

Meadows School

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Local Health & Safety Rules

	Contents	Page
1.	Introduction	2
2.	Statement of Intent	2
3.	Responsibilities of Staff	3
4.	Responsibilities of Students	3
5.	Responsibilities of Management	4
6.	Training	4
7.	Reporting, Recording & Monitoring	5
8.	Enforcement of Health & Safety Laws and Legislation	6
9.	Access & Security	6
10.	Accidents, Dangerous Occurrences & Ill-Health	7
11.	Contractors	7
12.	Display Screen Equipment	8
13.	Electricity	8
14.	Fire Precautions	9
15.	Food Hygiene & Kitchen Safety	10
16.	Hazardous Substances	10
17.	Hirers & Other Users of School Facilities	11
18.	Maintenance Team	11
19.	Manual Handling & Postural Problems	12
20.	Medical Matters	12
21.	Off-site Trips & Activities	13
22.	Outdoor Play Areas	13
23.	Parking	13
24.	Protective Equipment & Clothing	14
25.	Risk Assessment	14
26.	Smoking	15
27.	Terrorist Attacks or Incidents	15
28.	Transportation & the Use of Vehicles	16
29.	Violence	17
30.	Working Out of Hours & Lone Working	17
32.	Additional Information	18

1. Introduction:

Accidents do not just happen; they occur either because of one or more unsafe physical conditions, unsafe behaviour or a combination of these.

Everyone within Meadows has some responsibility for health & safety.

This guidance is important for everybody at Meadows School and complements the [Barnardo's Health & Safety Policy](#).

It sets out the approach/organisation and arrangements for identifying and controlling hazards and the associated risks faced by staff, students and other people such as visitors, contractors and hirers.

Different activities pose different types of hazards. Detailed guidance about health and safety arrangements for school departments with their own particular hazards such as Design & Technology and Physical Education is contained in special departmental supplements and made available to all relevant staff within those departments.

The school encourages recognised trade unions to appoint safety representatives in accordance with the [Safety Representatives and Safety Committees Regulations 1977](#).

2. Statement of Intent:

Meadows School has various obligations under the [Health and Safety at Work Act \(1974\)](#) and other associated laws. These include taking all reasonably practicable steps to ensure the health, safety and welfare of all staff. We also have a duty to ensure that students, visitors, contractors and others are not put at risk by our activities or the condition of our buildings and equipment.

Health and safety laws and associated school rules all have the same purpose – to minimise the likelihood and severity of injury, ill-health and damage which can arise from incidents and conditions within or connected with our school.

Injury and ill-health can consume considerable amounts of valuable time and money as well as causing pain, distress, inconvenience, disruption of education and lowering of morale and reputation. Therefore, all of us should aim to follow the principle that 'prevention is better than cure'.

- As well as meeting our obligations to provide a safe and healthy teaching environment for students while in school or during educational activities, we have the opportunity to do much more for them. We should set a good example to them while they are in school and actively encourage them to think about recognising hazards, assessing risks and then taking appropriate precautions within many contexts. By doing so, we will provide our students with valuable lifelong knowledge and attitudes which will benefit them and others, both now and in the future.

