



**Health and Safety Policy
2014**

Health and Safety Policy

Part 2: Responsibilities and Organisation

Introduction

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

The Governing Body

The Governing Body is responsible for ensuring that:

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

The Headteacher

The Headteacher has the following responsibilities:

- a) To be fully and visibly committed to the Governing Body'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.
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- 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 Governing Body annually on the school's health and safety performance.

School Health and Safety Coordinator

The School Health and Safety Coordinator has the following responsibilities:

- a) To coordinate and manage the annual risk assessment process for the school.
- 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 Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Teaching and support staff holding positions of special responsibility

This includes Deputy/Assistant Headteachers, Curriculum Coordinators, Heads of Faculty, Heads of Departments, Business Managers, Technicians and Caretakers They have the following responsibilities:

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- a) Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the 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 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) Investigate any accidents that occur within their area of responsibility.
 - h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, 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, if issued, and to ensure that they are applied.
 - c) Give clear oral and written instructions and warnings to pupils when necessary.
 - d) Follow safe working procedures.
 - e) Require the use of protective clothing and guards where necessary.
 - f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
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- 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 Head of Department.

Health and Safety Representatives

The Governing Body 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 Headteacher or Governing Body.

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:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- b) Cooperate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with the incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Union Health and Safety Representative(s).

Pupils

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

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- 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 school 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 Governing Body's Statement of Intent.

Risk Assessment

General Risk Assessment

General Risk Assessment will be coordinated by Oriana Dalton following guidance and documentation on Schools' PeopleNet.

Oriana Dalton 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 Linda Bryant following guidance and documentation on Schools' PeopleNet.

Manual Handling

Manual handling risk assessments will be carried out by Oriana Dalton following guidance and documentation on Schools' PeopleNet.

Computers and Workstations

Computer and workstation risk assessments will be carried out by Oriana Dalton following guidance and documentation on Schools' PeopleNet.

Hazardous Substances

Oriana Dalton 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 Schools' PeopleNet.

Violence to Staff

Assessment of the risks of violence to staff will be carried out by Oriana Dalton following guidance on Schools' 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 relevant Heads of Department/Heads of Faculty and subject teachers using Health and Safety curriculum Codes of Practice on Schools' PeopleNet.

Consultation with Employees

Union-appointed safety representatives are Ella Barnes

Consultation with employees not represented by a union is provided through Staff Governors

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through Kier Facilities Management.

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 caretaker/site manager.

Any problems or defects with plant and equipment should be reported to Kier Facilities Management.

Information, Instruction and Training

Information and Advice

The Health and Safety Law Poster is displayed at: The school office

Health and safety advice is available from the 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 Nikki Wilson following guidance and documentation on Induction on Schools' 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:
- Premises Management 2 – Asbestos:
- Premises Management 3 – Fire Safety Risk Assessment:

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

Secondary Science

- CLEAPSS Management of Health and Safety for Heads of Science or their Deputies:
- CLEAPSS Health, Safety and Risk Assessment for Classroom Teachers:
- CLEAPSS Radiation Protection Supervisor Training:
- CLEAPSS Technicians' Health and Safety:

Secondary Design & Technology

- CLEAPSS Health and Safety Management for Heads of D&T Departments or their Deputies:
- CLEAPSS The D&T Technician: operating in the prep room and workshops safely and effectively:
- Level 2 Award in Food Safety:

Primary and Secondary PE and School Sport

- Risk Management in PE and School Sport:
- Safe Supervision of Swimming for Teaching Assistants:

Outdoor Education

- Educational Visits Coordinator:

Occupational Risks

- First Aid at Work:
- Emergency First Aid at Work:
- Paediatric First Aid (for schools with children up to age 5):
- Manual Handling:
- ***Moving and Handling of Disabled Pupils:***
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training:
- Norfolk Steps (Team-Teach) training:

Caretaking/Site Management

- Norse Commercial Services School Caretakers Health and Safety Awareness:
- Norse Commercial Services Safe Use and Inspection of Ladders and Stepladders:
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate:

Health and Well-Being

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- Well-Being Facilitators:

Minibuses

- Norfolk County Council Minibus driver training:

Training Records and Training Needs Identification

Health and safety training records are held by: The school office

Training needs will be identified, arranged and monitored by: Oriana Dalton

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 Schools' PeopleNet.

The Incident Report book is kept in the school office.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept in the medical room.

Oriana Dalton will investigate all incidents and act on findings to prevent a recurrence.

Oriana Dalton is responsible for reporting incidents to County Hall and maintaining records.

First Aid

First aid boxes are kept in the medical room and available in every class.

The following employees are available to provide first aid:

Anne Leman and Steph Stone First Aid at Work 12/4/2014 by B.Y Training Services

Debbie Day
Sam Seagrave
Sam Jessop
Susan Boland
Cathy Emerson
Laura Horton-Roye
Zoya Miluta
Maria Reed
Katie Fryatt
Susan Hill
Donna Goodson
Anita Smith
Rachel Noonan

Emergency First Aid
passed on 22/4/14 by B.Y Training Services (3 years)

Sharlene Slaughter
Cathy Kelf
Trish Johnson
Michelle Dunthorne
Deborah Groves

All courses are valid for three years.

Managing Medicines

Prescribed medication will be administered to pupils following guidance and documentation on Schools' PeopleNet.

Anne Leman is responsible for control of administration of medicines to pupils.

Site Security and Visitors

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

Other arrangements to ensure the security of pupils and employees on site are:

On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled by the following measures:

Selection and Management of Contractors

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

Educational 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 [Norfolk County Council](#)

Emergency Procedures – Fire and Evacuation

Escape routes are checked by the caretaker every day.

Fire extinguishers are maintained and checked Kier Facilities Management.

Alarms are tested by KFS every:

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 Oriana Dalton

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.

Review of Policy

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