- i) Will undertake assessments under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and other regulations as appropriate, calling in experts in specific fields as necessary.

## **Member of Early Years responsible for Health and Safety**

- a) Will be fully familiarised with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up safe procedures, written where appropriate, for the Early Years.
- c) Will ensure that all Early Years Staff have read and understood the Health and Safety Policy either its entirety or the sections relevant to them.
- d) Will at all times endeavor to ensure the Health, Safety and Welfare for all persons within his/her control.

## **Early Years Staff**

- a) Will, as far as reasonably practicable, ensure that all classrooms/work areas are safe before they are used by any person.
- b) Will, as far as reasonably practicable, ensure that all equipment is safe before it is issued by any person.
- c) Will ensure that protective equipment, where appropriate, is used at all times.
- d) Will ensure that any hazardous or dangerous conditions or situations are reported to the Business Manager or Head without delay.
- e) Will ensure, as far as reasonably practicable, that the EYFS areas of the School are safe and secure for all pupils.

## **Heads of Department**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will draw up Safe Methods and Procedures, written where appropriate, for operations within their department.
- c) Will, as far as reasonably practicable, ensure that all classroom/work areas are safe before they are used by any person.
- d) Will, as far as reasonably practicable, ensure that all equipment is safe before it is used by any person.
- e) Will ensure that Protective Equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Head or Business Manager without delay.
- g) Will at all times endeavor to ensure the Health, Safety and Welfare for all persons within their control.

### **Teaching Staff**

- a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.
- b) Will ensure that all Safe Methods and Procedures, where appropriate, are followed at all times.
- c) Will ensure that all classroom/work areas are safe before they are used by any person.
- d) Will ensure that all equipment is safe before it is used by any person.
- e) Will ensure that Protective Equipment, where appropriate, is used at all times.
- f) Will ensure that any hazardous or dangerous conditions or situation are reported to the Head or Business Manager without delay.
- g) Will, at all times, endeavor to ensure the Health, Safety and Welfare for all persons within their control.

### **All Staff**

- a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.
- b) Will observe Health and Safety Rules at all times.
- c) Will conform to all advice given by the Health and Safety Consultant and instructions of others with a responsibility for Health and Safety.
- d) Will report all accident, damage, hazardous or dangerous conditions or situations to their Head of Department, Head or Business Manager without delay.
- e) Will wear appropriate Personal Protective Clothing, Safety Equipment and use appropriate Safety Devices as appropriate.
- f) Will ensure that working areas are kept clean and safe.
- g) Will inspect all equipment and plant before use to establish that it is safe to use.
- h) Will familiarise themselves with First Aid and Fire Procedures.
- i) Will look after all Health and Safety equipment properly and report any defects immediately.

## **All other persons on the school property including contractors**

- a) Will observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy.
- b) Will not work on the premises until the relevant rules are read, understood and accepted.
- c) Will not work on the premises until covered by insurance against risk.

Employees should not be in any doubt that The Mead School will apply the disciplinary procedures to any employee who is in breach of the School's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations and for those who may become involved in them.

## **Methods and Procedures**

### **Safe Systems**

Heads of Department have devised Safe Systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:-

- a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
- b) Analysis of the tasks involved, including safety analysis and the provision of clear instructions.
- c) Where appropriate, details of the correct sequence of operations involved.
- d) Identification of safe procedures, both routine and emergency.
- e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

### **Training**

Teaching Staff have all received teaching training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

All staff receive Induction Training in line with the School's Induction Programme. Ancillary Staff etc. will be given additional training, as necessary, appropriate to the tasks that they are to fulfill. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them, and sign that they have done so on the Induction Form.

## **Playground Safety**

The School Staff have a Duty Rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

The Playground is fully enclosed which ensures that safety is ensured and if Duty Staff identify an area of the School Grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

In all cases the School ensures that staff, when supervising the playground activities, are competent to undertake the task.

## **Road Crossing**

Road Crossing protocols annually reviewed and assessed by Tunbridge Wells Borough council.

## **Adverse Weather**

During periods of adverse weather (being defined by the Head as weather patterns that potentially affect the activities including play of the children or which poses potential threat to the welfare of the children) the following procedures may be implemented. Any actions listed are non-exhaustive and further or different action as deemed appropriate may be implemented by the Head.

