



Greenway Academy
Health and Safety Practices and Procedures

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Signed by:.....

Robert Sanders
Chair of the Local Governing Body

Greenway Academy

Health and Safety Practices and Procedures

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Greenway Academy

Health and Safety Practices and Procedures

Introduction

Greenway Academy has a duty under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of others (e.g. pupils and visitors).

Employees also have a duty to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also co-operate so that the Academy can comply with its statutory duties.

This policy should be read in conjunction with the CASTLE Trust overarching Trust health and safety policy, procedures and guidance.

Objectives

The objectives of this policy are to ensure the following so far as it is reasonably practicable:

- Plant equipment and systems of work are safe and without risks to health and wellbeing;
- Safe arrangements are in place for the use, handling, storage and transport of articles and substances;
- Appropriate information, instruction, training and supervision to assist all employees, pupils and visitors to avoid hazards and contribute positively to their own health and safety whilst on Academy premises;
- The site is maintained in a safe condition and without risks to health;
- A safe work-place and safe access and egress;
- Adequate welfare facilities and suitable protective clothing and equipment are provided as necessary;
- Adequate arrangements in place for the welfare of staff, pupils and visitors.

Advice for determining the risks to health and safety within the Academy and the precautions required to deal with them is available from Mr D Alexander, Business Manager at dalexander@thecastletrust.co.uk.

The Academy acknowledges that no policy can be completely effective without the full co-operation of all concerned. It will therefore seek to gain this degree of commitment from staff, pupils and visitors through participation, encouragement and support.

SECTION 1 – Governors’ Health and Safety Policy Statement

The ultimate responsibility for health and safety rests with the employer CASTLE Trust. In practice, functions are delegated.

Local Governing Body (LGB) – Chair of Governors Mr Robert Sanders

The LGB will work with the Heads of School / Business Manager and where applicable the Chief Finance Officer and the Local Authority to establish and meet health and safety objectives.

So far as it is reasonably practicable, the LGB will:

- Act in accordance with the policy guidelines;
- Ensure that adequate policies and procedures are in place;
- Monitor the implementation of policies and procedures;
- Address health and safety matters via Governing Body meetings and committees;
- Appoint a health and safety Governor to monitor and undertake an annual health and safety walk/check throughout the Academy;
- Ensure health and safety is a standing item on committee meeting agendas and receive updates on the Academy’s health and safety performance.

SECTION 2 – Organisation of Health and Safety Matters

Heads of School – Mrs Natasha Boulton and Mrs Amanda Parkin

The Heads of School are responsible to the Headteacher / Chief Financial Officer for the detailed adoption of the Academy’s Health and Safety Policy.

So far as it is reasonably practicable, the Heads of School will ensure that:

- Health & safety is an integral part of the management of the Academy;
- Policies and procedures are known, understood and followed by all members of staff, including temporary and supply;
- Adequate arrangements exist for the reporting of accidents and potential hazards and that such reports are forwarded to Governors;
- Known hazards are reported immediately to the Business Hub;
- Arrangements are in place for the inspection of the Academy premises, places of work and working practices on a regular basis;
- Appropriate safety documents and records are properly maintained;
- Staff organising and/or taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills in order for them to be aware of, and have made arrangements to deal with, any risks involved.

Business Manager – Mr. David Alexander

The Business Manager is responsible to the Heads of School for the detailed adoption of the Academy's Health and Safety Policy.

So far as it is reasonably practicable, the Business Manager will ensure:

- Health & Safety Policy and Codes of Practice are fully implemented;
- That all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately;
- That health and safety implications are considered in connection with the security, cleaning and maintenance of the building;
- Contractors on site are closely monitored to ensure their working practices and procedures do not endanger the health, safety and welfare of staff, pupils and visitors;
- Risk Assessments of work activities are undertaken and a written record of the assessments is kept and reviewed on a regular basis or as necessary to ensure they remain valid;
- The Academy has access to competent health and safety advice;
- Staff with delegated responsibility for carrying out the arrangements for health and safety are fully aware of their role and have received the appropriate training;
- Regular health and safety inspections and monitoring are undertaken and reports complied with;
- A positive health and safety culture is established and maintained, with staff training taking high priority;
- All reasonable facilities and information is provided to Governors, inspectors of the Health and Safety Executive and any other health and safety official.

Staff

All staff are responsible for health and safety within their area of work.

