



Greenfields Academy recognises the importance of safety, health and welfare in the successful operation of all its activities. It believes in the active participation of every person within the organisation in order to achieve and maintain the highest practicable standards of accident prevention. Success relies on the initiative, teamwork and co-operation of all staff.

Appropriate health and safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding health and safety is to be raised through managerial channels and where necessary specialist advice and assistance will be obtained.

1 RESPONSIBILITIES OF THE GOVERNING BODY

THE GOVERNING BODY IS RESPONSIBLE FOR ENSURING THAT:

- A Health and Safety Policy has been prepared
- Staff functions are set.
- All staff are aware of what is expected of them
- All staff are competent to meet these expectations.

2 RESPONSIBILITIES OF THE HEADTEACHER

THE HEADTEACHER IS RESPONSIBLE TO THE GOVERNING BODY FOR ENSURING THAT:

- Hazards are identified and that the significant risks are assessed.
- Relevant health and safety legislation is identified.
- Arrangements are made and implemented to control the significant risks and comply with the relevant Health and Safety legislation.
- These arrangements are recorded in the Health and Safety Policy.
- These arrangements are monitored to ensure they are working.
- Staff are capable of dealing with the health and safety requirements of their work.
- Any problems in achieving the intentions of the schools, general statement of health and policy

are reported to the Governing body.

- Specialist help and assistance are obtained where necessary.
- The results of health and safety monitoring are reported to the Governing body along with details of any major injuries to staff or pupils.
- Training for all staff is available where necessary.

3 RESPONSIBILITIES OF STAFF

STAFF ARE RESPONSIBLE TO THE HEADTEACHER FOR:

- Taking reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operating with the management of the school to implement the requirements of health and safety legislation and the school's health and safety policy.
- Using all equipment and substances in accordance with training and instructions received and following the systems of work and procedures laid down in the school's Health and Safety Policy.
- Not misusing anything provided in the interests of health and safety.
- Reporting to the Headteacher or delegated officer any health and safety matter they cannot deal with themselves or any perceived shortcoming in the health and safety arrangements.

4 COMPETENT PERSONS

A safety professional from LELC has been appointed by the academy to act as a competent person as required under the HASMR 1992.

5 LOCAL ARRANGEMENTS FOR COMPLYING WITH HEALTH AND SAFETY LEGISLATION

- 5.1 General safe working practices and procedures.
- 5.2 Display screen equipment.
- 5.3 Workplace- Health, safety and welfare.
- 5.4 Manual handling.
- 5.5 Personal protective equipment.
- 5.6 Control of Substances Hazardous to Health.
- 5.7 Machinery and electrical equipment.

- 5.8 Contractor's arrangements.
- 5.9 Fire precautions.
- 5.10 Fire drill.
- 5.11 First aid arrangements.
- 5.12 Accident reporting.
- 5.13 Safety representatives.
- 5.14 Induction training.
- 5.15 Monitoring and review.
- 5.16 Grievance and disciplinary.
- 5.17 Departmental Health & Safety Policies.
- 5.18 Site management.
- 5.19 Science departmental policy.
- 5.20 Craft, design and technology.
- 5.21 Physical education.
- 5.22 Information technology and office.
- 5.23 School outings policy.
- 5.24 Extracurricular activities.
- 5.25 Catering.

5.1 GENERAL SAFE WORKING PRACTICES AND PROCEDURES

Proper access equipment is provided and should be used where necessary to reach items on shelves and racks above eye level. Staff are not to use chairs, boxes or similar items to reach items stored in this way, and must not climb up the face of cupboards or storage racks. Heavy objects should be stored at low level to reduce the risk of injury from falling and handling.

Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in classrooms. Trailing leads should be channelled through purpose-designed equipment, wherever possible.

Special care should be taken when asking pupils to manoeuvre heavy objects. The member of staff should assess the risk in asking children to perform manual handling racks, e.g. moving benches heavy equipment etc.

