



# Meole Brace School

## Health & Safety Handbook

(To be read with TrustED Alliance Health and Safety Policy as Part 3B)

Reviewed: August 2024

Next Review Date: August 2025

Signed	Chair of Governors		Date
Signed	Headteacher		Date

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## KEY PERSONNEL

Headteacher	Mr Alan Doust
Health and Safety Co-ordinator	Mr Rob Carlyle (Director of Finance & Operations)
Fire Officer	Mr Rob Carlyle (Director of Finance & Operations)
Educational Visits Co-ordinator (EVC)	Mrs Bess Earl
Premises Manager	Mr Martyn Davies
Senior First Aider	Miss Annette Donahue
Person responsible for recording and reporting accidents to Shropshire Council and the HSE	Health and Safety Co-ordinator – Mr Rob Carlyle
COSHH Co-ordinator	Mrs Lesley Humphries – Lead Science Technician Mr Martyn Davies – Premises Manager
Work Experience Co-ordinator	Mrs Chelsey Richards

## DESIGNATED FIRST AIDERS

Annette Donahue	Ext 816	Radio Channel 1	First Aid Office
Katie Davies	Ext 702	Radio Channel 1	First Aid Office
Bess Earl	Ext 812	Radio Channel 1	Reprographics
Elizabeth Rosam	Ext 699	Radio Channel 5	Reception
Emma Jones-Davies	n/a	Radio Channel 1	Lunchtime Supervisor
Martyn Davies	Ext 712	Radio Channel 2	Site Office
Terry Wild	Ext 712	Radio Channel 2	Site Office
Simon Fell	Ext 712	Radio Channel 2	Site Office
Neil Plummer	Ext 712	Radio Channel 2	Site Office
Dee McKay	Ext 716	Radio Channel 1	Learning Support
Margaret Davies	Ext 716	n/a	Learning Support
Nicola Parry	Ext 716	n/a	Learning Support
Tracey Thompson	Ext 716	n/a	Learning Support
Mary Braddick	Ext 811	n/a	DT Department
Joanne Priestley	Ext 711	Radio Channel 1	Pastoral Support – B floor offices
Simon Davie	Ext 708	Radio Channel 1	Pastoral Support - B floor offices
Alex Johnson	Ext 741	Radio Channel 1	PE Department – Sports Centre
Jess Moore	Ext 788	n/a	PE Department – Girls PE Changing Rooms
Adam Smith	Ext 757	Radio Channel 1	PE Department – Sports Centre
Mark MacKenzie	Ext 748	Radio Channel 1	History Department- D floor
Millie Porter	Ext 786	n/a	History Department - Vanguard
Daniel Williams	Ext 796	n/a	Maths department – B floor
Sandrine Cheyronnaud	Ext 732	n/a	MFL Department – C floor
Maria Bermudez	Ext 789	n/a	MFL Department – C floor
Chris Hogben	Ext 784	n/a	MFL Department – C floor
Wendy Williams	Ext 695	n/a	MFL Department – C floor
Chris Lawson	Ext 746	n/a	Science Department – A floor
Rio Hurlstone	Ext 740	Radio Channel 1	Science Department – S block
Francine McGarrity	Ext 787	n/a	English Department – E block
Chelsey Richards	Ext 792	n/a	English Department – E block
Mary Pope	Ext 725	Radio Channel 1	SLT – B floor offices
Simon Iddon	Ext 727	Radio Channel 1	SLT – B floor offices
Claire Pennal	Ext 950	Radio Channel 1	Pupil Premium Co-ordinator – Learning Hub
Ruth Wrench	Ext 778	n/a	Geography Department – West Block

## **PART 3- PROCEDURAL ARRANGEMENTS**

### **Introduction**

This Health and Safety booklet is designed to complement the Health and Safety Policy document together with any training that you receive during your employment and to provide you with a basic general awareness of common health and safety issues which may exist within school.

Please read this booklet carefully. If you have any questions, or do not understand anything, please ask your line manager or the school's Health and Safety Coordinator for more information.

This booklet summarises key information regarding Meole Brace School specific arrangements.