<p>3. Responsibilities of Staff:</p>	<p>All members of staff, including all managers in their personal capacity, have responsibilities which are imposed by law. Therefore, if you are employed by the school in any way, you should:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health & safety while at school or during school activities. You also have a duty to take reasonable care for the health & safety of other persons such as colleagues and students who may be affected by how you work or behave • Co-operate with the school as far as is necessary to enable the school to comply with its legal obligations regarding health & safety • Tell your line manager or other appropriate managers of any known or suspected unsafe equipment, substance, systems of work or other situation, including those of contractors, of which you become aware • Tell your line manager about any injury, known or suspected ill-health or violence which arises through your work for the school. You should also report any 'near-miss' events which could have caused injury but fortunately did not do so • Not deliberately or recklessly interfere with or misuse anything provided for the purposes of health, safety & welfare <p>Under the direction of your line manager, you should carry out, record and act upon risk assessments.</p>
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<p>4. Responsibility of Students:</p>	<p>Students must take reasonable care for their own health & safety and that of other students and other people who may be affected by how you behave while at school or during school activities.</p> <ul style="list-style-type: none"> • This includes following safety rules and information given to you and wearing appropriate protective equipment and clothing, and using safety devices whenever you are advised to do so. Failure to do so could result in harm to you and the risk of disciplinary action by the school. • If you are injured while at school or during a school activity, or spot any defect or damage to equipment or school property, you must tell a member of staff. • If you have doubts or queries about your health & safety at school, do ask a relevant member of staff. <p>If you have any suggestions to make about health, safety or student facilities at school do raise them with your form tutor, head of key stage or a member of the school student council.</p>
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<p>5. Responsibilities of Management:</p>	<p>The control of health & safety hazards is an essential part of effective management.</p> <p>The Principal has an overall responsibility for health & safety within the school. However, responsibility for dealing with health & safety issues on a day-to-day basis is delegated to the Bursar who has the role of school health & safety coordinator. This responsibility is shared with all line managers.</p> <ul style="list-style-type: none"> • You are responsible for the health & safety of staff under your control and for students, visitors and others within the areas and/or activities under your control. Ensure that your staff are compliant with all mandatory training. Line managers should also discuss additional learning options specific to role with their staff. • Should meet these responsibilities by routine visual checks and discussions to enable you to identify and assess potential and actual health & safety problems. After this, you should ensure that suitable precautions are provided, understood and followed. This role encompasses carrying out, recording and acting upon risk assessments. • Should investigate or arrange for the investigation and reporting of accidents and 'near-miss' events concerning areas, staff, students and others for whom you are responsible. Where appropriate, you should identify, record and instigate measures which should be taken to avoid or minimise similar incidents in the future. • Should consult a more senior manager if you require more information or advice or are unable to resolve problems using your own resources. <p>Should consider whether the introduction of new systems of work (including practical lessons), machines, substances or the significant alteration of existing arrangements will create new health & safety problems.</p>
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<p>6. Training:</p>	<ul style="list-style-type: none"> • All staff are trained on Barnardo's and Meadows health & safety as part of their induction. • Training on all Barnardo's mandatory health & safety requirements are provided and must be completed in a timely manner by all staff. • Health & safety relevant to specific roles are discussed in supervision and personal development reviews and training is arranged accordingly.
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<p>7. Reporting, Recording & Monitoring:</p>	<p>The school regularly reports to Barnardo's on incidents which have taken place, near-misses and any further health & safety concerns and outcomes.</p> <p>All reports must be completed electronically and be forwarded to the appropriate nominated member of Senior Management by the member of staff making the report as soon as possible.</p> <p>Serious accidents and incidents at school or involving school activities should be notified directly or by telephone to any member of Senior Management. After completion all reports concerning accidents, dangerous occurrences, ill-health, violence and fire evacuations should be promptly passed to the School Health & Safety Co-ordinator or Admin Officer who will arrange for appropriate action to be taken about them. This includes copying such reports to Barnardo's Safety Team. As already noted, the School is obliged by law to notify certain types of injury, dangerous occurrences and occupational disease to the HSE.</p> <p>Except for students who are injured during collisions or arguments with other students, shoelace trips, etc. or because of known medical conditions, all accidents should be recorded on a Barnardo's incident reporting form (BIRF) which should be countersigned by the senior management team. The responsible manager/person will then carry out the investigation. Additional reports may be needed for witnesses and first-aid treatment, together with a body map when appropriate.</p> <p>Fire records will be kept of any tests and examinations of alarm systems. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems which have occurred. Fire evacuation drills will be carried out twice-termly (or as necessary) and overseen by the School's Fire Marshal.</p> <p>The School Health & Safety Co-ordinator will monitor the adequacy and content of completed report forms and also arrange for accident statistics to be compiled for and reviewed by the Governing Body, the Senior Management Team and the School Health & Safety Committee. Among other things this should enable the School to identify significant causes of injury, to note any trends and consider whether any changes to existing health and safety precautions are required.</p>
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8. Enforcement of Health & Safety Law and Legislation:	<p>HM Inspectors of Health & Safety, commonly known as Factory Inspectors, from the HSE are authorised by law to inspect any part of the school, its activities or those of contractors to check that health and safety laws are being obeyed. They have numerous powers which include stopping any dangerous activity, requiring an unsatisfactory situation to be rectified or improved within a certain time, and to carry out investigations of accidents and other circumstances. They can also take the School, Barnardo's and/or any individual manager to court for prosecution for not obeying health and safety law. They can also prosecute any member of staff who recklessly or wilfully ignores health and safety law.</p> <p>Any manager or other member of staff who recklessly or wilfully fails to follow the law or School Rules concerning health and safety is liable to disciplinary action by the school.</p>
9. Access & Security:	<p>Every member of staff can contribute towards reducing the risk of crime at the school. Assessments of risks have led to the provision of CCTV surveillance and additional intruder alarms.</p> <p>All staff should have identity cards as part of the security arrangements.</p> <p>Visitors should use the main point of entrance to buildings and sign in using the electronic sign-in (App or I-Pad) and must sign out when they leave. On no account must visitors be allowed to walk around unescorted, unless this is acceptable practice (Section 20 visitors, OFSTED).</p> <p>As a general rule, the last staff occupier of a room is responsible for turning <i>off</i> lights, computers, computer screens etc, closing and securing windows and doors.</p> <p>Items of personal property, such as handbags, mobile phones and master keys must never be left unattended. Meadows School cannot be held responsible for the loss of any item of personal property lost on its premises.</p> <p>All acts of theft or vandalism should be reported to the Premises Supervisor or a senior member of staff immediately on discovery. Minor repairs should also be reported via the online Maintenance Request form.</p> <p>Graffiti must be removed quickly to prevent the encouragement of further episodes.</p> <p>All outbreaks of fire, even minor ones, must be reported to the Fire Brigade, the Fire safety Advisor (Barnardo's) and the Insurance Team (now through the BIRF).</p> <p>Particular care must be taken by staff required to handle and secure money. Reference should be made to Barnardo's Guidance on managing bank accounts and financial reporting and the Meadows School Financial Procedures.</p>

