



HEALTH and SAFETY POLICY

Part 1: Statement of Intent

The Learning Improvement Team (LIT) Governors believes that effective health and safety management supports our delivery of education and services to children.

We consider the health and safety of children, employees and visitors to our academies to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the Academies must play their part in the creation of a safe and healthy working environment for all.

Part 2: Responsibilities and Organisation

Introduction

To comply with the LIT Statement of Intent the following responsibilities have been assigned:

The LIT

Is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and children.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- c) **A lead governor for health and safety is nominated. Mark Beeby**
- d) People have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- f) Sufficient funds are set aside with which to operate safe systems of work.
- g) Health and safety performance is measured.
- h) The Academies' health and safety policy and performance is reviewed annually.

The Executive Headteacher

The Executive Headteacher has the following responsibilities:

- a) To be fully and visibly committed to the LIT's Statement of Intent for health and safety



- b) Ensure that a clear written local health and safety policy is created.
- c) Ensure that the policy is communicated to all relevant people.
- d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that suitable emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- l) Ensure arrangements are in place to monitor premises and health and safety performance.
- m) Ensure that all incidents are investigated and suitable remedial actions are taken.
- n) Report to the LIT annually on the Academies health and safety performance.

Lead Governor for Health and Safety

The Lead LIT Governor for Health and Safety has the following responsibilities:

- a) To be fully and visibly committed to the LIT's Statement of Intent for health and safety.
- b) To scrutinise and review health and safety performance.
- c) To provide support and challenge to the Executive Headteacher in fulfilling their health and safety responsibilities.
- d) To ensure in particular that risk assessments of the premises and working practices are carried out and documented.

The Academies Health and Safety Coordinator

The Health and Safety Coordinator has the following responsibilities:

- a) To coordinate and manage the annual risk assessment process for the academies.
- b) To coordinate performance monitoring processes.
- c) To make provision for the inspection and maintenance of work equipment.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Executive Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, children and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the academies generally.

Teaching and support staff holding positions of special responsibility

This includes Head of Schools and Business Manager. They have the following responsibilities:

- a) Apply the Academies' Health and Safety Policy or relevant Health and Safety Code of Practice to their own area of work and be directly responsible to the Executive Headteacher for the application of the health and safety procedures and arrangements.



- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff they manage are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Executive Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) With the Health & Safety Co-ordinator, investigate any accidents that occur within their area of responsibility.
- h) Inform the Health & Safety Co-ordinator of any areas of concern or new procedure in relation to health & safety.

Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their children, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to children when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to the Executive Headteacher or Head of Schools on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- h) Report all accidents, defects and dangerous occurrences to their Health & Safety Co-ordinator and Executive Headteacher.

Health and Safety Representatives

The LIT recognises the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Executive Headteacher or the LIT.

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:



- 1) Comply with the Academies' health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- 2) Cooperate with the Academies' management in complying with relevant health and safety law.
- 3) Use all work equipment and substances in accordance with instruction, training and information received
- 4) Report to their Health & Safety Co-ordinator any hazardous situations and defects in equipment found in their work places.
- 5) Report all incidents in line with the incident reporting procedure.
- 6) Act in accordance with any specific health and safety training received.
- 7) Inform their Health & Safety Co-ordinator of what they consider to be shortcomings in the Academies' health and safety arrangements.
- 8) Exercise good standards of housekeeping and cleanliness.
- 9) Co-operate with appointed Union Health and Safety Representative(s)

Children

Children, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the academies and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Part 3: Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the LIT's Statement of Intent.

Lead Governor for Health and Safety

The lead governor with responsibility for health and safety is: *Mark Beeby*.

Risk Assessment:

General Risk Assessment

- General Risk Assessment will be coordinated by *Lead Governor (Mark Beeby)* following guidance and documentation on PeopleNet.

Premises Group will be responsible for ensuring the actions required are implemented.

Fire Safety

- A fire risk assessment will be carried out and local fire safety procedures developed for the premises by *Lead Governor (Mark Beeby)* following guidance and documentation on PeopleNet.

Manual Handling

Manual handling risk assessments will be carried out by *School Business Manager (Lois Addis)* following guidance and documentation on PeopleNet.

Computers and Workstations

Computer and workstation risk assessments will be carried out by *School Business Manager (Lois Addis)* following guidance and documentation on PeopleNet.



Hazardous Substances

School Business Manager (Lois Addis) will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, or in the Caretaking Health and Safety Code of Practice, following guidance and documentation on PeopleNet.

Violence to Staff

Assessment of the risks of violence to staff will be carried out by *Executive Headteacher (Mrs Ann De'Ath)* following guidance on PeopleNet. This assessment cross-refers to the school's behaviour policy.

