



THE GREETLAND ACADEMY TRUST

Health and Safety Guidelines (Site Specific) Written Statement of Policy 2018

At The Greetland Academy Trust we adopt specific principles from the CALDERDALE SCHOOLS AND CHILDREN'S SERVICES HEALTH AND SAFETY POLICY.

The following information outlines The Trust's implementation of this policy.

Monitoring: the premises are monitored daily by the Caretaker for minor repairs/maintenance. A termly tour of the premises, with the Caretaker, Site Manager & Chief Operations Officer, takes place to plan any major works. Staff are requested to report by email any repair concerns to the Site Manager. On an annual basis the Asset Management Plan is set to improve any areas of concern. A Risk Register is also updated annually for the Trust Board.

Movement between sites: There are many occasions throughout the year when pupils move between the Early Years & Key Stage 1 site, The Key Stage 2 site and West Vale Primary School or vice versa. On these occasions a generic risk assessment will be used, parents informed and consent gained.

The adult pupil ratio for moving pupils will be 10/1. These figures are maximum and where possible more adults should accompany pupils. Staff are required to wear High Viz jackets when accompanying pupils between sites.

Manual Handling: Managers and supervisors must:

- Avoid the need for hazardous manual handling as far as reasonably possible;
- Assess the risk of injury from any manual handling that cannot be avoided;
- Reduce the risk of injury from the manual handling as far as reasonably practicable;
- Provide adequate training
- Review the assessment when there is any change or at least annually.

When assessments have been completed any new work methods, work equipment identified must be implemented in the workplace and staff trained accordingly

Repairs: Only companies holding Public Liability Insurance of five million pounds undertake repairs. At least three written quotes are obtained for orders over £5,000. Contracts over £35,000 follow a formal tender process as per the Competitive Tendering policy.

Security: All visitors are requested to sign in the attendance book when entering the school and wear a visitors badge.

Responsibilities:

The Chief Operations Officer, the Principals and Executive Principal are responsible for ensuring that the Health and Safety Management System works well within The Trust and that it is adhered to. The Site Manager is responsible for the day to day organisation and implementation of Health and Safety concerns.

The Educational Visits Co-Ordinator is responsible for the co-ordination of all visits and the collation of information concerning each visit.

Teaching Staff are responsible for reporting any Health and Safety issues to the Senior Management Team or the Principal.

Support Staff are responsible for reporting any Health and Safety issues to their Line Manager; this may be the Class Teacher with whom they work, Caretaker or member of the Senior Management Team.

The Caretakers are responsible for day to day minor repairs, ensuring floors are clean and dry, testing the fire alarm on a weekly basis and to have a general overview of the condition of the property.

The Catering Manager is responsible for maintaining safe working practices, hygiene and allergen management and reporting any defective equipment to the Site Manager.

Dinner Supervisors are responsible for the care of pupils during lunchtime and to report any incidents to the Principal or Class Teacher as appropriate.

Admin staff will report any issues to The Chief Operations Officer and may be asked to contact contractors/tradesmen to deal with problems.

Supply Teachers will be asked to inform a member of the regular teaching staff of any Health and Safety Issues which occur whilst they are in charge of a class.

Hazard Identification: The Site Manager records notifications of hazards on a hazard report sheet. Annual risk assessments are carried out for all internal and external areas of the school. C.O.S.H.H. guidance is held by the Site Manager and Catering Manager and is available to all staff for information relating to hazardous substances. Hazardous substances are located in the Caretaker's room in locked cupboards. Any remedial measures from risk assessments feed into the Asset Management Plan.

Risk Assessment:

All aspects of school life are risk assessed including fire, health & safety and working practices.

Electrical Safety: Annual PAT Testing is carried out in the summer term and the full electrical testing of all appliances is carried out on a five year rota. A full re-wire of the Key Stage 2 building at School Street was undertaken during the Summer 2009 and received its 5 year inspection in Oct 2014. A five year electrical inspection of the Key Stage 1 site was completed in August 2017 with no remedial work required. The Middle Band Section of KS2 received its 5 year annual inspection in August 2013 and all remedial works were completed in October 2013. A new link corridor at KS2 was completed in September 2013 and the KS2 kitchen received a full remodel including re-wire in Aug 2014. West Vale received its 5 year inspection in November 2017, no remedial works were required.

