



GREENWOOD ACADEMIES TRUST

Health and Safety



Induction Booklet – Important Information for
New Employees

Contents

As you read each section, please sign the relevant boxes below.

You will need to complete all of these sections with your manager as part of the induction process. Alongside this, all employees are also to complete the Health & Safety Induction Checklist. Your manager should have discussed the information contained within this checklist on your first day of work.

Section 1 – All employees	Signed
Academy's Health, Safety and Welfare Policy Statement	
Introduction to Health & Safety at Greenwood Academies Trust from Wayne Norrie, Chief Executive	
Section 2 – Essential Information	Signed
First Aid	
Fire	
Slips and Trips	
Manual Handling	
Display Screen Equipment	
Hazardous Substances	
Risk assessment	
Incident reporting and lone working	
Student safety	
Off site visits	
Section 3 – Information and training	Signed
SharePoint H&S Hub	
Smartlog login details	
Contact points	

Your name:

Your manager:

Your department:

Throughout Academy sites you will see copies displayed of our Health, Safety and Welfare Policy Statement.

Please read it, particularly noting the section headed 'All Employees' which sets out your health & safety responsibilities.

if you can't see a copy in your work area please ask your manager.





The Greenwood Academies Trust (the Trust) accepts its duty under the Health and Safety at Work Act 1974 and is committed to providing and maintaining safe and healthy working conditions and appropriate welfare arrangements for all of its employees. It also accepts its duties under The Act to other people e.g. students, visitors etc. using its buildings and facilities or affected by activities carried out by or on behalf of the Trust.

<u>Responsibilities</u>	
<p>The Trust Board</p> <ul style="list-style-type: none"> To agree the overall framework and operational responsibilities for health and safety Give due consideration to matters of health, safety and welfare when allocating resources and responsibilities <p>Chief Executive</p> <ul style="list-style-type: none"> Issue the Trust's health, safety and welfare policy statement Ensure that senior staff discharge their responsibilities Ensure that financial and other resources are available to meet health, safety and welfare responsibilities Be aware of the general requirements of health, safety and welfare legislation relevant to the activities, overall policies and expected standards of the Trust <p>Deputy Chief Executive</p> <ul style="list-style-type: none"> Ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation Ensure that the Trust's health, safety and welfare policy, statement and manual are reviewed at least once every 3 years <p>Regional Education Directors</p> <ul style="list-style-type: none"> Take an active and visible role in the management of health, safety and welfare within their region and promote a positive health and safety culture <p>Principals and Heads of School</p> <ul style="list-style-type: none"> Take an active and visible role in the management of health, safety and welfare within their academy and promote a positive health and safety culture 	<ul style="list-style-type: none"> Ensure adequate employee representation at Trust Health, Safety and Welfare Committees Ensure compliance with all Trust health, safety and welfare policies and procedures Ensure that financial and other necessary resources are available to meet health, safety and welfare responsibilities Ensure that Heads of Department and all other managers fulfil their role and responsibilities in the effective management of health, safety and welfare Be aware of the general requirements of health, safety and welfare legislation relevant to the activities and areas under their management and the overall policies and maintain the expected standards of the Trust <p>All Employees</p> <ul style="list-style-type: none"> Co-operate with managers to ensure compliance with health, safety and welfare legislation Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work Use plant, machinery, equipment, dangerous substances and other safety devices in accordance with health and safety information, instruction and training they have been provided with or seek appropriate guidance Not misuse or interfere with anything provided in the interests of health and safety at work Where an imminent and significant risk to a person's health or safety exists, stop the activity being undertaken and when safe to do so, notify their line manager Immediately report accidents, violent incidents, near misses, dangerous occurrences, hazardous workplaces or defective equipment to their line manager

The Trust will take all reasonable steps to prevent injury and ill health by ensuring:

- Safe and healthy workplaces, equipment and procedures
- Adequate welfare facilities and arrangements
- Suitable and sufficient training, information, instruction and supervision
- Continuous improvement in health and safety standards
- A positive health and safety culture is in place across the Trust
- Consultation with employees and trade unions' accredited safety representatives on matters that significantly affect the health, safety and welfare of employees and others
- This policy is brought to the attention of all employees
- Provision of sufficient resources to meet the requirements of this policy

Within the Trust, a Health, Safety and Welfare Committee, consisting of senior staff and safety/employee representatives from each Academy will meet at least once a term. Professional health, safety and welfare advice and assistance is provided through the Health and Safety Team.