So far as it is reasonably practicable, all staff will assist to ensure that:

- They check their work daily to ensure that safety measures are being maintained and safety instructions and safe working practices are being followed by staff and pupils;
- They inform the Business Manager of any hazards to health and safety they meet in the course of their work;
- They have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- Pupils and any other adults working with them are aware of emergency procedures;
- Any personal protective clothing and equipment provided is worn / used and properly maintained as necessary;
- Adequate supervision is maintained at all times.

Legal duties of all staff:

The Health and Safety at Work Act etc. 1974 states:

"It shall be the duty of every employee while at work to:

- Take care for their own health and safety at work and that of other people who might be affected by their acts or omissions;

- Comply with any duty or requirement imposed by the employer or any other person by or under any relevant statutory provisions, to co-operate as necessary to enable that duty or requirement to be performed or complied with.”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the statutory provisions.”

All staff are expected to:

- Adhere to and comply with statutory regulations and agreed procedures for safe working;
- Observe safety rules or instructions relevant to particular work or locations and use protective clothing and safety equipment where provided;
- Exercise effective supervision of pupils and to know the emergency procedures in respect of fire and first aid and carry them out;
- Report to the Business Manager immediately or as soon as practicable, any defects with equipment, machinery or the workplace in general in line with Academy procedures;
- Report any near misses or health and safety concerns to the Business Manager;
- Not misuse anything provided for health and safety purposes;
- Co-operate fully with management in respect of complying with health and safety requirements;
- Be responsible for completing and adhering to risk assessments which are specific to their places of work or activities that they may undertake;
- Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonable practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Ensure that suitable clothing, including footwear is worn for the activity/task. The Academy will not accept responsibility for staff who wear inappropriate footwear such as:
 - a. Flip flops
 - b. Wedges
 - c. High heels
 - d. Open toe shoes/sandals

Pupils

All pupils are expected to:

- Comply with the rules for behavior;
- Comply with all the information that is provided both verbally and written relating to health and safety;
- Not misuse anything that is provided for health and safety purposes;
- In the case of an emergency, listen to and obey any instructions given by staff;
- Ensure the correct uniform and kit, including footwear, is worn for the activity/task. The Academy cannot take responsibility if incorrect footwear is worn.

Visitors

Visitors and other users (e.g. contractors, delivery drivers and volunteers) are required to observe the safety rules of the Academy. In particular parents/carers helping out in school will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to reception where a 'signing in' system is in operation.

SECTION 3 – Health and Safety Arrangements

Asbestos

The Academy undertakes asbestos surveys by an approved contractor as required and recommendations regarding encapsulation/removal are followed.

The Caretaker will carry out monthly visual monitoring inspections and record the outcome to ensure the integrity of the material.

Chemical Safety

The Academy will follow COSHH procedures to ensure the careful selection, use, storage and transport of all potentially harmful substances.

The Caretaker, under the supervision of the Business Manager, will be responsible for these matters.

Contractors

Contractors will work under the close supervision of the Business Manager or Caretaker so as not to endanger the health and safety of staff or pupils.

Contractors will be made aware of any relevant health and safety issues/procedures.

Electrical Equipment

The Academy maintains electrical systems safely.

Electrical equipment is maintained by approved contractors and recommendations regarding the repair/replacement of equipment are followed.

PAT testing is carried out on a rolling annual programme.

Fire Safety

The Business Manager will ensure a Fire Risk assessment takes place at appropriate intervals. All staff will be made aware of:

- The location of the fire alarm exits;
- The location of the fire assembly points;
- Fire and evacuation procedures.

The Academy has several members of staff trained as fire wardens who will sweep designated areas when a fire alarm is sounded.

Fire evacuation practices will be carried out at least twice per annum and the Caretaker will record the outcome in the fire log book.

Visitors will be made aware of fire evacuation procedures upon arrival.

First Aid

All staff are responsible for dealing with minor incidents requiring first aid. A first aid box containing basic equipment is located in each classroom and at strategic points within the building:

- School Office
- Hall/Dining room
- Staff Room
- Senior Leadership Team Office.

Hot Works

The Academy operates a Hot Works Policy.

Infectious Diseases

The Academy follows the Health Protection Agency guidance on infection control.

Legionella

The Academy complies with the statutory requirement for legionella checks.

Lockdown Procedure

It is possible that a circumstance could arise where a school may wish to lock itself down to secure staff and pupils from an outside threat.

