

Health and Safety Policy

Carleton Rode and Forncett St. Peter CEVA Primary Federation

Part 1: Governing Body Statement of Intent

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a federation. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Providing a safe and healthy working environment for our staff, children and others working across the federation.
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice
- Investigating and learning the lessons from accidents and work related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

Adopted from NCC's Model School Health and Safety Policy P611c

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

Signed of Chair of Governors (or committee) H. Carlile

Date: May 2019 (updated to have federation wording on 2.9.20 but no changes to policy)

Review date: autumn 2020

Health and Safety Policy

Part 2: Responsibilities and Organisation

Introduction

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

The Governing Body

The Governing Board is responsible for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the schools. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and children
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities
- A lead governor for health and safety is nominated
- People have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient funds are allocated to operate safe systems of work
- Health and safety performance is monitored and targets for improvement are set
- The federation's health and safety policy is reviewed at least every two years
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

The Executive Headteacher

The Executive Headteacher is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

Be fully committed to the Governing Board's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.

Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and

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safety risks to staff and any other people who may be affected by either school's activities

- Monitor and review health and safety performance through:
 - Undertaking health and safety inspections of work areas/practices in line with relevant County Council policy
 - Setting health and safety targets and objectives through appraisals and other supervisory reviews
 - Reviewing incidents and accidents
 - Monitoring commissioned and contracted work under their control for compliance
 - Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- Develop safe systems of work and procedures and ensure that they are implemented
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people
- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
- Ensure information that may assist safety representatives in their role is provided to them When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy
- Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team

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- Report to the Governing Board at least annually on the school's health and safety performance

Lead Governor for Health and Safety

The Lead Governor has the following responsibilities:

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

Health and Safety Coordinator

The Health and Safety Coordinator is the Governor Health & Safety & Premises Committee and has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school
- To coordinate performance monitoring processes
- To make provision for the inspection and maintenance of work equipment
- 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.
- To advise the Executive Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, children and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and each school generally.

Teaching and support staff holding positions of special responsibility

This includes teachers, TA's and support staff such as the school's Finance Officer/secretaries & Caretaker/Cleaners.

They have the following responsibilities:

- Apply the school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Executive Headteacher for the application of the health and

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safety procedures and arrangements

- Carry out regular health and safety risk assessments of the activities for which they are responsible
- Ensure that all staff under their management are familiar with the relevant health and safety Codes of Practice, for their area of work
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Executive Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and children to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their children, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice
- Give clear oral and written instructions and warnings to children when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to their Executive Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to their manager

Employee Consultation/Safety Representatives

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The Governing Board believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by Norfolk County Council will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions which could have health and safety consequences for staff, the governing body will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

Staff

All staff have individual responsibility 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, they must:

- Comply with the federation's health and safety policy and procedures at all times
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with instruction, training and information received
- Wear, use, store, maintain and replace personal protective equipment as appropriate
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role

Children

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

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of their school and in particular the instructions of staff given in an emergency

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- 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 Board's Statement of Intent.

Lead Governor for Health and Safety

The lead governor with responsibility for scrutiny of health and safety performance is Helen Carlile.

Risk Assessment:

General Risk Assessment

General Risk Assessment will be coordinated by the Health, Safety and Premises Governor Committee following guidance and templates available. They 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 Judith Jones guidance and templates available.

Manual Handling

Manual handling risk assessments will be carried out by the Health, Safety and Premises Governor Committee following guidance and templates available.

Computers and Workstations

Computer and workstation risk assessments will be carried out by Rachel Burrows, Vicky Brosnihan and Judith Jones guidance and templates available.

Hazardous Substances

The Health, Safety and Premises Governor Committee will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, guidance and templates available.

Violence to Staff

Assessment of the risks of violence to staff will be carried out by the Health, Safety and Premises Governor Committee, guidance and templates available. This assessment cross-refers to the school's behaviour policy.

Lone Working

Assessment of the risks of lone working staff will be carried out by Judith Jones, guidance and templates available.

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant members of staff using health and safety curriculum Codes of Practice on NCC's HR InfoSpace

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Consultation with Employees

Union-appointed safety representative is yet to be appointed.

Consultation with employees not represented by a union is provided through Judith Jones.

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Board

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 regarding plant and equipment should be reported to Judith Jones.

Information, Instruction and Training**Information and Advice**

A [Health and Safety Law Poster](#) is displayed in the staffroom.

Health and safety advice is available from the Executive Headteacher and Governor Committee.

Health and Safety Training:**Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by Judith Jones (or a senior member of staff in her absence), following guidance and templates available.