Staff should at all times ensure that they provide a safe working environment for all pupils.

Staff should not attempt to lift or move anything that they consider to be too heavy or awkward for them to lift alone. If help is not at hand the matter should be reported to the Headteacher.

Supply staff, volunteers and students must be made aware of arrangements for emergency action, e.g. fire evacuation, accident procedures, first aid and other safety arrangements. All members of staff have a responsibility to make themselves conversant with the Safety Policy. Copies will be placed in all staff areas.

Certain activities require their own written procedural policy and risk assessments. These are listed below. If carrying out any of the listed activities, please refer to the procedural policy before carrying out such duties.

- Site Management and Cleaning
- Science
- Craft, Design & Technology
- Physical Education & Swimming
- School Outings
- ECA
- Catering

5.2 DISPLAY SCREEN EQUIPMENT

The Headteacher will arrange to assess 'users' and 'workstations' under the Display Screen Equipment Regulations 1992. Display screen equipment work will be planned so that there are breaks or changes in activities.

5.3 WORKPLACE (HEALTH, SAFETY AND WELFARE)

The Governors and Headteacher will review the school in line with the Workplace (Health, Safety and Welfare) Regulations 1992. The Governors and Headteacher will produce a rolling programme for Health and Safety which will ensure that the school meets the standard required under these regulations at all times.

5.4 MANUAL HANDLING

The Headteacher will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc). Wherever possible manual handling operations will be eliminated. If this is not possible then suitable arrangements will be made to reduce the risk of injury as a result of a manual handling operation. Any significant findings from manual

handling assessments will be included in this policy.

The Headteacher will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

5.5 PERSONAL PROTECTIVE EQUIPMENT

The Headteacher will provide personal protective equipment where risks cannot be controlled at source. Personal protective equipment will only be used when other methods of controlling risks to health are not reasonably practical. All personal protective equipment, which is provided, will be to the relevant safety standard. Instructions on the use, maintenance and cleaning of the equipment will be issued by staff.

5.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Headteacher will ensure that all teaching work involving hazardous substances has been assessed. This assessment must be formally recorded where there is a significant risk to health. The Headteacher will ensure that the relevant safe systems of work, appropriate control measure and monitoring systems are in place and working.

The Headteacher will ensure that sufficient information; instruction and training are provided to all persons involved in the handling of hazardous substances for teaching purposes.

5.7 MACHINERY AND ELECTRICAL EQUIPMENT

The Headteacher will ensure that all work equipment purchased meets the relevant safety standard required and is suitable for the intended task. In addition, sufficient instruction, information and training will be provided to all operators of equipment.

The Heateacher will liaise with Focus Education Facilities Management to ensure that all work equipment is maintained to prevent danger. All such maintenance inspections must be formally recorded.

Staff must ensure that all safety guarding is present, serviceable and utilised when machinery is used.

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be immediately reported to the Headteacher.

Electrical equipment and systems are subject to the Electricity at work Regulations 1989. Focus Education Facilities Management are responsible for arranging the routine testing of the sockets to ensure proper earth continuity and correct phase/neutral connections. The testing will be carried out every five years.

The Headteacher or his delegated representative is responsible for maintaining an up to date inventory of all portable electrical equipment.

All items of portable electrical equipment (including those which do not belong to the school) must be visually inspected on a termly basis by members of staff using them. Focus Education Facilities Management are responsible to ensure that all such equipment is inspected and tested by a competent person on an annual basis in accordance with the Electricity at Work

Regulations (see Education Health and Safety at Work Manual for procedure).

All portable electrical equipment should be fitted with safety type plug heads BS1363.