Should you feel that on having read this booklet and the relevant sections on health and safety that you require any additional specific health and training for your role, please discuss this with your line manager.

Staff should recognise that like any work activity, health and safety has to be managed proactively. The ultimate aim is to reduce the incidence of work-related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on staff meeting agendas, and this contributes to an open discussion about issues in school. Staff also have a responsibility for co-ordinating health and safety information, including risk assessments.

Liaison is achieved with the Trustees/Governors by making minutes of staff meetings available and through reporting procedures and discussions in the Local Governing Body, Resources, Audit and Pay Performance Management and Personnel Committee meetings.

Advice on the technical aspects of health and safety and training is available from the external commissioned partner at the Local Authority - Health & Safety Advisor, Shropshire Council.

**REMEMBER – Health and Safety is everybody's responsibility. Ensure that you act in a safe manner at all times.**

Should you notice anything that you believe is unsafe or see anyone acting in an unsafe manner, if possible, take appropriate action to make safe. If it is not possible for you to take action, please report the matter immediately to your line manager or the school's Health and Safety Coordinator.

### **Arrangements for New Staff**

All new staff will be issued with a copy of the TrustEd Alliance Health and Safety Policy. All staff new to the Trust including supply teachers and students on work placement will be given a health and safety induction, including any risk assessments, and a tour of the building.

Any queries should be directed in the first instance to the Headteacher or Health and Safety Coordinator.

### **Health and Safety Training**

The provision of training is part of many health and safety regulations. It is essential that you attend any training that is arranged for you, and follow any instructions or guidance given to you as part of that training.

During your induction you will have received basic health and safety training which included fire safety awareness, safe moving and handling awareness, safe use of steps and step-ladders, first aid and accident procedures, and the safe use of equipment that you use for your job. Some of this training will need to be refreshed on a regular basis, e.g. fire safety. You may also need additional job specific health and safety training for your role. This may have been identified during induction, or will be identified at some future date, e.g. first aid training or minibus driving courses.

If you attend training, it is important that a record is kept – keep all certificates and records of attendance from courses.

It is also important that you discuss your health and safety training requirements with your line manager in order that any new training needs can be identified, and refresher courses can be arranged when required.

## **Fire Safety and Emergency Evacuation**

### **Evacuation/Invacuation Procedures**

As part of your induction, you will have received a copy of the school's Fire Safety Policy and Fire Evacuation Plan. You will also have been trained in Fire Awareness in an Education Setting. If you have not received this training or documents, please refer to your line manager/Health and Safety Coordinator immediately.

The fire alarm is tested every Monday, please ensure you are aware of what the alarm sounds like.

### **YOU MUST TREAT ALL INSTANCES OF THE FIRE ALARM ACTIVATING AS IF IT WERE A REAL FIRE.**

Fire signage is located throughout the school and is provided to assist you in exiting the building safely in the event of an emergency. Please make yourself aware of all the emergency exit routes and final exits from your classroom and the location of your assembly points on Top Yard.

You will notice fire extinguishers are located throughout the school buildings. Fire extinguishers should only be used in the event of an emergency where the fire is small, and only by people who have been trained in their use and who consider it safe to do so.

### **DO NOT ATTEMPT TO FIGHT ANY FIRE IF YOU HAVE NOT BEEN TRAINED TO DO SO.**

## **Risk Assessments & Baseline Risk Register**

It is important that you take time to read any risk assessments written for use in school and apply the principles at work. Risk assessments enable us to consider the hazards which we may encounter in the school environment or during our activities, and to assess the risks so that we are able to determine whether the control measures we already have in place are adequate, or if any additional measures are required.

Risk assessments are important methods of protecting everyone in the school – students, staff, contractors and visitors. They are also a legal requirement under the Management of Health and Safety at Work Regulations 1999.

Any queries should be raised with the Health and Safety Coordinator in the first instance and if required the Headteacher. They are subject to annual review or where there are significant changes to working practices.

