



Health & Safety Policy

This Policy applies to the entire setting including the EYFS.

Staff Responsible for policy review: Head & School Business Manager

Next Review: 1st December 2024

Last Review	Updates made
August 2020	Updates from Wishford Schools included in policy
December 2021	<p>Changed names from A. Webster to Mrs C. E. Openshaw (Head), and R. Hall to Mrs M. Coveney (School Business Manager).</p> <p>Change Catering from in house to external (IFG).</p> <p>Added Sports venue (Tunbridge Wells Rugby Club).</p> <p>Added no entry / exit times for car park.</p> <p>Removed "Head's Office" for CCTV TV.</p> <p>Updated policy names throughout.</p> <p>Added titles to "Heads of Department" section (Director of Sport, Director of Music, Head of Performing Arts & Head of Art)</p>
November 2022	<p>Made clear the other policies and procedures this relates too.</p> <p>Added Head of STEM to Head of Department section.</p> <p>Amended sport participation for illness and without protective equipment.</p> <p>Removal of asbestos warning in school as the school now has no asbestos.</p>

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 School Business Manager or Site Manager. If the hazard is not a priority the details must be entered in the Site Manager's maintenance book hanging on the School Business Manager's Office Door. If it is a priority please notify the School Business Manager/ Site Manager in person or by email.

This policy should be read in conjunction with the following policies and procedures:

Asbestos Management Policy

Cleaning Policy

Contractor Policy

Managing a Critical Incident Policy

Disaster Recovery Plan

First Aid Policy

Educational Visits Policy

Risk Assessment Policy

Fire Procedures

Fire Policy

Fire Risk Prevention Policy

Occupational Stress Policy

Violence Policy

Wet break procedure (contained in Supervision 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. Wishford Directors bear ultimate responsibility to provide leadership but day to day responsibilities are delegated to the Head and School 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).

Responsibilities

Head

The Head 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;
- periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made;
- 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;
- ensure that responsibilities are properly assigned and accepted at all levels;
- take direct interest in the Health and Safety Programme and support all persons carrying it out;
- ensure that all areas of the School are inspected, from a Health and Safety point of view, once per year;
- ensure that all Staff have adequate training for the tasks that they are required to perform; and
- 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)

The Senior Leadership Team will:

- be fully familiarised with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time;
- ensure that responsibilities are properly assigned and accepted at all times;
- assist the Head in ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per year;
- assist the Head in ensuring that all Staff have adequate training for the tasks that they are required to perform; and
- 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.

School Business Manager / Health and Safety Officer

The School Business Manager will:

- be fully familiarised with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time;
- draw up safe methods and procedures, written where appropriate, for operations under his/her control;
- 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;
- inspect all new plant, buildings and equipment for potential hazards;
- ensure that all plant and equipment, both mechanical and electrical, is maintained and/or tested regularly and that adequate records are kept;
- ensure, in conjunction with the Head that any hazardous or dangerous conditions or situations reported are remedied as soon as possible;
- ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected;

- be responsible for the control of Contractors within the grounds and ensure that they are familiar with the Health and Safety Policy, and have the relevant insurances etc. in place;
- in conjunction with the Head, ensure that all areas of the School are regularly inspected, from a Health and Safety point of view; and
- be responsible for the display of up to date H&S information including H&S Posters.

Wishford Schools

Wishford Schools Group will:

- supervise the School Health and Safety Programme;
- inspect plant and equipment, when carrying out an audit of the School, to ensure that it is safe and being operated correctly;
- monitor the effectiveness of the implementation of the Health and Safety Policy;
- report to the Head and School Business Manager concerning Health and Safety matters, making recommendations as necessary;
- in conjunction with the Head and School Business Manager, ensure that there is sufficient material and publicity for the Health and Safety Programme;
- assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary;
- inspect all new plant, building and equipment for potential hazards, when carrying out an audit of the School, in conjunction with the School Business Manager;
- ensure that all areas of the School are regularly inspected from a Health and Safety point of view; and
- 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

The member of Early Years' staff responsible for Health and Safety will:

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

Early Years Staff

All Early Years Staff will:

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

Heads of Department (Director of Sport, Director of Music, Head of Performing Arts, Head of STEM & Head of Art)

The Heads of Department will:

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

Teaching Staff

Teaching staff will:

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

All Staff

All staff will:

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

All other persons on the school property including contractors

All other persons will:

- observe the Health and Safety Rules and the Instruction given by persons enforcing the Health and Safety Policy;
- not work on the premises until the relevant rules are read, understood and accepted; and
- 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 risk assessments, where appropriate, for their departments. The aim of these is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

These will have taken into account the following principles as far as reasonably practicable:

- The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved;
- Analysis of the tasks involved, including safety analysis and the provision of clear instructions;
- Where appropriate, details of the correct sequence of operations involved;
- Identification of safe procedures, both routine and emergency; and
- 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 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 fulfil. 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 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 are 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 and/or staff) 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 at school (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 required to cool off and be monitored; and
 - 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 and SLT and is included in the Supervision Policy.

