





HEALTH & SAFETY POLICY

Formally adopted by the Governing Body of Sheringham Community Primary & Nursery School	
On	30 th March 2023
Chair of Governors	
Head Teacher	
Last updated	30 th March 2023
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Be all that you can be...



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Part 1: Statement of Intent

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. 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
- Working with our diverse range of partner and commission and contracted organisations to ensure consistent and comparable health and safety standards.
- Providing a safe and healthy working environment for our staff, pupils and others working in the school
- 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 made 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

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.

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 has responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within the school. 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 pupils.
- 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 set aside with which to operate safe systems of work.
- Adequate time and resources are given to individuals to fulfil their roles as defined by this policy
- Health and safety performance is monitored and targets for improvement are set.
- School premises are maintained to ensure that associated safety risks are sufficiently controlled
- The school's health and safety policy is reviewed at least every two years

- The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

The Headteacher

The Headteacher will be 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 and visibly committed to the Governing Body's Statement of Intent for health and safety ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership.

Ensure that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis to reasonably minimise the health and safety risks to staff and any other people who may be affected by the 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
- Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices
- 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 personally undertake all relevant training and all 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 properly reported and investigated and the findings acted upon without delay
- Ensure there are adequate and 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 as necessary
- 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
- Report to the Governing Body at least annually on the school's health and safety performance.

Lead Governor for Health and Safety

The Lead Governor for Health and Safety 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 Headteacher and Governing Body 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.

School Health and Safety Coordinator / Health and Safety Officer / Site Manager

The School Health and Safety Coordinator, supported by the Health and Safety Officer have 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 Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- 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: Leadership Team members, subject leaders, Site Manager, EVC, health and safety co-ordinator. 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 Headteacher for the application of the health and 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 they manage are familiar with the relevant health and safety Codes of Practice, for their area of work.
- 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.
- 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 pupils 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 pupils, 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 Code of Practice and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- 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.
- 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.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

Employee Consultation/Safety Representatives

The Governing Body 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 school'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

Pupils

Pupils, 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 the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- The school should also seek to engage with carers or parents as appropriate to support safe and healthy behaviours.

Part 3: Procedures and Arrangements

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

Lead Governor for Health and Safety

The lead governor with responsibility for health and safety is named in the appendix.

Risk Assessment:

1. General Risk Assessment

General Risk Assessment will be coordinated by the Site Manager following guidance and guidance and templates available on Infosapce. The Site Manager will be responsible for ensuring the actions required are implemented.

The school has a system for reporting faults / issues electronically for the attention of the Site Manager.

2. Fire Safety

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by the Site Manager along with the Health and Safety Coordinator following guidance and templates available on Infosapce.

3. Pond Risk Assessment

See additional Pond Risk Assessment policy.

4. Manual Handling

Manual handling risk assessments will be carried out by the Site Manager following guidance and templates available on Infosapce.

5. Computers and Workstations

Computer and workstation risk assessments will be carried out by the Health and Safety Coordinator following guidance and templates available on Infosapce.

6. Hazardous Substances

The Site Manager 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 templates available on Infosapce.

7. Violence to Staff

Assessment of the risks of violence to staff will be carried out by The Health and Safety Coordinator following guidance and templates available on Infosapce.. This assessment cross-refers to the school's behaviour policy.

8. Managing outbreaks of disease

Where there are outbreaks of disease or illness that affect or could affect the school guidance from Norfolk County Council is sought and followed.

9. Lone Working

Assessment of the risks of lone working staff will be carried out by the Health and Safety Coordinator following guidance and templates available on Infosapce.

10. Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant subject leaders and subject teachers using health and safety curriculum Codes of Practice available on Infosapce.

11. Caretaking Code of Practice

Assessment of the risks to Caretakers, contractors (including Construction related activities - CDM) and others working at the site will be assessed by the Site Manager. This should include consideration of all activities including working at height, potential 'hot works' and maintenance activities.

Caretaking Code of Practice guidance available on Infosapce.

12. Driving for Work

Assessment of the risks of driving for business will be carried out by each individual staff member prior to the journey following guidance and templates available on Infosapce.

13. Home Working

Assessment of the risks of staff working from home will be carried out by the individual staff concerned following guidance and templates available on Infosapce

14. Behaviour Management

Assessment of the risks of abusive / violent behaviour (voluntary / involuntary) to staff / others will be carried out by the Headteacher. This assessment cross-refers to the school's behaviour policy and should consider behaviour related risks.

15. First Aid

First aid risk assessment and management of provision is the responsibility of the Head Teacher.

16. Cash Handling

Assessment of the risks of handling cash will be carried out by the School Business Manager.

Consultation with Employees

Union-appointed safety representatives – named in Appendix

Consultation with employees not represented by a union is provided through the School Business Manger

Safe Plant and Equipment

Plant and equipment* will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body/trust.

*Plant and equipment likely to need formal inspection and maintenance in a school premises includes:

- Hot and cold-water services (legionella)
- Condition monitoring of identified asbestos containing materials
- Boilers and heating plant
- Fire safety equipment
- Electrical installations
- Portable electrical equipment (PAT testing)
- Catering equipment (appliances)
- Gas installations and appliances
- Lifting equipment
- Local exhaust ventilation (LEV) equipment
- Outdoor play equipment
- Door closers / seals / Glazing and finger guards
PE equipment
- Technology workshop equipment
Ventilation and air extraction systems
- Management of Radiation Sources

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 relating to plant and equipment should be reported NPS.