**For further information refer to [www.hse.gov.uk](http://www.hse.gov.uk) or [www.shropshirelg.net](http://www.shropshirelg.net)**

## **Educational Visits**

Trips and educational visits are subject to formal risk assessment, parental consent and insurance arrangements. Visits must not take place unless a proposal form and risk assessment have been completed in line with the Educational Visits and Journeys Policy and authorised by the EVC and Headteacher.

Please speak to the Educational Visits Co-ordinator (EVC) and refer to the Trust's Educational Visits and Journeys Policy for further advice and information.

## Accidents and Incidents

An accident is an unplanned, unscheduled, unwanted event or occurrence or any undesired circumstance which may result in injury to persons or damage to property.

Where an uncontrolled or unplanned event does not result in any injury to a person, but could have done, this is called a 'near miss'. Significant near misses, e.g. nearly being knocked over by a vehicle in the school carpark, should be reported to your line manager and/or the Health and Safety Coordinator.

All accidents to employees, visitors and pupils must be reported immediately on the Accident Report Form (CARS) with the Headteachers section completed by the Health and Safety Coordinator. A copy of this form is then sent to the Health and Safety team at Shropshire Council by the Health and Safety Co-ordinator.

The forms are available from the **First Aid Office**. The original copy is held in a secure location in line with General Data Protection Regulations (GDPR) May 2018. All near misses must also follow the same procedure. **IF IN ANY DOUBT OF THE PROCEDURE TO FOLLOW AFTER AN ACCIDENT PLEASE SPEAK IMMEDIATELY TO THE HEALTH AND SAFETY CO-ORDINATOR OR HEADTEACHER.**

Near miss 'accidents' should also be written up and passed on to the Health and Safety Coordinator or Headteacher.

Common types of accidents that take place within school environments are: -

- Sporting injuries to students
- Slips, trips and falls
- Manual handling injuries
- Cuts and burns

Some accidents and injuries need to be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This will be done by the Health and Safety Coordinator.

All RIDDOR reportable incidents will be investigated by the school with assistance from the Health & Safety Consultant.

## First Aid

First aid can save lives. The school has an appropriate number of first aiders, although not all first aiders have the same level of qualification. Some are fully qualified first aiders (3-day course), others are 'Appointed Persons' (1-day course). Qualified first aiders are listed in staffrooms and around school.

Staff administering first aid within school have undertaken the relevant training.

The Senior First Aider is responsible for checking the contents of first aid boxes on a termly basis and replenish following an incident. First aid certificates are held securely in school by the Senior First Aider.

Other first aid facilities at the school include first aid kits located at strategic points, eyewash kits, and a treatment room.

**The school has three defibrillators on site – in the foyer by the Admin Office, in the Learning Hub and in the sports centre.**

You should familiarise yourself with the school's first aid procedures and the nearest first aid kit, eye wash station, defibrillator and up-to-date list of first aiders.

## Administration of Medication

Unauthorised medication is not allowed in school. All authorised medication is kept securely in a locked cupboard in the first aid office.

First aiders will ensure parental permission has been received and supervise students taking medication.

Individual Health Care plans are signed by parents for all medication that the Headteacher has agreed to be administered within school time. Only trained staff administer medication in line with the student's health care plan, recording the time, date, amount given and a witness signature.

Students must carry medication for anaphylaxis and asthma with them and are then supervised by a first aider if they require their medication.

Please see the following policies:

*First Aid Policy*

*Allergies & Anaphylaxis Policy*

*Supporting Students with Medical Conditions Policy*

### **Violence & Aggression: Reporting Procedures**

Trustees are committed to reducing the incidence of verbal and physical abuse towards staff in our schools. Consequently, we have adopted Shropshire Council's definition of violence at work; "any incident where a member of staff is abused threatened or assaulted in circumstances relating to their work".

Staff must report these incidents using the CARS form held in the First Aid Office.

### **Provision & Use of Work Equipment**

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people.

The term 'work equipment' covers a wide range of equipment ranging from a hammer to a tractor and gang mowers used to cut the grass on the playing fields. Regardless of the size of the equipment, it must be fit for purpose, in good working order and must be well maintained.