- a. During periods of strong Sun where children may be at risk to Sun Burn, Stroke or Heat exhaustion.
  - Teachers will be briefed at the staff meeting with regards to the specific hazards.
  - Younger children when outdoors (including breaks) will wear legionnaire's hats.
  - Parents receive an email requesting that they apply Sun Screen prior to them arriving at school.
  - Sun Screen can be administered (with the parents' consent) to those most vulnerable.
  - Children will be allowed access to water as and when they require.
  - Teachers will be extra vigilant during breaks or during games where there is physical exertion. Any child showing signs of potential heat exhaustion will be sent in to the First Aiders to cool off and be monitored.
  - The youngest children who are at most risk will where possible have any activities or outside events in the shade under trees etc.
  
- b. During inclement weather including high wind and/or rain
  - During these times the children will be supervised in their classrooms according to the Policy as defined by the Head. This is known as "Wet Break" as defined by the Head or SLT.
  
- c. During inclement weather including Snow and/or Ice
  - Children will not be allowed on to the playground until such time as the playground is free from hazard. If the children are kept in during breaks then the above "Wet Break" procedure as above will come into force.

- Subject to the Head's discretion and in the interests of the welfare of staff and pupils the School may be closed or the normal times amended. As much notice as possible will be given to all affected via email, and a notice put on the website.

## **Sport**

Sport in the School is coordinated and organised by the Head of PE who has devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Pupils who do not bring a note to school stating a reason why they should not participate, will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused sport.

For all sports, the School requires that the relevant protective equipment be worn. Eg gum shield, shin pads, face mask etc.

### **Sport – Offsite**

Sport off site is coordinated and organised by the Head of PE who has devised a full policy for sport activities. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

Sports off site are carried out at either Crowborough Leisure Centre, Tunbridge Wells Tennis Club, Bayham or Hawkenbury Playing fields. The Normal Operating Procedure and Emergency Action Plan of these sites are adhered to at these venues.

### **Sport – Injuries**

There is a full procedure in place for injury in sport activities. Sport Staff are First Aider trained and will handle the situation provided that it is within their sphere of competence. If the injury is more serious, then an Ambulance will be summoned as appropriate. In such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

### **Swimming**

Swimming is carried out off site at Crowborough. The Normal Operating Procedure and Emergency Action Plan of the pool are adhered to at this venue

School and qualified Leisure Centre Staff carry out the Swimming Tuition and they are appropriately trained. In addition, Crowborough Leisure Centre also provide a Lifeguard which assists in ensuring the pupils' safety.

## **Jewelry**

Children may not wear jewelry to school if piercing studs are in the ears due to a recent piercing these must be taped up before undertaking any sport.

## **Fire**

See 4-2 Fire Policy / Fire risk Prevention Policy.

## **Off site activities -Fieldtrips, Visits etc.**

For trips of this nature the School's "Educational visits" policy 2-18 applies, alongside the stated ratios, and its main provisions are summarised below:

- a) Careful planning of trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved, including gaining and assessing risk assessment from the place to be visited.
- c) Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.
- d) The Business Manager should be informed of all trips to ensure that they are covered under the school's insurance policy.

Permission slips must be completed by the parent or guardian before a child is allowed on a school trip. The school will endeavour, whenever possible, to secure transportation in a coach fitted with seatbelts. A travelling first aid kit will be taken on all outings. Staff should check First Aid facilities on site. The trip leader carries either the school or own (charged) mobile phone as a means of communication. Regular head counts are to be made.

## **Supervision**

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
- e) Risk Assessment of any hazards that are likely to be encountered.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 (It is currently sponsored by the Department for Work and Pensions. The Health and Safety Executive is currently designated as the AALA) will be taken into account.

## **Catering**

The School undertakes its own catering arrangements and the activities in the Kitchens are under the control of the Cook.

The Cook ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 2004. In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- a) Cleaning schedules are established and details recorded.
- b) Equipment temperature checks are carried out daily and the results recorded.
- c) Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- d) Equipment is maintained as required.
- e) A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- f) Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery on hands except for a wedding band is not permitted.
- g) Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- h) General hygiene inspections are carried out on a regular basis.
- i) Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
- j) Kitchen staff undertake external courses in food hygiene on a regular basis.