10. Accidents, Dangerous Occurrences & Ill-Health:	<p>An 'accident' is any event in which a member of staff, student or any other person suffers an injury through any cause while on school premises or during school activities.</p> <p>The first priority after any accident is for the injured person to receive a prompt first aid assessment and treatment and/or medical attention as appropriate.</p> <p>Staff with responsibility for departments or specific parts of the school should investigate accidents without delay to establish their cause, suggest any measures which could be taken to prevent similar accidents in future and ensure that details of the accident are recorded.</p> <p>A "dangerous occurrence" or "near miss" incident is one which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless, "near misses" should be investigated and reported as appropriate so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated, but with significant consequences including injury and/or serious damage.</p> <p>If any member of staff is diagnosed as suffering from any medical condition which is either suspected or known to have been caused by or through any aspect of his or her work, they should tell their manager and/or the School Health & Safety Co-ordinator. Further advice in confidence should be sought if required from the Barnardo's Safety Adviser.</p> <p>As required by the RIDDOR Regulations 1995, some types of injury accidents and incidents need to be reported promptly to the Government's Health & Safety Executive (HSE). Likewise some dangerous occurrences and certain work related medical conditions should be promptly notified to the HSE. Advice about these can be sought from the Barnardo's Safety Adviser.</p>
11. Contractors:	<p>Contract work can create temporary hazards in areas where hazards are not normally present. Thus contractors can pose a risk for school staff and students and may also be at risk themselves from staff and students. Therefore, before any contract work begins, the proposed work, including time/s, location/s and precautions involved must be considered and approved beforehand by the School Surveyor or Premises Supervisor. Although the school aims to inform you beforehand of significant contract activities, there will be occasions when transient work, e.g. a repair to a broken window, cannot be notified and may briefly cause some noise and distraction. Except when working within a segregated site within the school perimeter, all contract staff will be required to visibly carry some form of identity issued by the school. Except in an emergency the nature of some types of work is such that they will only be carried out during vacations or outside normal school hours.</p>