Hazardous machinery is likely to be located in several parts of the school, particularly in the DT, Art, Science, Site Team Workshop and Catering departments.

Some pieces of work equipment are subject to 'statutory testing' such as passenger lifts, cherry pickers, and pressure vessels such as compressors. The tests will be arranged by Site Team/Health and Safety Coordinator.

If you are using work equipment you should be trained in how to use that make and model safely, be familiar with all the safety features, e.g. guards and emergency stop buttons, and know what, if any, personal protective equipment (PPE) is required when using the equipment.

Visual checks should be carried out on work equipment before each use to ensure that there are no defects or faults. Any equipment which has defects must be taken out of use immediately and NOT reintroduced to the working environment until it has been repaired.

Do **NOT** bring your own equipment into work unless this has been authorised by a senior member of staff and the item has been checked before use, to ensure it is safe to use, e.g. PAT testing of portable electrical equipment.

Where machinery is being purchased (such as woodworking machines, pedestal drills etc.) designated staff should seek advice from Health & Safety Advisor before making such purchases.

### **Boiler & Electrical Room Safety & Maintenance of Heating Plant**

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to students and staff. These areas are identified by safety signage and kept locked at all times.



## **Defect System - Reporting Repairs Required**

Staff are responsible for reporting any repairs required to the Site Staff via email to [sitemanagersmbs@meole.co.uk](mailto:sitemanagersmbs@meole.co.uk).

In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis, until a permanent repair can be arranged.

## **Management of Asbestos**

A copy of the Asbestos Register is held within the Reception Office and staff should make themselves aware of its content and may consult it for further information. There is no material in such a condition that it presents a risk to health.

Staff must not disturb asbestos containing materials and if you have any concerns you should report these immediately to the Headteacher, Health and Safety Coordinator or a member of the Site Staff, so procedures can be followed. Contractors should not start work on site before signing the register. The Admin/Site Staff will make the register available to contractors on their arrival. Contractors must sign the register, any contractor or any other person carrying out work in the school must consult the Asbestos Register and act in accordance with the procedures therein before commencing work.

All work involving asbestos must be carried out by an approved licensed contractor and under the advice of the Council's Asbestos Manager.

The Health and Safety Coordinator, Headteacher and Site Staff are trained in Asbestos management procedures.

## **Playground Safety & Vehicle Movement on Premises**

Whilst at work, you may come into contact with a variety of vehicles. These might include cars, minibuses and coaches, contractors' vans, delivery vehicles, tractors, ride-on lawn mowers etc.

Students use the designated play areas as a playground and are supervised by staff at break times on a rota basis.

Vehicles enter and leave the premises by use of the entrance gates. Systems are in place to prevent people being injured by a moving vehicle on the school premises. These include: -

- Speed limits
- Restricting car-parking in certain areas
- Designated and protected pedestrian routes (Do not use vehicle routes)
- Clearly marked pedestrian crossings on school drives/roads
- Restricting the times when delivery vehicles can enter the site

Whilst on the school premises you must: -

- Abide by all site rules, e.g. do not exceed speed limits or park on unauthorised areas or allow pedestrians to use vehicle exits
- Be vigilant when driving around the school site, particularly at the beginning and end of the day, when lessons are changing over and at other times where the volume of pedestrians may be increased
- Use footpaths and designated pedestrian routes when walking across the school grounds
- Always remain at a safe distance from reversing vehicles

All incidents resulting in injury and any near misses which involve vehicles must be reported to the school Health and Safety Coordinator to ensure that any issues can be dealt with effectively and quickly.

## **Environmental Issues and Waste**

As a nation we are becoming more aware of environmental issues and the effect that human ways of life can have on the environment, i.e., pollution and climate change. By making small changes to our way of life we can make a contribution towards protecting the environment for future generations.

Small things that YOU can do: -

- Turn off lights if you are the last person to leave the room
- Use natural light when this is light enough
- Ensure taps are not left running
- Only fill the kettle with enough water for the drinks required, i.e., do not overfill the kettle when making only one cup of tea
- E-mail documents rather than send hard copies, if practicable to do so.