



HEALTH AND SAFETY POLICY

Meadows School recognises and accepts its responsibilities as stipulated under the Health and Safety at Work Act 1974 for providing a safe and healthy environment for all people who live, work or visit the company premises.

The Directors and Head of Meadows School will take all reasonable steps within their power to meet these responsibilities paying particular attention to the provision and maintenance of:

1. Equipment and systems of work that are safe.
2. A safe place of work and access to it.
3. A healthy working environment.
4. Adequate welfare facilities for young people and employees.
5. Information, supervision, instruction and training designed to enable all employees to avoid hazards, to minimise risks and to contribute positively to their own health and safety and that of the young people and visitors of Meadows School.
6. To ensure that all staff are aware of and take precautions to prevent the spread of infectious diseases (see separate policy).
7. The Directors recognise their responsibility to appoint a Health and Safety representative from amongst its employees.
8. All employees are required to conform to the policy and:
 - a. Ensure through the Head of Meadows School, that all equipment belonging to Meadows School is regularly checked and that all possible dangerous materials are kept in a safe place.
 - b. That Health and Safety issues are regularly raised at Senior Leadership and Educational team meetings.

The Head-teacher

1. Is accountable to the Directors for the compliance of all Health and Safety requirements by the staff, young people and visitors at the school.
2. Shall, in conjunction with the Directors in the case of new equipment and new methods of operation, consult with the safety representative to establish safe methods of work which are free of risk to health and in compliance with current legislation and codes of practice.



3. Will ensure in conjunction with the Directors that all employees under their supervision are adequately trained, (including food hygiene training) to carry out their duties and are fully aware of any working hazard.
4. Will ensure that all employees under their supervision know what to do in the case of fire, know the location of and how to work the fire equipment and are familiar with and can implement the Fire Policy.
5. Will ensure that employees under their supervision know the whereabouts of the First Aid facilities and are familiar with and can implement the First Aid policy.
6. Will in conjunction with the Directors continue to develop safe practices including food hygiene, to ensure maximum safety for all young people, staff and visitors.
7. Will arrange for all accidents to be reported immediately and investigated thoroughly to discover their causes and to recommend ways and means of prevention in the future.
8. Will ensure that all staff are aware of and implement Meadows Care policy, for Infection Control and comply with the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 1994.
9. Shall, in conjunction with the Directors ensure that all employees comply with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR 1995)

All Employees of Meadows School

1. Will make themselves familiar with and conform to Health and Safety Policy, First Aid Policy, Fire Safety Policy and Infection Control Policy at all times.
2. Will observe all safety rules at all times.
3. Will report all accidents and dangerous occurrences to their Line Manager.
4. Will meet the required standards for food preparation and will have received a food hygiene certificate following satisfactory completion of specific training.

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