12.	Display Screen Equipment:	<p>Under the Health and Safety (Display Screen Equipment) Regulations 1992 the school has obligations to all employees who regularly use display screen equipment (DSE). This includes assessing each DSE and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems which can be caused by DSE work. Although the Regulations do not strictly apply to students, the school will aim as far as practicable to provide students who use DSE's with facilities of a standard which match those specified by the regulations in the interests of education and good practice.</p>
13.	Electricity:	<p>Electricity has the potential to kill without warning. Therefore, all electrical appliances which operate at over 50 volts must be maintained in a safe condition. To achieve this, the School will keep an inventory of all appliances and arrange for them to be tested regularly by a suitably trained and qualified technician contracted by the School. As such tests comprise the electrical equivalent of a vehicular MOT; users of appliances should be vigilant for defects such as damaged plugs and flexes. If you know or suspect any appliance to be defective, you should take prompt action to take the appliance out of use and store it securely until it has been repaired or destroyed.</p>

Although instances of fire within schools during the school day are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process which can arise through loss of or damage to school buildings and contents.

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end all internal and most external parts of the school buildings are designated as "no smoking" areas at all times.

As preventative measures can never be fool proof, reactive measures are also important and include:

- Physical measures which include fire doors, smoke detectors, alarm systems and firefighting equipment. These will be provided, tested and maintained where necessary.
- Organisational measures which include regular fire evacuation practices and the use of firefighting equipment. Detailed information about fire evacuation procedures is provided as a separate sheet to regular and temporary members of staff. Details about fire evacuation routes will be displayed in teaching rooms and other rooms where staff regularly work. You should familiarise yourself with such details for the rooms which you use. Make sure that you know where the fire-fighting equipment is as fire extinguishers may be located in a store cupboard adjacent to your classroom or office.
- In the event of an emergency (not just for fire), the alarm siren will sound continuously for a period longer than 10 seconds and all personnel are to leave the building without delay by using the nearest and safest emergency escape route to the muster point which is the hard play area adjacent to the gymnasium. A senior member of staff will carry out a role call to ensure that all persons are accounted for. Do not re-enter the building until it has been declared safe to do so by the Fire Brigade, School Fire Marshall or appropriate senior manager. In the event of an emergency evacuation, staff who are supervising or teaching students must immediately direct and encourage students to evacuate the buildings in a calm and orderly manner and assemble at the muster point. Fire Wardens have been assigned for each area in the School to ensure that their area is evacuated promptly and safely. All emergency exit routes must be kept clear and corridors not used as storage areas for items of equipment, clothing etc. Visitors are the responsibility of the host staff.

All staff will be provided with fire awareness training and undertake the e learning fire awareness course as part of their induction training (renewable every three years)

<p>15. Food Hygiene & Kitchen Safety:</p>	<p>Staff involved in preparing food for others must receive accredited training in Safe Food Handling and Hygiene (Barnardo's provides an on-line 'Food Handling' training course which should be completed by all staff handling food – either in kitchens or other areas of the school where food is prepared/served). Certificates of training should generally be renewed every three years. The key elements of food hygiene are based upon common sense, and can be summarised as:</p> <ul style="list-style-type: none"> • Maintenance of a high standard of cleanliness in food preparation and consumption areas. • Strict control in the quality of ingredients and materials. • Strict maintenance of segregation of raw and cooked food to prevent cross-contamination. • Careful temperature control. • Sensible personnel management and personal hygiene. • Awareness and information sharing on allergens. <p>Many hazards exist in the kitchen. These include hot surfaces, liquids and foods, dangerous equipment and utensils, cold storage facilities, electricity and gas supplies, heavy loads requiring lifting and carrying, slip and trip hazards, falls from a height and falling objects. In addition, access to all personnel not working in the kitchen must be kept to a minimum. Students and other children must be prohibited from entering the kitchen unless accompanied by an appropriate member of staff. Reference can be made to either more detailed assessments, or to the Kitchen Safety Manual for appropriate precautions.</p>
<p>16. Hazardous Substances:</p>	<p><u>The Control of Substances Hazardous to Health Regulations 2002</u>, often known as the "COSHH" Regulations, require the school to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as sewage and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The school will do this by:</p> <ul style="list-style-type: none"> • Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm; • Providing suitable precautions to protect persons against the hazards, and; • Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. This procedure is managed by a nominated member of the Health and Safety Committee (see Appendix). <p>In some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the school will arrange for such appliances to be tested and examined at least every 14 months.</p>