Fire Safety: All fire safety equipment is tested annually and any maintenance/repair is acted on immediately. The fire alarm is tested weekly from various points around the school premises. A fire alarm practise takes place every term, a fire notice is placed in every room to ensure everyone knows their correct exit route and assembly point. Fire risk assessment takes place annually along with Fire Brigade spot checks and talks to staff/children. 23 staff members at Greetland underwent Fire Safety Training in June 2018 including kitchen and caretaking staff. West Vale staff undertake fire safety training bi-annually. Caretaking staff also undertake a weekly fire safety check sheet.

Ladder Maintenance: The Caretaker at each site will check the condition of ladders before use on each occasion. Any defects and the ladder will not be used. A full set of checklists are completed prior to usage. Only staff who have been on a Ladder Safety Training Course are permitted to use.

Defects should be reported immediately to the Site Manager. The Site Manager and Caretaker of KS2 received full ladder training in August 2018 and hold a valid certificate to August 2023. They should be requested to undertake ladder work at all sites.

Educational Visits: The Educational Visits Co-Ordinators for residential trips are Mr Jonathan Pascall (Greetland) & Rebecca Townend (West Vale), The Principals oversees all other planned visits. A full booklet of instructions for arranging a visit is kept on the staff intranet. Copies of all risk assessments are kept in the COO's office. The teacher organising the visit will be expected to book the venue and coach transport, complete the risk assessment and carry out an evaluation. The role of the co-ordinator is to ensure that visits are appropriate and that all necessary arrangements/documentation are complete.

The adult/child ratio for any visit will be in accordance with Calderdale recommendations (see Educational Visits Folder). Where possible additional adults should accompany the trip, all adults will hold an Enhanced DBS Disclosure. Parental consent must be gained for all activities off site.

Supervision of Pupils: Pupils should be supervised at all times during the school day by a responsible adult. The school day runs from 8.45 – 3.30 p.m. This responsibility will fall to the class teachers and support assistant during lessons. The teachers on duty and support assistant during morning and afternoon break and the dinner supervisors during lunch time.

Swimming: School swimming service is purchased and organised by Calderdale Leisure Services and transport is provided either in-house by minibus or by the LA's transport services. The Service Level Agreement and Code of Practice for school swimming lessons 2018/19 is being followed. A teacher and support assistant accompanies pupils to swimming lessons on all occasions.

Accidents and First Aid: Statement of Policy – The Trust adopts Calderdale's 'First Aid in Educational Establishments'. All significant accidents are recorded in the accident book, which is a legal requirement. Any head injury will be recorded separately and monitored throughout the school day. Any accident/injury requiring a visit to hospital must be reported to the Local Authority within **2 hours** of the incident occurring. Parents/Carers will be contacted by phone following any significant head injury to ensure they are aware that an injury has taken place. The accident log will be held securely in compliance with data protection laws.

There are nominated first aider's on all sites who deal with minor injuries. In addition 23 members of Greetland staff have the 'First Aid at Work' qualification and 15 members of staff have the qualification at West Vale. Travel first aid kits are packed and taken on all school trips by the trip leader.

The KS1 site houses a defibrillator in the gym. This is registered with the Calderdale, Kirklees & Wakefield Yorkshire Ambulance Service. Four members of staff received training in Oct 16.

Infectious Diseases: A file containing information relating to infectious diseases is located in the offices. New information is discussed at staff meetings and information displayed in the staff rooms.

Medicines: The school adopts the principles around Calderdale's 'Administration of Medicines' guidance for all medicines in school. Dosages are recorded each time medicine is administered to a pupil.

VDUs: All office based staff are issued annually with a display screen equipment risk assessment checklist and any issues raised are addressed.

The Trust's Health and Safety Files are located in the Chief Operation Officer's office.

Links to Other Policies:

Fire Safety
Educational Visits
First Aid
Non Smoking
School Security
Violence to Staff
Medicines
Emergency Management & Business Continuity
Moving and Handling Policy
Legionella Policy
Risk Register

Reviewed August 2018.