- c. During inclement weather including Snow and/or Ice:

School will move to a reduced timetable of online learning delivered via teams. As much notice will be given as possible and an email sent by 7:30am and a notice placed on the front page of the website. If it snows during the school day, the school will monitor the weather and will invite the parents to collect their children earlier should it be deemed necessary. There would be no online learning that day.

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 placed on the website.

Sport

Sport in school is coordinated and organised by the Director of Sport who has devised a full timetable 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.

All pupils are expected to take part in sport if they are in school. Only on presentation of a doctor's note stating a reason why they should not participate, will they be excused from sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils may be excused from sport.

For all sports, the School requires that the relevant protective equipment be worn. Eg gum shield, shin pads, face mask etc. The children cannot participate in the sport without the appropriate protection.

Sport – Offsite

Sport offsite is coordinated and organised by the Director of Sport who has devised a full timetable 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 offsite are carried out at either Crowborough Leisure Centre, Tunbridge Wells Tennis Club, Tunbridge Wells Rugby Club, The Nevill, Bayham or Hawkenbury Playing fields or at other schools for fixtures. 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 offsite at Crowborough. The Normal Operating Procedure and Emergency Action Plan of the pool are adhered to at this venue.

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.

Jewellery

Children may not wear jewellery 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 Fire Policy / Fire risk Prevention Policy.

Offsite activities -Fieldtrips, Visits etc.

For trips of this nature the School's "Educational Visits" policy applies, alongside the stated ratios. Its main provisions are summarised below:

- Careful planning of a trip with prior visit made by organiser if necessary (or possible);
- Adequate evaluation of all Health and Safety factors involved, including gaining and assessing risk assessment from the place to be visited;
- Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip;
- The School 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; and
- 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 offsite activities the following points will be taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements;
- The expertise of Staff accompanying the trip;
- Accident and Emergency procedures;
- Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact; and
- 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 use the caterers IFG, who are under the "Cucina" brand. All activities are in compliance with the regulations, with documents of checks and risk assessments available upon request.

First Aid

For details on H&S surrounding our First Aid practices please refer to First Aid 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; and
- ❖ No exit or entry into parking area at crossing times (8:15am to 8:45am, 3:30pm and 4pm, 5:20pm and 5:40pm).

Security of site

Coded and timed electric gates are in place (repair under review) 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 and the School Business Manager'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.

All staff are required to wear their school named badges at all times.

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:

- Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use;
- Annual servicing of Fire Alarm System;
- Annual Service of Heating Equipment;
- Annual service of Fire Extinguishers;
- Regular checks on Portable Electrical Equipment; and
- 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 endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

Art room and STEM 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:

- Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation;
- Where it is not possible or practical to control by the methods above, hearing protectors will be used; and
- 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:

- Equipment is selected carefully to ensure that the vibration level is as low as possible;
- Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery; and
- 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

Sanitary bins are provided in all Staff and children's toilet facilities for hygienic disposal of sanitary wear. The Kindergarten adult toilet and visitor's 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 fitting 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; and
 - 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; and
 - 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:

- Provide suitable PPE;
- Assess present PPE;
- Maintain PPE;
- Provide accommodation for PPE;
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- Use the PPE correctly;
- Always wear PPE; and
- 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:

- Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations;
- 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;
- Implement any requirements established above;
- 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;
- Provide eye and eyesight tests for the 'user' or any person about to become a user;
- Provide appropriate eye and eyesight corrective appliances as necessary; and
- 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.

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 and before all trips as stated in the "Education Visits" policy.

The Assessment will establish the following:

- The Hazards associated with a particular activity;
- The Potential Frequency and Severity of an accident;
- The Control Measures being employed to minimise the risk of an accident occurring; and
- 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:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanized process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- 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; and
- 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; and
- 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/SLT. 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 its 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:

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc;
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation;
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks;
- The planning of Health and Safety training; and
- 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 Asbestos Management Policy. The School Business Manager 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.

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 Site Manager is responsible for following up on any issues raised within this work. The School Business Manager 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 "Managing a Critical Incident" Policy. The policy 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 "Managing a Critical Incident" policy, the School has devised a Disaster Recovery Plan. 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. An Occupational Stress Policy 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 School 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; and
- 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 behaviour as being part of their job.

The School has devised a Violence Policy 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 Procedure 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 for 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 on 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.

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.

Lettings and Shared use of the School

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

Monitoring Policy

The Health and Safety Policy will be monitored on an ongoing basis by the School Business Manager and Wishford Schools but at least every 2 years. Checks will be made regularly with an inspection being made of all areas of the School prior to the termly H&S meetings.