17.	Hirers & Other Users of School Facilities:	<p>Some school rooms and facilities at school are used or hired on a regular or occasional basis by clubs, charitable bodies and various other organisations. Pre-use/hire liaison between the school management and occasional user/hirer and regular liaison for long term hirers/users is essential to ensure that hirers/users will not put school staff and students at risk and vice-versa. Where the hirer/user's activities may pose a foreseeable risk to participants, the hire/use agreement should make it clear that the hirer/user and not the school is responsible for ensuring that the activities are properly supervised by suitably qualified and experienced persons. The school can also require users and hirers to provide copies of their records of risk assessments. Where doubt exists about such matters, the school may seek further advice from Barnardo's advisers, and if necessary has the power to refuse or terminate a hire/use agreement.</p>
18.	Maintenance Team:	<p>The School's maintenance team may also be involved with potentially hazardous activities and specific risk assessments will be available for most of these. Members of the team must acquaint themselves with these risk assessments and take all necessary precautions to eliminate them. The use of safety equipment and clothing must be considered as well as the availability of first-aiders. Team members must also carry mobile phones in case of emergency.</p>

19.	Manual Handling & Postural Problems:	<p>If your work includes tasks which regularly or occasionally require you to move, lift or carry persons or awkward shaped or heavy objects, you could be vulnerable to back injury and other muscular-skeletal problems. Loads exceeding 20kg must not be lifted by a single person. Such problems can result in considerable pain and discomfort and are difficult to cure. They can be very costly in various ways as well as impairing the education services provided by the school. Therefore, in order to avoid such problems, your manager should discuss such tasks with you as part of a manual handling risk assessment and then ensure that appropriate precautions are taken either to eliminate such tasks or effectively control the risk. Examples include reducing heavy loads into smaller manageable loads, using mechanical devices such as trolleys or having more than one person to lift or carry a heavy load. If no assessments have been made for tasks which you think may put you at risk, do tell your line manager. Although management has a legal obligation to devise and provide safe systems of work for employees, you may suggest any practical ways in which your work can be made safer.</p> <p>Backache and related problems can also occur through work which involves incorrect posture, inadequate seating or prolonged work sat in front of a computer, commonly known as DSE or 'Display Screen Equipment'. If you think you are suffering problems through any of these causes, do ask your line manager for an assessment of the task, seating or your DSE "workstation". Section 12 above contains more details about DSE's).</p>
20.	Medical Matters:	<p>A medical room is provided in the secondary School building where students can receive medical examination and for the care of students who fall ill at school. The room is provided with wash-basin and toilets and contains essential first-aid facilities and equipment. It should be available at all times for this use and be kept scrupulously clean. When in use the room must be adequately supervised.</p> <p>Parents/carers will be notified about injections and other medical issues within the school by a member of staff. Consent forms are issued before treatment and records kept. Inoculations against Diphtheria, Polio and Tetanus are carried out by the school nursing team via the South West Kent NHS Trust.</p>

