

GOLDINGTON GREEN ACADEMY



Health and Safety Policy

Safeguarding

Goldington Green Academy recognises it has a statutory duty under Section 175 of the Education Act 2002 to ensure arrangements are in place for safeguarding and promoting the welfare of children.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth and that school may be the only stable, secure and predictable element in the lives of children at risk. Our school will endeavour to support these pupils by providing an ethos which promotes a positive, supportive and secure environment, providing a sense of being valued.

All staff, governors and volunteers must be made aware of, and adhere to the safeguarding policy and procedures within the school.

At Goldington Green we recognise our legal and ethical duty to keep pupils safe from radicalisation and extremism. As such we incorporate the principles of the PREVENT agenda into all practice including the curriculum. Additionally, we ensure that all speakers are carefully vetted by senior staff and that all material available in school, both electronic and otherwise, is suitable. We also ensure that sufficient training is in place so that all staff understand what radicalisation means and why people may be vulnerable to being drawn into terrorism as a consequence of it. Staff know what measures are available to prevent people from becoming drawn into terrorism and how to challenge the extremist ideology that can be associated with it. Any concerns are dealt with in line with our safeguarding policy working in conjunction with Bedfordshire Police and other agencies as appropriate.

Equal Opportunities

The Equality Act 2010 makes it unlawful for staff to discriminate directly or indirectly, or to harass staff or pupils due to any of the nine protected characteristics.

Goldington Green Academy aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

Everyone within the school community has a responsibility to ensure that this statement is adhered to. Senior Leaders in particular, should lead by example, identify any inappropriate behaviour when it happens and take prompt action to deal with inappropriate behaviour.

We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to our school's performance. In removing these barriers, we aim to develop a school culture that positively values diversity.

We are committed wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their employment, engagement or whilst volunteering at our school

Introduction

The Health & Safety at Work Etc. Act 1974 requires that every employer who employs 5 or more people writes a health and safety policy and ensures that it is brought to the attention of all their employees. Although the Bedford Borough Council has a policy there is a need for local health and safety policies.

General Statement of Policy

- The governors and Headteacher of Goldington Green Academy are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. They recognise also their responsibility to consider the health and safety of contractors and any other person whose health and safety may be affected by school activities.
- The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.
- It is the intention of the governing body and the Headteacher that the established policies and procedures recommended by Bedford Borough Council shall be followed and developed locally to meet the needs of the school as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.
- The governing body wish to encourage the recognised Trades Unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health & Safety at Work etc. Act 1974. The governing body wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

Organisation and Responsibilities

Overall responsibility for health and safety rests with the school governing body, assisted by their Finance and General Committee. Day to day executive responsibility rests with the Headteacher or in her absence with the Deputy Head.

Headteacher

The Headteacher will:

- Ensure that this policy is complied with at all times
- Ensure that a health and safety liaison officer is appointed, is provided with appropriate training and undertakes his/her duties as required.
- Ensure that all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that their cause is investigated and that all reasonably practicable steps have been taken to prevent their re-occurrence.
- Ensure the maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person, in accordance with Borough Council procedures

- Ensure that adequate first aid provisions are made in accordance with the first aid arrangements management guidelines
- Ensure that all employees, including new employees, receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- Ensure effective arrangements are in force to facilitate the evacuation of the buildings in case of fire or other emergencies and that fire fighting equipment is readily available and properly maintained.
- Liaise with and consult local trades unions on health and safety procedures and ensure their effective implementation

Health & Safety Liaison Officer

The School Business Manager (named at the end of this document) shall:

- Ensure that the health and safety policy is complied with and shall report deficiencies to the Headteacher.
- The Facilities Manager will carry out weekly Health and Safety checks,
- On receipt of complaints from members of staff, investigate the issues and take appropriate action
- Following training, to undertake risk assessments in accordance with the management guidelines

Facilities Manager/ Cleaning Supervisor

- The Facilities manager and cleaning supervisor has a duty to check the general condition of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the health and safety liaison officer. Where action required is outside her authority or ability the matter will be reported to the Headteacher or School Business Manager for appropriate action.
- The School Business Manager will arrange that cleaners employed by the school are given necessary health & safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances hazardous to Health Regulations (COSHH) 1999 and the management guidelines.