Wayne Norrie Chief Executive		July 2018		David Shelton Chair of Trustees
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Introduction

Welcome from Wayne Norrie, Chief Executive

As an Academy employee it is important that you know about our health and safety standards. This short guide has been prepared to make you aware of general health and safety arrangements and how you can play your part in keeping yourself, as well as your workplace, safe.

It is our policy to take all reasonable steps to ensure the health and safety of everyone working on Academy premises and delivering Academy services. We will ensure that there are adequate health and safety facilities available and that the relevant safety requirements and codes of practice are known and adhered to at all times.

We all have a responsibility for safety and if you find anything that you think is unsafe, or may become unsafe, please report it to your manager. They can then take action to make it safe, so if you are in any doubt, please ask.

A handwritten signature in black ink that reads "Wayne Norrie". The signature is written in a cursive style with a small dot above the 'i'.

Wayne Norrie
Chief Executive

First Aid

Section 2 Essential Information

If you witness an accident you should:

- check your own safety is not at risk
- remove the hazard if it is safe to do so
- call for help (first aider/ambulance as appropriate).

You should not move a casualty unless they are in immediate danger.



Work with your manager to identify your first aiders and their contact details. Write their details in the box below.

Names of first aiders:

Work with your manager to identify the locations of your nearest first aid kits. Write their location in the box below.

Location of first aid kits:

Staff or students may need to go to hospital in the event of an accident or medical emergency. Write the location of the school's closest hospital in the box below.

Location and telephone number of closest hospital/A&E facility:

Fire



Fire Action Notices should be located throughout your building/base (usually next to fire doors/call points). They will detail the action you should take in the event of a fire.

In case of fire:

RAISE the alarm **EVACUATE** to a place of safety
TELEPHONE 999

DO NOT RE-ENTER the building until you are told it is safe to do so.



Green directional fire signage throughout your building will indicate the escape route to the nearest external exit.



You should only use a fire extinguisher if you are trained and competent to do so, or if it is required to aid your escape in the event of an emergency.

Work with your manager to complete the following at your site:

Location of fire assembly point:

Location of fire alarm call points:

Location of fire exits:

My fire warden(s) is/are:

Slips and Trips

Slips, trips and falls are the most common cause of major injuries in the workplace and the second highest cause of over three day absences from work.

Preventative measures:

- all floors should be regularly checked. Potential and known trouble spots, such as kitchens and wet floor areas, should receive closer attention and you should be told where these are
- ideally, electrical leads should not trail across walking routes if this can be avoided. If absolutely necessary, an approved form of cable capping or covering should be used
- furniture, especially low tables and stools etc, must be arranged so that a clear and safe walkway is provided
- boxes of paper and other equipment must not be stored in any place where an obstruction is likely to cause an accident, for example in corridors, corners/junctions, near stairs or steps, in doorways or gangways, on escape routes etc
- you should wear appropriate footwear while working
- the drawers of filing cabinets, desks etc, must be kept closed whenever they are not being used.

If you see anything that is likely to **cause a slip or trip**, please report it to your manager.



Manual Handling

Manual handling is the term used to describe any lifting, carrying, pushing, pulling or moving of a load using hand or bodily force.

Lifting from the floor

Use your head first

Stop and think before you lift - check the route for slipping/tripping hazards. Make sure you are facing the direction of travel.

Get a firm grip

As you lift, bring the load close into the body. Hold with your palm, not your fingers.



Straddle the load

Ensure that the heaviest part of the load is nearest to you.

Lift with your legs

Keep your back slightly bent

Bend your knees

Tuck in your chin and keep your back slightly bent. DO NOT put your knees on the floor.

Angle the top of the load away from your body

Ensure your leading foot is in line with the front edge of the load.

Further information can be found on the Academy Staff Share folders in Guidance and Information Note GI10 'Manual Handling'.

Alternative work methods such as using trolleys, team lifting, reducing the size of the load and asking to see a copy of the risk assessment, will all assist in reducing the potential for injury

If you are required to lift a heavy or awkward load which you feel is outside your capabilities, do not lift it until the activity has been assessed

I can confirm that my manager has discussed the manual handling activities that I will undertake, explained precautions required and provided copies of risk assessments. Please tick here

Display Screen Equipment

What can I do to help myself to work safely?