## **First Aid**

For details on H&S surrounding our First Aid practices please refer to 3-12 First Aid and Medication Policy.

## **Control of vehicles**

Control of vehicles is of paramount importance within the School's site.

In order to assist safety the vehicle area is separated from the playground area by fencing and gates.

The following rules must be observed at all times:

- Speed must be kept to a minimum
- Care to be exercised always as there may be children crossing roadway
- Parking only to be carried out in designated area
- No exit or entry into parking area at crossing times

## **Security of site**

Coded and timed electric gates are in place and two internal side gates are also coded.

The School has taken all reasonable steps to prevent unauthorised entry into its premises. Outer doors are locked during the day and a controlled two door entry system for the front door is operated from the school office, the Business Manager's Office and the Head's Office via a videophone system.

Visitors are required to report to reception on arrival and must be issued with visitor's badge.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

## **Machinery and plant**

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and safety at Work Act 1974. The inspections and checks are carried out as follows

- a) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- b) Annual servicing of Fire Alarm System.
- c) Annual Service of Heating Equipment.
- d) Annual service of Fire Extinguishers.
- e) Regular checks on Portable Electrical Equipment.
- f) Servicing of Catering Equipment as required

## **Environmental control**

### **Classrooms and general areas**

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavors to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

### **Art room and Science areas**

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations. (None currently used)

### **Kitchens**

The kitchen is fitted with an extract ventilation system to ensure that conditions in this area remain satisfactory for personnel.

### **Noise**

The School regards noise as a very important issue and takes the following action in order to minimise its effect.

- a) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.

b) Where it is not possible or practical to control by the methods in a), Hearing Protectors will be used.

c) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

## **Vibration**

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005 and takes the following action to minimise the effect of vibration on employees:

- a) Equipment is selected carefully to ensure that the vibration level is as low as possible.
- b) Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- c) Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

## **Waste Disposal**

### **General, Recyclable and Food Waste**

The disposal of this waste is carried out in the usual manner by Biffa an external contractor.

### **Chemical Waste**

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 2010, will be taken and specialist contractors will be employed.

### **Sanitary Waste**

Sani bins are provided in all staff and year six toilet facilities for hygienic disposal of sanitary wear. The Kindergarten adult toilet and visitors toilet in reception also houses a nappy bin for the disposal of nappies. These are regularly collected by Initial Washrooms, an external, qualified and specialist contractor.

## **Gas Safety**

All gas fed supply is tested annually by an approved external contractor. The heating facility is

the only gas user at The Mead School.

## **Glass Safety**

Any new installation will be specified to use safety glass. As the building is an old Victorian villa the original glass fittings are not to these standards. All glass has either been upgraded using safety plastic coating or is in a program of upgrade.

## **Reporting procedures - Accidents and Near Misses**

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

- Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- Major Injury to Staff, Pupils or Any Other People in an accident on the premises
- Dangerous Occurrences listed in the Regulations.

b) Reporting

- A report will be sent to the Health and Safety Executive of any notifiable incident.
- A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.
- A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

## **Hazardous Substances**

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
  - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
  - Control Measures to be adopted.
  - Maintenance of the Control Measures.
  - Monitor the situation to establish that the measures are effective.
  - Undertake Health Surveillance where relevant.
  - Carry out Instruction and Training to ensure the following are understood:
    - Use of the substances, their handling, storage and disposal
    - Emergency Procedures
    - Methods of Control
    - Use of Personal Protective Equipment
- c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.

## **Personal Equipment**

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by the School:

- a) Provide suitable PPE
- b) Assess present PPE
- c) Maintain PPE
- d) Provide accommodation for PPE
- e) Ensure PPE is compatible
- f) Replace PPE where lost or damaged
- g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- h) Use the PPE correctly
- i) Always wear PPE
- j) Report any loss or defect

## **Display Screen Equipment**

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user', carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

## **Risk Assessment**

Please refer to The Risk Assessment Policy 4-15.

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998. Risk Assessments will also be carried out on all curriculum activities prior to commencing hazardous activities or when using specific equipment for curriculum purposes e.g. cooking or science equipment.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Officer with assistance from other personnel as required.