21. Off-site Trips & Activities:	<p>The school has reasonable control over the nature and condition of its buildings and grounds, and staff and students are acquainted with the buildings and grounds. By contrast, off-site activities, especially outdoor activities can pose potentially greater risks for students and staff partly because the environments in which they occur are less familiar and cannot be readily controlled by the school. Outdoor environments are changeable and can be potentially very hostile. Also, some outdoor activities by their nature can pose a greater element of potential risk than normal activities within school.</p> <p>Therefore, the need to assess and manage risk for off-site activities is most important. For outdoor activities, risk management is a continuous process which requires leaders to remain alert and ready to modify or even abandon activities in response to adverse conditions. One way of avoiding such risks is not to have any off-site activities! However, this would also deprive students of the valuable educational and personal benefits which tend to accompany such activities. What is needed is a sensible balance between being over-cautious and not providing enough precautions. It should also be recognised that, as with life in general, things can go wrong even when adequate precautions are provided and followed. However, if precautions have been adequate, then no criticism can be placed on staff or the school. Detailed advice can be found in the DFE's Health and Safety on Educational Visits.</p> <p>Practical advice can also be sought from experienced educational staff, members of the Health and Safety Committee and also Barnardo's Insurance Officer.</p>
22. Outdoor Play Areas:	<p>The outdoor play areas should be regularly visually checked for glass and other hazards. Staff will also inspect the areas and equipment on a regular basis.</p>
23. Parking:	<p>Staff and visitors must use the parking spaces clearly laid out in the main school car park and overflow areas. There is a parking space laid out for disabled users which must be left free for their use. The driveway entrance and exit must not be blocked by parked cars in the case of access for emergency vehicles.</p>

24. Protective Clothing & Equipment:	<p>The school will provide suitable protective clothing and equipment for staff and students whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work which requires it.</p>
25. Risk Assessment:	<p>Along with other employers the school is obliged by law to apply the risk assessment process to all of its activities and situations, and then to take action where appropriate. For activities and situations which are identified as posing significant risk to staff, students and others, the school has to ensure that appropriate precautions are provided and followed in order to avoid or minimise the likelihood and severity of harm occurring.</p> <p>If your work involves or may involve activities or situations which could pose significant risk, you and/or your colleagues should be consulted during the risk assessment process. By law, records should be kept of risk assessments and you should be shown copies of or have ready access to ones which are relevant to you. Risk assessments should be reviewed at regular intervals, usually once a year, or whenever activities or situations which have been risk assessed undergo significant change and could render the existing assessments invalid. Records of general risk assessment will be kept by the Principal. Assessments for specialist subject departments (<i>including science, design & technology, physical education etc</i>) will be kept by the respective heads of those departments. Barnardo's Safety Team also holds model risk assessments and these can be viewed through Inside Barnardo's. If you think that any aspect of your work involves significant risk and does not appear to have been subject to risk assessment, do ask your head of department or manager. The same applies if you have any queries, comments or suggestions about any existing risk assessments or think that an assessment is no longer valid because circumstances or arrangements have changed for example.</p>

26. Smoking:	<p>There is a direct link between smoking and the increased risks of premature death from heart disease, lung cancer, chronic bronchitis and emphysema. There are also adverse effects of smoking on non-smokers, through their exposure to tobacco smoke in their environment. As part of the conditions of employment, staff are informed that they "will not smoke in contravention of Barnardo's smoking policy; and in any circumstances whilst on duty and in the presence of young people".</p> <p>From 1st July 2007 the whole Meadows School site complex became tobacco-smoke free. This policy applies to everyone on or using the school site(s) at any time and will form part of the contract of employment for all staff, students and the school's suppliers and contractors. Any wilful disregard of these arrangements could lead to disciplinary action. E-cigarettes are covered by the same arrangements and they are not permitted to be used on the school site.</p> <p>The School acknowledges the stress for smokers associated with the introduction of the restriction on smoking and will make every effort to support staff and pupils within the terms of the policy.</p>
27. Terrorist Attacks or Incidents:	<p>It is unlikely that Meadows School will ever be the direct target of extremists and the risk is felt to be insignificant. However, if there was a bomb planted indiscriminately or abandoned on the way to a target area then the school could be involved and staff and students possibly put at risk. The school also has to consider the risk to students and staff whilst off the premises during trips/offsite activities and this is incorporated into risk assessments. All staff must be aware of their responsibilities and what they should do in the event of a terrorist incident.</p> <p>Meadows School has installed 'invacuation' alarms throughout the main building and gym. Should this alarm be triggered (circumstances for this could include an intruder on-site, a dangerous dog loose on site etc) then staff and students will follow the 'lockdown' process.</p>