Teachers

- All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health & safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is reduced to an acceptable level.
- If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Headteacher or the School Business Manager should be advised of the hazard or issue.

All Staff

- All staff have a health and Safety responsibility to ensure that they are **safe** in what they are doing and their actions/activities do not cause harm/injury to others. Accordingly, all staff shall ensure that they comply with the schools health and safety policy, training or instructions.
- Staff other than teachers shall report hazards to their immediate line manager or the Health and safety liaison officer who shall address the issue in accordance with the policy. Teaching staff shall follow the guidance outlined in the teachers' responsibilities.

Training

- All new employees, teaching staff and other staff, shall be provided with induction training appropriate to their health & safety needs.
- In the case of volunteer helpers, it will be the responsibility of the relevant teacher or supervisor to ensure that relevant information is passed to them.
- All employees and volunteers shall, on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place
- Refresher training and training in new areas of responsibility will be arranged for members of staff, either at their own request or at the direction of the Headteacher.
- Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health & safety, which they have a right to have under the Health & Safety at Work etc. Act 1974. They will also be given appropriate time & facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Emergency Procedures (Fire and Bomb)

- All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.
- The fire alarms shall be tested weekly and those staff not hearing the alarm shall report the fact to the nominated fire safety officer. The fire alarm shall be tested once a week as follows:
 - **Fridays 4pm for one minute**
- The fire evacuation drill shall be carried out once a term as instructed by the Headteacher.
- Staff are required to report defects or missing fire fighting equipment to the fire safety officer immediately.
- Fire Exits, routes and fire fighting equipment shall not be obstructed at any time.

First Aid

- A list of trained first aiders and the location of first aid boxes will be posted in the main office. The staff member for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the regulations.

- All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.

Administration of Medicines

Guidance on the administration of medicines to pupils is set out in the DFE guidance “Supporting pupils with Medical Needs in school 2017”. The governing body has agreed that prescription medicines may be administered to children at the specific request of the parent or guardian and in accordance with the procedures laid down in the Guidance. Medicines will be administered by a named member of staff who will undergo training in order to carry out the task. Medicines will be stored in the medical room not accessible to children and in accordance with the guidance.

Accident and Ill Health Reporting

All staff are required to ensure that all accidents, incidents and near misses are reported to the school's main office staff who will then ensure that serious incidents are reported to the Headteacher and that the appropriate management guidelines, contained within the Health & Safety Manual are followed.

Equipment and Electrical Testing

- The School Business Manager will ensure that testing, inspection and maintenance of equipment as outlined in the property log book and the management guidelines within the Health & Safety Manual are undertaken as required.
- Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported to the Headteacher or School Business Manager who will arrange for repair or replacement.
- The School Business Manager will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

Asbestos

- A copy of the asbestos log book is kept in the school office.
- The nominated member of staff responsible for asbestos shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the logbook.
- All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the logbook before commencing work.

Contractors

The school Business Manager shall ensure that the management guidelines regarding contractors are adhered to at all times.

Educational Visits & Journeys

All educational visits and journeys are required to be approved by the Headteacher who shall ensure compliance with the Educational Visits and Journeys Policy in consultation with the EVC co-ordinator.

Specific Responsibilities

First Aid:	Headteacher delegated to First Aid Trained staff
Administration of Medicines:	Headteacher delegated to office / admin staff
School Business Manager	P Gilbert
Facilities Manager	TBC
Safety Liaison Officer -	P Gilbert/ Facilities Manager
Fire safety	P Gilbert / Facilities Manager
COSHH	P Gilbert / Facilities Manager
Electrical Safety	P Gilbert / Facilities Manager
Asbestos	P Gilbert/ Facilities Manager
Playground Equipment	P Gilbert/ Facilities Manager
Display Screen Equipment	P Gilbert / Facilities Manager
EVC Co-ordinator	P Gilbert
Facilities Manager	TBC

The above-named people shall ensure that the requirement outlined in this policy shall be complied with at all times.

This policy will be reviewed annually by the F&GP Committee to ensure that it is up to date. The reviewed policy will be ratified at the next full governors' meeting.

Reviewed November 2023