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by the *Executive Headteacher (Mrs Ann De'Ath)* using Health and Safety curriculum Codes of Practice on PeopleNet.

Consultation with Employees

There are currently no union appointed health & safety representatives. Consultation with employees not represented by a union is provided through the Headteacher

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors. Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the site manager.

Any problems or defects with plant and equipment should be reported to *School Business Manager (Lois Addis)*.

Information, Instruction and Training

Information and Advice

The Health and Safety Law Poster is displayed in the corridor and staffroom. Health and safety advice is available from the Executive Headteacher/*health and safety coordinator*; and from HR Direct on 01603 222212 or email hrdirect@norfolk.gov.uk

Health and Safety Training:

Induction

Health and Safety induction training will be provided for all new employees and for work experience placement students by *PSA (Toni Clarkstone)* following guidance and documentation on Induction on PeopleNet.

Employees named below have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Premises Management 1 – General *School Business Manager (Lois Addis)*.
- Premises Management 2 – Asbestos: *School Business Manager (Lois Addis)*.
- Premises Management 3 – Fire Safety Risk Assessment: *Lead Governor (Mark Beeby)*

The HSE has recommended that for larger premises three or four staff attend Premises Management training to allow for sickness, holidays etc.

Curriculum/Subject Specific Health and Safety Training



Primary and Secondary PE and School Sport

- Risk Management in PE and School Sport: *Executive Headteacher (Mrs Ann De'Ath)*
- Safe Supervision of Swimming for Teaching Assistants: As needed

Outdoor Education

- Educational Visits Coordinator *Executive Headteacher (Mrs Ann De'Ath)*

Occupational Risks

- First Aid at Work *Toni Clarkstone*
- Emergency First Aid at Work: *Toni Clarkstone*
- Paediatric First Aid (for schools with children up to age 5): *Early Years Staff*
- Manual Handling *School Business Manager (Lois Addis)*
- Moving and Handling of Disabled Pupils: As needed
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: *Executive Headteacher (Mrs Ann De'Ath)*
- Norfolk Steps (Team-Teach) training: *SENCO*

Caretaking/Site Management

- Norse Commercial Services School Caretakers Health and Safety Awareness:
 - *Norse no longer used.*
- Norse Commercial Services Safe Use and Inspection of Ladders and Stepladders:
 - *Norse no longer used.*

Health and Well-Being

Well-Being Facilitators: *Head of Schools for each school.*

Training Records and Training Needs Identification

Health and safety training records are held by: each office.

Training needs will be identified, arranged and monitored by *Head of Schools for each school.*

Incident Reporting and Investigation

All accidents and cases of work-related ill health involving employees (or non employees where the non employee is taken directly to hospital) must be recorded on the Norfolk County Council Incident Report Form following guidance and documentation on People Net. The Incident Report book is kept by Office staff in each school office.

Minor injuries to non-employees (i.e. children and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept in each office and Headteacher will investigate all incidents and act on findings to prevent a recurrence.

The Executive Headteacher is responsible for reporting incidents to County Hall and maintaining records.

First Aid

First aid boxes are kept *as follows:*

Magdalen: *First Aid container in plastic draw unit in Library Area
Boxes in reception and mobile*

St Germans: *First Aid container in cupboard in Resources area
Boxes in Reception*

Wimbotsham: *First Aid container in plastic draw unit in Library Area*

The following employees are available to provide first aid:



(First Aid at Work) Staff booked on training October 2018

(Emergency First Aid at Work) PSA

(Paediatric First Aid) Staff waiting for training

Managing Medicines

Prescribed medication will be administered to children following guidance and documentation on PeopleNet.

PSA is responsible for control of administration of medicines to children.

Site Security and Visitors

All visitors must report to reception, office where they will be asked to sign the visitors book and wear a visitors' label.

Other arrangements to ensure the security of children and employees on site are: locked gates and entry doors

On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled by the following measures: Vehicles will only be allowed on site when this is clear of children or adults, or in the case of emergency vehicles, the SMT will ensure a safe and clear access is provided.

Selection and Management of Contractors

Contractors are selected and managed following guidance and documentation on PeopleNet.

Management of Asbestos

The asbestos register and asbestos management plan is held in the each school office. Each School Administrator is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to KWEST.

Offsite Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council.

Occupational Health

Access to occupational health services is via *PSA*

Emergency Procedures – Fire and Evacuation

Escape routes are checked by SMT every day.

Fire extinguishers are maintained and checked by Chubb annually with a monthly visual check by *caretaker/cleaner at each school*

Alarms are tested by T&P Fire every month.

Emergency evacuation procedures will be tested once every term.

Monitoring

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by *Head of Schools in each school*.

Revision of Policy

This policy will be revised in the light of experience, or because of operational or organisational changes.