28. **Transportation
& the Use of
Vehicles:**

The use of people carriers and other vehicles for conveying students and others is a potentially high risk activity. Although the risks can never be totally eliminated, the school will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that they are driven by competent people. The driver must ensure that the number of escorts complies with the risk assessment undertaken for all school trips and that a basic vehicle check is carried out. A complete first-aid kit must be on board the vehicle when in use.

Any hired vehicles may only be driven by members of staff or other persons authorised by the school and Barnardo's who have a valid full licence and have met any further conditions set by Barnardo's.

Particular care is required at the start and end of the school day when taxis, school and parent vehicles are loading and offloading. Supervision should be provided to ensure the safe segregation of pedestrians and vehicles.

Drivers of school vehicles must observe and follow Barnardo's Transport Policy, which includes a Guide to Vehicle Users. Smoking is not permitted in any school vehicle. Booster seats must now be considered for smaller students in conjunction with the law.

Staff who need to use their own vehicles on school business must also provide their own vehicle insurance documentation, MOT and tax disc and be authorised by a senior manager before embarking on a journey.

29. Violence:	<p>"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The School is committed to protecting staff from violence, as far as possible, whether it is committed by students, parents or anyone else. If you think any aspects of your work could put you at risk from violence, do tell your manager so that ways of avoiding or minimising the risk can be identified and put into practice.</p> <p>If you have been subjected to violence, you should complete an accident/incident form and inform your manager. Incidents should also be recorded in the Incident Log which is kept in the staff room. Police should be routinely involved in the more serious incidents. The circumstances will be treated confidentially and support measures will be provided, if required, to assist you in recovering from an incident. The increasing incidence of violence in schools is a reflection of changes in society's values and attitudes. Therefore, if you have been subjected to violence, neither you nor anyone else should consider that you have been inadequate or failed in your work. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors.</p> <p>The particular needs of the students at Meadows School can lead them to exhibit dangerous behaviours. This can manifest itself in violent behaviour. There must be an understanding by all staff that violent behaviour can be expected, but not accepted. Staff who have regular contact with students will be trained in intervention techniques (Therapeutic Crisis Intervention) where necessary.</p>
30. Working Out of Hours & Lone Working:	<p>Any member of the school staff who wishes to work on the school premises outside of their normal working hours must firstly consider their own health, safety and welfare (i.e. lack of first aid cover, personal security, lack of heating and ventilation etc). Those staff must request permission from their line manager and also inform staff with security responsibilities.</p> <p>Staff should comply with the Lone Working risk assessment</p>

31.	Additional Information
Copies of this policy may be obtained from:	<ul style="list-style-type: none"> • Share Point • www.meadowsschool.org.uk
This policy links with the following policies & Documents	Barnardo's Health & Safety Policy. Barnardo's Guidance on managing bank accounts and financial reporting Meadows School Financial Procedures.
Relevant statutory guidance, circulars, legislation & other sources of information are:	Health and Safety at Work Act (1974) The Control of Substances Hazardous to Health Regulations 2002 , RIDDOR Health and Safety on Educational Visits. Safety Representatives and Safety Committees Regulations 1977. Health and Safety (Display Screen Equipment) Regulations 1992
The lead member of staff is:	The Bursar
Definitions and key terms used in this policy:	<p>Staff: in the context of this policy 'staff' refers to all workers whether permanent, contingent, temporary or volunteer.</p> <p>Student: in the context of this policy 'student' refers to all service users at Meadows School from ages 7-19</p> <p>Line Manager: in the context of this policy 'line manager' refers to any member of staff with supervisory responsibility for other staff members</p>