## **Manual Handling**

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanized process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.

c) The risk of injury will be reduced as far as reasonably possible:

- assistance from other personnel
- use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. Common advice is to bend using the knees and not back, and to ask for assistance if there is any doubt over weight.

## **Work at Height**

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled. The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

Should a contractor require access to the building, it is their responsibility to assess the Work at Height needs, and ensure they have created a safe working environment not only for them, but for any other school staff or pupils.

## **Lone Working**

There are times when only one member of staff will be on site. This is usually the maintenance manager or a member of office staff. These members of staff ensure that someone else knows they are on site and when they are expected back. These contacts then have another contact within the school key holder base.

## **Control of Contractors**

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors as set out in 4-14 Contractor Policy.

## **Consultation with Employees**

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Safety Committee if deemed appropriate.

## **Asbestos**

A Policy for Asbestos is in place in the School 4-9 Asbestos Policy. The SBM is the responsible person in relation to Asbestos and the Premises Asbestos Management Plan (PAMP).

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos. Contractors working on site are made aware of the PAMP and the Management survey of the site in relation to Asbestos. A review of the risk areas is undertaken every year. There is no known asbestos in the Mead School building. There is a risk of asbestos in the art-ex ceiling in the gym.

## **Legionella and Water Safety**

A Risk Assessment has been undertaken for the water safety within the school. There are no water tanks in the building, all the boilers are combination boilers and the water is all mains fed. The water is tested by an external contractor on a monthly basis and the Maintenance Manager is responsible for following up on any issues raised within this work. The SBM is responsible for ensuring all points raised have been satisfactorily cleared in a meaningful timeframe.

## **Health & Safety Emergencies**

**Critical Incident** The School has anticipated the possibility of a Critical Incident occurring and has devised a Critical Incident Management Plan (4-13). The Plan covers the constitution of a Critical Incident Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

### **Disaster Recovery**

Alongside the Critical Incident Management Plan, the School has devised a Disaster Recovery Plan (4-12). The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

## **Occupational Health and Stress**

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Kitchen Hazards
- Fieldwork and Site Work
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign and exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

The School is aware of the potential for Stress with its employees. A full Occupational Stress Policy (4-11) is in place and this covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress. Wishford group also offers a counselling service open to all employees. Details of which are with the Business Manager or in the staff room.

The School adopts a proactive approach to this issue.

## **Slips and Trips**

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

## **Violence**

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behavior as being part of their job.

The School has devised a Violence Policy (4-10) which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

## **New and Expectant Mothers**

The Mead School has a duty to all who come to the school, but to the new and expectant mothers additional measures are taken. All those on staff will run through the Risk Assessment for new and expectant mothers and a note will be placed on their file.

## **Smoking**

The Mead School Policy for Smoking is one of total exclusion within the grounds, building(s) and any property that belongs to the school.

This total exclusion extends to school trips whilst staff and helpers are in contact with pupils.

For the purposes of this policy the term smoking is, in any form including, but not limited to, smoking pacifiers, e-cigarettes, "Vape" nicotine inhalers, herbal cigarettes and any other product that resembles cigarettes, cigars, etc., and will include other tobacco products such as chewing tobacco and pipe tobacco.

The School will not provide any facilities for smoking.

Outside of school operating times (and expressly whilst pupils are not on school grounds) the above may be relaxed by the Head or Business Manager to allow contractors, etc., to smoke. If this relaxation is granted smoking will be only be permitted in the school grounds within specific marked areas and during appropriate breaks. Smoking in the School building will still be excluded at all times.

This policy will extend to cover any social or FOM events that occur at the school where children or pupils are present.

### **Cleaning and Housekeeping**

Please refer to The Mead School Cleaning Policy 4-6.

### **Lettings and Shared use of the School**

The Mead is let to other institutions and they have been made aware of this policy and the need to report all hazards to the Mead management.

### **Monitoring Policy**

The Health and Safety Policy will be monitored on an ongoing basis by the SBM and Wishford Schools. Checks will be made regularly with an inspection being made of all areas of the School prior to the termly H&S meetings.

STAFF: A Webster (Head), R Hall (Business Manager)

AMENDED: December 2019

NEXT REVIEW: December 2021