5.8 CONTRACTORS

All contractors must be by appointment through Focus Education Facilities Management who will liaise with the school office so that all contractors are signed in on arrival and departure from the school. This is to ensure that the Headteacher can make any necessary arrangements to ensure the safety of staff and pupils. See Education Health and Safety Manual and Personnel Services Handbook reference PO62 (Health and Safety Rules for Contractors working on County Council Premises). When contractors are working at the school the Headteacher will liaise with the Site Manager and the Facilities Management help desk to discuss any particular hazards that may be present and any temporary rules, which will apply during the contractor's presence. The Headteacher will ensure that all temporary rules such as exclusion from the premises or parts thereof are made known to all staff, pupils and visitors to the premises whilst contractors are working in the school.

5.9 FIRE PRECAUTIONS

Fire prevention is the duty of all. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on such as typewriters, work processors, photocopiers and kettles are to be switched off. Equipment, which requires to be left on, should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building as often as is required.

The Headteacher is responsible for ensuring that:

- * Termly fire evacuation practices are carried out and recorded.
- * The Site Manager has tested the fire alarms on a weekly basis and that this has been recorded in the fire alarms log book.
- * Emergency lighting is tested on a regular basis and recorded in the fire alarms logbook.

The Headteacher is responsible for ensuring that the Site Manager along with Focus Education Facilities Management ensure that all fire extinguishers and fire blankets are in the correct place, and must ensure that the fire extinguishers are inspected and maintained annually in accordance with Focus Education Facilities Management policies.

5.10 FIRE DRILL

- 1 ALARM
- 2 EVACUATION
- 3 ASSEMBLE - ROLL CALL

ANYONE discovering an outbreak of fire should immediately sound the nearest fire alarm. The senior member of staff on duty should then be informed. The Fire Brigade will be called automatically by ADT monitoring service

On hearing the alarm staff should evacuate the children in an orderly manner, leaving by the designated route for that area. Classroom doors should be closed where possible. Class registers are to be kept in a position in the School Office so that they can be taken out quickly to enable an accurate roll call to be made on completion of the evacuation.

STAFF TO REMAIN WITH PUPILS AT ALL TIMES

In the case of staff and pupils working in classrooms with external doors these should be used to exit the building.

In the case of all other areas exit will be by the nearest safe exit door.

All persons will assemble at designated points on the school playgrounds.

If during the roll call persons are found to be missing the senior member of staff will instigate a search of the premises by appointed staff. With the exception of a search for missing persons NO-ONE is allowed to re-enter the building until authorised to do so by the Fire Brigade.

ACCESS FOR EMERGENCY VEHICLES IS BY THE MAIN DRIVEWAY INTO SCHOOL

5.11 FIRST AID ARRANGEMENTS

Four members of Staff are trained to be first aiders and twelve more staff have taken the Basic First Aid for Teachers course.

A member of the support staff, under the direction of the Headteacher, will be responsible for maintaining the first aid boxes in accordance with the First Aid at Work Approved code of Practice 1990. The required list of contents is listed in the Education Health and Safety Manual.

A First Aid cabinet is located in the Home/School Liaison Office, with first aid boxes in all classrooms and on all School Buses.

Children's Medical Files are kept in the Main School Office.

The Headteacher is responsible for ensuring that there are adequate numbers of staff trained in first aid.

5.12 REPORTING OF ACCIDENTS

All accidents to pupils, staff or visitors must be reported to the senior member of staff on duty at that time and that the appropriate report forms are completed for the persons involved as soon as possible. If hospital treatment is considered necessary, then the Headteacher or Deputy Headteacher should be informed immediately. The Headteacher must report to the Health and Safety Executive and to the Governing Body all major injuries. In all cases the Headteacher is responsible for ensuring that remedial action is taken to avoid a repetition of the incident.

5.13 SAFETY REPRESENTATIVES

The staff may elect one of their number to act as a Trade Union safety representative who must be a member of, and appointed by, a recognised trade union. Any member of staff has the right to take up an issue on health and safety with his/her safety representative. There is a form provided by the Education Department (see Education Health and Safety Manual). Safety representatives will be given access to all Health and Safety material and information received by the Governing Body from outside agencies i.e. Health and Safety Executive and County Council, or produced by the school. The Governing Body will consult the safety representative on all health and safety matters.