There's lots you can do. You should make full use of the adjustment facilities for your Display Screen Equipment (DSE) and work environment to get the best from them and avoid potential health problems. It is important that you adjust your chair and DSE position for your work. As a broad guide, your arms should be approximately horizontal and your eyes must be at or above the height of the top of the DSE monitor.

How to use your workstation safely



- 1 Monitor height and angle should allow for a comfortable head position
- 2 Forearms are approximately horizontal with the keyboard and desk
- 3 Feet are flat on the floor or on a footrest
- 4 Shoulders back and relaxed
- 5 Back straight and backrest should support the lower back
- 6 Use the whole seating surface and not just the front edge

I have spoken to my manager and it is identified that my role does/ does not* require a DSE assessment.

(*delete whichever is not applicable)

I have identified with my manager the following areas for discussion* regarding my use of DSE: (*this could include e.g. a pre-existing medical condition or disability, poor eyesight. You should also make your manager aware if you are a new or expectant mother)

Hazardous Substances

The Control of Substances Hazardous to Health (COSHH) Regulations are in place to protect people from substances that can be hazardous to health.

A COSHH assessment must have been carried out in order to justify the purchasing and use of any substance hazardous to health. This assessment will include recording findings about the following:

- elimination of hazard
- substitution of alternative, less hazardous materials/substances
- risk reduction by using engineering controls

- provision of sufficient information, instruction and training
- use of personal protective equipment - as a last resort.

The COSHH assessment will have identified the control measures that must be in place and followed. All employees have a duty to ensure their own safety as well as the safety of others. Each of us must apply and follow the control measures required and must have had the necessary training and instruction to do this. Usually, a material safety data sheet will be readily available for your reference

Substances not assessed or authorised must not be brought into or used in any area.



Flammable



Corrosive



Irritant



Toxic



Explosive



Oxidising



Compressed gases



Dangerous to the environment



Harmful to human health

As part of my role I will be working with the following hazardous substances:

Risk Assessment

The law (Management of Health and Safety at Work Regulations 1999) requires every employer to assess risks in the workplace. This task has been delegated to managers as part of their day-to-day safety management duties.

A risk assessment is a careful examination of what, in your workplace, could cause harm to people. It can then be decided whether enough precautions have

been taken or if more is needed to prevent harm occurring. It is the first step to making the workplace safe and healthy and the aim is to make sure that no-one gets hurt or becomes ill. Risks to workers should be assessed, together with the risk to anyone else who may be affected by their work process. Your manager must inform you of the location of relevant risk assessments for the activities that have a significant risk.

Hazard: something with the potential to cause harm. This can include substances, machines, methods of work and work organisation.

Risk: this is the chance (likelihood) that someone will be harmed by the hazard.

Harm: is the physical injury or ill health to those exposed to the hazard.

Control measures: these are any measures in place to reduce the risks in the workplace - for example, procedures, mechanical devices and personal protective equipment. Training may also be an effective control measure

Sensible risk management is not always about removing risk completely but sometimes is about identifying suitable controls to ensure it is managed effectively. The risk assessment should be practical and **should involve all employees**. Local knowledge is vital to enable the appropriate control measures/safe working practices to be put in place.

You must be made aware of any significant risks within your workplace that affect you

Incident Reporting and Lone Working

Accident/Incident reporting

What should be reported?

- accidents resulting in injury
- near misses i.e. events which could have resulted in an injury
- work-related ill health

How to report an accident

- request a copy of an accident/work related illness report form from your manager
- complete the front of the form
- pass the form back to your manager for investigation

Please ensure that you report any accident **immediately**; including those involving a student or a member of the public.

Violence to staff reporting

What is violence to staff?

The Health and Safety Executive definition is: 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

What should you report?

- physical assault
- threat of violence
- written threats
- verbal abuse
- damage to property

How to report a violent incident

- request a copy of the violence to staff report form from your manager
- complete the front of the form
- pass the form back to your manager for investigation

Lone working

If your job involves lone working (this may include working in any part of a site by yourself) you must speak to your manager about the controls in place to ensure your safety. Simple controls may include the use of:

- a signing in/out board
- a mobile phone
- information held by school about the safety of certain addresses



Student Safety

Health and Safety responsibilities also extend to members of the public. In schools this is of extreme importance as we are entrusted with the safeguarding of students whilst they are in our care, either during everyday school work or on off-site visits or other out of school activities e.g. sporting fixtures, clubs etc.