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

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Awareness for Governors: TBC
- Health and Safety Management for Headteachers: Judith Jones
- Health and Safety for Managers: n/a
- Premises Management 1 – General: Judith Jones
- Premises Management 2 – Asbestos: Judith Jones
- Premises Management 3 – Fire Safety Risk Assessment: Judith Jones
- General Risk Assessment: Judith Jones

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**Curriculum/Subject Specific Health and Safety Training
Primary and Secondary PE and School Sport**

- Risk Management in PE (primary and secondary subject leaders): Jon Wheater
- Ensuring Pupils are Safe in PE (primary teachers and coaches): Jon Wheater, Lucy Ashby Otun & Elise Morritt
- Norfolk PE Teaching Competence Standards (NPETCS) (primary support staff and cover supervisors): Elise Morritt
- Safe Supervision of Swimming: Gill Worrell, Helen Hatwell & Clare Nunn

Occupational Risks

- First Aid at Work: Judith Jones, Sharon Creasey, Vicky Brosnihan, Laura Sparkes
- Emergency First Aid at Work: Elise Morritt, Helen Hatwell, Anita Wharton, Clare Nunn, Sarah Aldous,
- Paediatric First Aid (for schools with children up to age 5): Caroline Gionis, Jon Wheater, Hazel Mortimer, Emma Wilson (Laura Sparkes has online paediatric training)
- Moving and Handling of Disabled Pupils: Judith Jones
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: Judith Jones
- Norfolk Steps training: Most staff were refreshed in spring 2019.

Caretaking/Site Management

- IOSH Working Safely (Norse Commercial Services)
- Ladder Use and Inspection (Norse Commercial Services) : Judith Jones
- Health and Safety Workshop (COSHH) (Norse Commercial Services)
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate: n/a

Health and Well-Being

- Well-Being Facilitators: Lucy Ashby Otun and Emma Wilson

Minibuses

- Norfolk County Council Minibus driver training: n/a

Training Records and Training Needs Identification

Health and safety training records are held by: Rachael Burrows & Vicky Brosnihan

Training needs will be identified, arranged and monitored by: Judith Jones

Incident Reporting and Investigation

All accidents and cases of work-related ill health involving employees (or non employees where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded on the [Norfolk County Council online incident reporting system](#) using NCC HR InfoSpace guidance.

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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 the first aid cupboard in the library entrance outside the office at Forncett and in the staffroom at Carleton Rode.

Judith Jones will investigate all incidents and act on findings to prevent a recurrence.

First Aid

First aid kits are kept in: Forncett: the first aid cupboard in the library entrance outside the office, in each classroom and in the lunch/playtime supervisors' box, Carleton Rode: staffroom, hall, library, log cabin, Jaguar Class, Lion Class and Tiger Class

The following employees are available to provide first aid: Judith Jones, Sharon Creasey, Caroline Gionis, Gill Worrell, Elise Morritt, Helen Hatwell, Anita Wharton, Sarah Aldous, Isabel Halliday, Sarah Turner, Katie Belemore-Smith, Clare Nunn, Laura Sparkes, Vicky Brosnihan, Emma Wilson, Jon Wheeler, Hazel Mortimer.

Supporting Pupils with Medical Conditions

Prescribed medication will be administered to pupils following Judith Jones is responsible for overseeing the management of administration of medicines to children.

Site Security and Visitors

All visitors must report to the school's reception where they will be asked to sign the visitor register and wear a visitor's badge.

Other arrangements to ensure the security of pupils and employees on the sites are: locked gates during school hours. Main doors are push button activated above child height or self-locking with codes.

On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled by the following measures: No child or parent/pedestrian access to school car park which is self-contained and through two gates from the playground.

Selection and Management of Contractors

Contractors are selected and managed, guidance and templates available.

Management of Asbestos

The asbestos register and asbestos management plan is held in the office and Rachael Burrows, Vicky Brosnihan or Judith Jones 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 NPS.

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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 **Judith Jones**

Emergency Procedures – Fire and Evacuation

Escape routes are checked by all staff as routine but especially class teachers on a daily basis for classes and by Judith Jones, Rachael Burrows and Vicky Brosnihan on a daily basis for general areas.

Fire extinguishers are maintained and checked by Chubb or Churches annually.

Alarms are tested by TP Electrical or the Alarm Company monthly.

Emergency evacuation procedures will be tested once every term.

Before/After School Clubs

Clubs are run by members of staff or by private individuals or companies. Regardless of who is running the club, the club's lead adult must read and sign to say they understand the health and safety policy. A member of either school staff is always on the premises during clubs to be on hand and take over should any emergency or incident arise such as fire or injury.

Monitoring

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by the Health, Safety and Premises governor committee.

Inspections of individual departments and specific work areas such as the EYFS outdoor area will be carried out by nominated staff.

Review of Policy

This policy will be reviewed at least every 2 years.