The Headteacher has a duty to respond to safety initiatives put forward by safety representatives or other employees.

5.14 INDUCTION TRAINING

All new members of staff must be given a copy of the Health and Safety Policy and relevant departmental procedures/guidelines. Their duties under the Policy must be discussed and understood. New members should be made aware of any special responsibilities under the Health and Safety at Work Act, especially in respect of Manual Handling Operations. The Headteacher or his delegated representative is responsible for the induction training of new members of staff in school. The aforementioned staff must keep written records on all induction training and any other training related to Health and Safety at Work.

Supply and relief staff must be fully aware of any local arrangements for emergency action, i.e. fire evacuation, accident procedures and reporting, and any other safety arrangements, which may affect them whilst working in school.

5.15 MONITORING AND REVIEW OF PERFORMANCE

Regular monitoring of these arrangements is the responsibility of the Governors. The Headteacher through the normal managerial arrangements within the school, will carry out regular monitoring of the safety within the school.

The Headteacher or his delegated representative will carry out a safety inspection of the premises annually with a representative of the Governors and termly with the safety representatives where present.

The local and departmental arrangements will be reviewed annually taking into account the findings of any safety inspections and changes in Health and Safety legislation and amended

where necessary.

5.16 GRIEVANCE AND DISCIPLINARY

All matters concerning Health and Safety matters will be dealt with under procedures laid down in the appropriate terms and conditions of employment.

5.17 DEPARTMENTAL HEALTH AND SAFETY POLICIES

The following list indicates the guidance and legislation that should be taken into account in all departmental safety policies.

- The Control of Substances Hazardous to Health Regulations 1988 (COSHH) state arrangements for complying with COSHH in this work area.
- The Manual Handling Operations Regulations 1992 - it is necessary to record any manual handling assessments which have been carried out within this section of the safety policy.
- Working at Heights - identify rules and safe working practices.
- General Duties and Responsibilities.

5.18 CARETAKING (COSHH REGULATIONS)

The site manager and his staff are responsible for using all cleaning materials in accordance with the manufacturer's instructions. It is necessary to ensure that information, instruction and training including safe working methods and COSHH assessments of hazardous substances are provided for all cleaning products used within the school. The site manager must ensure that these chemicals are used in accordance with this information, instruction and training given for each product. Full product information, safe working methods and COSHH assessments have been provided for all PREMIER PRODUCTS used within the school. These safe methods and COSHH assessments are concluded to be a suitable assessment to the risk to health if used in accordance with the instructions and training provided. If alternative products are to be used then Focus Education Facilities Management must ensure that all relevant COSHH assessments for these products are provided for the Headmaster, if not the products must be disposed of.

The site manager is responsible for storing cleaning materials in a safe manner and ensuring that they are locked away out of children's reach. Storage cupboards must be kept locked at all times when children are present. Cleaning materials will NOT be left in classrooms, toilet areas or any other area where children may circulate.

Where members of staff use cleaning products during the school day they must ensure that these are not left unattended and are returned to a safe locked cupboard after use. Cleaning products including disinfectants should not be left where they are accessible to pupils.

The site manager is responsible for the maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces. In the event of floor surfaces becoming dangerous it must be reported to the Headteacher immediately, who in turn will notify the Focus Education Facilities Management help desk straight away.

The site manager is responsible for the maintenance of fixtures and fittings ie replacing light bulbs and reporting repairs, faulty equipment etc. When working with electrical systems e.g. changing light bulbs, it is necessary to ensure that the electrical supply is isolated before carrying out any work. If there is any doubt about any task, expert advice should be sought.

The site manager is responsible for the boiler house. The plant rooms must be clean and tidy and free of combustive materials. All instructions issued for the boiler or plant rooms must be readily available when requested.

The site manager will ensure that safe working practices are carried out at all times. If the site manager does not have the correct equipment to carry out the required task then he/she must inform the Facilities Management help desk immediately, who in turn will make adequate arrangements for the work to be carried out safely (this may require a written risk assessment in some cases) and will also notify the Head teacher to inform him/ her when this will take place.