Depending on your area of work your manager will discuss some or all of the following with you:

Safeguarding: This covers all aspects of a child or young person's welfare; including ensuring that they are not put at risk

Welfare: For example ensuring that children have healthy food available and that corridors, classrooms, toilets, washing and shower facilities etc are clean, tidy and safe.

Safety in lessons: Some lessons present more risks than others. Examples include: Science, Design and Technology, Food Technology and PE. You should ensure that you have read the relevant risk assessments (including COSHH assessments where appropriate). You must also ensure that any equipment or materials being used are safe, that students are adequately instructed in their use and are appropriately supervised.

Safety at breaks: Breaks are fun times for students to relax and let off steam. If you are asked to supervise at break time you should carry out a visual check to ensure that the area is safe and free from hazards e.g. damaged play equipment, ice on steps etc before students enter the area and that it remains safe during the break

Policies: Ask your manager for details of where the various academy policies relating to safeguarding, welfare etc can be found and any job specific policies relating to organisation of lessons etc.

Off-site Visits

As part of the learning experience for students at the academy a wide variety of off-site activities are arranged. These can vary from routine sporting fixtures and trips into a local city or town centre to outward bound expeditions in Snowdonia, gliding with the RAF and overseas visits.

We want all of our staff and children to have a safe, enjoyable visit which broadens their experience and as part of their personal development may in some cases e.g. outward bound expose them to a level of risk.

Preparing for an off-site visit

As part of the preparations for the visit the trip leader must ensure that:

- the visit has been approved
- the venue has been checked for suitability
- risk assessments have been completed for the activity
- the risk assessment has been checked and approved by the Director of Risk and Health & Safety; and
- the risk assessment has been shared with all staff and parent helpers

Whilst on the visit

- If you are the trip leader ensure that you have a copy of the risk assessment with you
- in the event of an incident take immediate steps to ensure the safety of all on the visit
- be prepared to adapt your risk management strategy to allow for changing circumstances e.g. a sudden change of weather whilst hill walking. This is called dynamic risk management

Above all do have fun on your visit! Remember health and safety is not intended to prevent challenging off-site activities, it's there to ensure that they are done in a controlled way to try to prevent accidents.

Guidance and information plus various risk assessments can be found in SharePoint. SharePoint provides the Trust with a simple and easy means to distribute health and safety information to its academies and employees.

Smartlog is a web-based system used to provide health and safety training modules and store risk assessments and other health and safety documents from your academy. You will need a user name and password to access Smartlog.

Details on how to access SharePoint and your Smartlog username will be provided by the Health and Safety Contact at your academy

You should work with your manager to identify any training needs related to your job. This might include general H&S training e.g. manual handling training, working at heights, fire safety or might be more job specific e.g. Control of Substances Hazardous to Health (COSHH) if you are working in Science, Design & Technology, site management etc.

Health and safety training might require specific training courses, some of which are delivered in house, other training might be as part of your induction and ongoing development e.g. safe use of machinery and hand tools if you work in Design and Technology.

Whatever your requirements discuss them with your manager, who will then source appropriate training and instruction.

IMPORTANT

If you have any concerns about the health and safety aspects of any task that you are carrying out you must discuss these with your manager before starting the task as you could put yourself or somebody else at risk.

Health & Safety

Geoff Slade ☎ 0115 822 9985 (ext 5072) or 07823 332 548

Harry Segrove ☎ 0115 748 3310 (ext 5028) or 07738 755 726

Safeguarding (for child welfare concerns)

Site management (to report unsafe premises, equipment etc)

*write in site specific details for Safeguarding and Site Management (name and telephone number/s) in the boxes above

Science

CLEAPPS (resource for science and D&T teachers and support staff, which includes useful health and safety advice).

<http://www.cleapss.org.uk/>

Please note that parts of this site are only accessible to members. Please speak to your Head of Science to obtain the Academy's membership details

Food Hygiene and Catering Health & Safety

Lisa Hancock ☎ 0115 822 9991 or 0750 228 4712