If a lockdown is declared:

- Heads of School and Leadership Teams will be advised to implement the lockdown via word-of-mouth;
- Staff will be advised that the school is in 'lockdown' by word-of-mouth;
- Staff will remain in classrooms and keep pupils calm and away from windows/closing blinds if necessary;
- Pupils in external PE lessons will be escorted back to their classrooms by the PE teacher;
- Communicate the situation to the Headteacher, Chief Financial Officer and Business Manager by phone if they are not on-site.
- If appropriate a message will be sent to parents and carers via our normal systems to advise of the emergency

Lockdown will proceed in the following priority:

- If appropriate any open external gates will be closed and locked (actioned by the Heads of School / Caretaker).

The following doors will then be locked:

- All building entrances and exits (actioned by the Heads of School / Caretaker).

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and discretely monitor the situation from the windows in the school offices.

The gates will only be opened on the authority of the Heads of School once they have established visual confirmation of the presence of the Emergency Services.

Manual Handling

Manual Handling legislation requires that any manual handling operation that poses a risk of significant injury needs to be assessed.

Any staff member may undertake an element of manual handling, specific training will be provided for those staff where manual handling is a requirement of their post (i.e. Caretaker and Cleaners).

Medication & the Administration of Medicines

Staff are not obliged to administer medication to children and staff at Greenway Academy will not accept responsibility for administering or supervising medication for short-term illnesses.

Where a child is prescribed medication for a short-term illness or requires administration of high frequency doses of medication, parents/carers may come into school to administer this.

Medicines may not be administered during lesson times.

Where a child is prescribed medication for a long-term condition (e.g. asthma, ADD, ADHD etc) parents /carers should contact the Heads of School to discuss the circumstances and make suitable arrangements for the medication to be administered (see separate medication in schools policy).

No Smoking Policy

It is the policy of the Governing Body that Greenway Academy is a no smoking Academy. Smoking is not permitted in any area of the Academy or grounds by staff, parents or visitors. No smoking signs are clearly displayed around the building.

Off-Site Visits

During planning of off-site visits, staff must give high priority to health and safety issues and pre-visits are expected wherever possible. Appropriate pupil/teacher ratios are expected to reflect the age of the children and the nature of the trip.

A risk assessment must be completed by the lead teacher of all trips and approved by the Headteacher or Heads of School prior to the trip taking place.

Overseas visits must be recorded on EVOLVE.

Only transport with individual safety belts will be used.

PE Equipment

PE equipment is maintained annually by an approved contractor and recommendations regarding the repair/replacement of equipment are followed.

Staff must carry visual inspections of PE equipment prior to use. If defects are noticed then the equipment shall not be used and the defect must be reported to the Caretaker immediately.

Reporting of Accidents and Incidents

All accidents including near misses resulting in injury to both adults and pupils must be reported to the Office Manager who will record these on an accident/incident log.

Risk Assessments

The Academy's risk assessment process is on-going. Risk Assessments are undertaken for hazards, activities and locations.

Staff can access these via the Business Manager and are reminded on a regular basis to make themselves familiar with them.

Security

So far as it is reasonably practicable, the premises and equipment are protected.

Visitors on Site

Visitors on site during the Academy day will work under the close supervision of an allocated member of staff.

DBS clearance will be required before any visitor can be left alone.

Visitors will be made aware of any relevant health and safety issues/procedures.

Working at Height

All staff and contractors will follow the agreed safe systems of work when working from height.

Specific training will be provided for staff where working at height is a requirement of their post (i.e. Caretaker and Cleaners).

Well-being

Staff well-being is an integral part of the Academy's health and safety responsibility. All staff have the right to a reasonable work life balance and to expect the appropriate support or intervention when they experience health or personal difficulties.

All sickness absence will be managed in accordance with the Academy's policy a copy of which can be obtained from the Business Hub (see separate policy).



SECTION 4 – Monitoring health and safety review arrangements

A full health and safety walk round will be carried out annually by the Business Manager and the nominated health and safety Governor. Findings will be recorded and shared at the next LGB meeting together with any actions required.

The Fire Risk Assessment will be annually or immediately reviewed following an incident or as a result of an issue raised by members of staff.

The Academy's Health and Safety Policy will be reviewed annually and presented to the Summer Term meeting of the LGB.

The Academy will continue to give high priority to health and safety issues.