MANUAL HANDLING - SAFE-WORKING METHODS

The Head teacher or a delegated representative will ensure that an assessment of all manual handling tasks throughout all of the schools working practices will be undertaken in order to set instructions and directions as to the correct procedure to be undertaken for each task. Where needed, training will be organised for all staff involved in such tasks.

WORKING AT HEIGHTS

The site manager will ensure that safe working practices are carried out when working at heights and that appropriate equipment is used where necessary in conjunction with the Focus Education Facilities Management EHS Plan.

5.19 SCIENCE

All practical work being undertaken in the science room will be in accordance with the instructions laid out in CLEAPS standards. It is necessary to ensure that information, instruction and training including safe working methods and COSHH assessments of hazardous substances are provided for all science chemicals used within the school. All chemicals are stored in locked steel chest, purchased specifically for that purpose.

NO PUPILS WILL BE ALLOWED TO WORK IN THE SCIENCE ROOM UNSUPERVISED

5.20 CRAFT, DESIGN AND TECHNOLOGY

The following list indicates the guidance and legislation that should be taken into account when undertaking any activity within the CDT curriculum: -

- COSHH Regulations.
- CLEAPSS documentation
- Noise at Work Regulations 1989
- General Duties and Responsibilities described earlier
- BS 4163 Code of Practice for Health and Safety in workshops of Schools and Similar Establishments

NO PUPILS WILL BE ALLOWED TO WORK IN THE TECHNOLOGY ROOM UNSUPERVISED

Pupils using electrical and gas equipment, knives and equipment with hot surfaces or sharp edges will be under close supervision at all times.

Staff should ensure that all areas used are left safe, with all electrical appliances switched off before leaving the room.

5.21 PHYSICAL EDUCATION

PUPILS WILL BE UNDER THE CONTROL AND INSTRUCTION OF A QUALIFIED ADULT AT ALL TIMES

Staff should be cognisant of all medical conditions each child may possess that could affect the manner in which they are able to undertake physical education.

Pupils must always be supervised when setting up or putting away equipment.

SWIMMING: RAF Cranwell & Meres Leisure Centre

On every occasion there must be at least one adult able to remove a child from the pool, satisfactorily, at the maximum depth, and to provide any necessary first aid. This may include resuscitation. RAF Cranwell & The Meres poolside staff will provide observation and support as agreed.

5.22 INFORMATION TECHNOLOGY/OFFICES

The following list indicates the guidance and legislation that should be taken into account when undertaking the above activities: - nb. EC Regulations give guidance.

The Health and Safety (Display Screen Equipment) Regulations 1992
COSHH Regulations
General Office Standards and Safe Working Practices
General Duties and Responsibilities

5.23 SCHOOL OUTINGS

The following list indicates that guidance and legislation that should be taken into account when undertaking all school outings: -

- Permission forms and medical consent forms signed by a parent/guardian where necessary.
- First Aid Requirements and Medical Requirements, a first aid kit and any attendant medication must be taken on trips.
- Risk assessments of activities must be undertaken before embarking on the outing.
- Adequate supervision/qualifications must be organised for each outing.
- Insurance cover must be organised where appropriate.

Greenfields Academy **Health and Safety Policy**

- Staff are directed to the Schools Policy on Outings, especially the need to plan outings in advance, for content, purpose, staff, organisation and cost.

5.24 OFF-SITE ACTIVITIES

Any one-off activities will be treated like a school outing and as such the same procedures will be followed.

PUPILS WILL BE SUPPEVISED AT ALL TIMES DURING ACTIVITIES BOTH ON AND OFF SITE

5.25 CATERING

Any person with concerns about the catering provision should contact the Headteacher.

This policy will be reviewed by the governing body on an annual basis.

Greenfields Academy
Health and Safety Policy
Published: November 2019
Review Date: November 2020