Part 4: Information, Instruction and Training

Information and Advice

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

A Health and Safety Law Poster is displayed or the equivalent leaflet is available at each school. Health and safety advice is available from the headteacher/health and safety coordinator or by contacting NCC HSW team at healthandsafety@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 The Health and Safety Coordinator following guidance and templates available on Infospace. This covers the following areas as a minimum:

- Fire arrangements for the workplace, including assembly point, exit routes, fire alarm sounder and specific details as they relate to the premises.
- First aid arrangements – first aid contacts and location of first aid equipment.
- Details of asbestos containing materials which are relevant to the place(s) of work
- Welfare facilities – toilets, kitchen, rest areas.
- Incident reporting requirements.
- Display Screen Equipment assessment
- Staff responsibilities (general, specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning and delivery).
- Relevant risk assessments which apply to the work and safe working practice
- Arrangements for competency development such as mentoring, job shadowing, training courses and what work tasks cannot be carried out until the required competency level is achieved.
- Means to report building defects and Premises Headteacher/line manager information.
- Premises security and any lone working requirements.
- Pupil safety and safeguarding

Short health and safety e-learning modules are provided which cover core subjects including manual handling, display screen equipment and fire. Use of these courses may not necessarily replace the need for staff to attend a formal training course or receive further instruction and information, for example, lifting techniques for manual handling.

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

1. **Strategic Health and Safety Management and Premises Management Training**

Details of this is listed in the appendix.

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

2. **Curriculum/Subject Specific Health and Safety Training**

i. **Primary and Secondary PE and School Sport**

- Risk Management in PE and School Sport: Lead PE instructor

ii. **Outdoor Education**

- Educational Visits Coordinator: See appendix.

iii. Occupational Risks

- First Aid at Work: see appendix.
- Manual Handling: see appendix.
- Emergency First Aid at Work: see appendix.
- Paediatric First Aid (for schools with children up to age 5): see appendix.
- Moving and Handling of Disabled Pupils:
- Norfolk Steps (Team-Teach) training: see appendix.

iv. Health and Well-being

Assessment of the risks relating mental health, new and expectant mothers, infection control, individual health factors and well-being will be carried out by the head teacher and the school business manager or by utilising support available through the Health, Safety and Well-being team

v. Minibuses

- Norfolk County Council Minibus driver training: details held in office.

Training Records and Training Needs Identification

Health and safety training records are held by: details held in office.

Training needs will be identified, arranged and monitored by: the Health and Safety Coordinator

Incident Reporting and Investigation

Incident management will be the overall responsibility of the Head Teacher

All accidents and cases of work-related ill health involving employees (or non-employees where the injury is caused by a defect in a work activity, equipment or premises and where the non-employee is taken directly to hospital) must be recorded via the OSHENs online incident reporting system.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported and saved on the in-house accident-reporting database.

The Health and Safety Coordinator and/or the Headteacher will investigate incidents and act on findings to prevent a recurrence.

First Aid

First aid boxes are kept in:

- Each classroom
- Medical room

The following employees are available to provide first aid:

- First Aid at Work: named in appendix.

Emergency First Aid at Work:

- At least 20 members of staff hold the Emergency First Aid at Work certificate. Names available at the school office.

Supporting Pupils with Medical Conditions

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

The SENCO is responsible for management of administration of medicines to pupils.

Site Security and Visitors

All visitors must report to reception where they will be asked to sign the visitors' book and wear a visitors' badge. (To be replaced by Inventory sign in system during the Summer Term of 2023)

Other arrangements to ensure the security of pupils and employees on site are:
Premises secured at the beginning of school.

On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled by the following measures: marked parking spaces, restricted speed of 5mph.

Selection and Management of Contractors

Contractors are selected and managed following Guidance and templates available on Infospace.

Management of Asbestos

The asbestos register and asbestos management plan is held at: School Office. The Site Manager 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.

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.

Forest School

Please see Forest School policy document.

Occupational Health

Access to occupational health services is via the School Business Manager.

Emergency Procedures – Fire and Evacuation

- Escape routes are checked by/every: Site Manager / weekly
- Fire extinguishers are maintained and checked by/every: Site Manager / monthly visual
- Alarms are tested by/every: Site Manager / weekly
- 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 the Health and Safety Coordinator

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 at least every annually and more frequently in the light of experience, or because of operational or organisational changes.

Appendix

Key Personnel

Headteacher:	R Carter
Chair of Governors:	J Steward
Lead H&S Governor:	R Baillie
H&S Coordinator / School Business Manager:	Z Law
H&S Officer:	J Perrem
Site Manager:	N Sims
EVC:	H West
Wellbeing Coordinator:	R Carter
Lead PE Instructor:	Z Parish
SENCO	C Wall
NEU Union Representative	Jade Murray

Health and Safety Training

Leading Health and Safety for Governors: Governor new to the role – to be completed

The courses below **must be** refreshed every 3 years.

Health and Safety Management for Headteachers: R Carter (2022)

Premises Management 1 – General: N Sims (2022) / Z Law (2022)

Premises Management 2 – Asbestos: N Sims (2022)

Premises Management 3 – Fire Safety Risk Assessment: N Sims (2022) / Z Law (2022)

All Staff Health and Safety Staff Training

During the induction period, all staff complete these compulsory E-Learning courses:

Introduction to Health and Safety

Fire Prevention and Procedures

These courses **must be** refreshed every 3 years

First Aid

First Aid At Work Certificate holders

Z Parish (exp.10/24)
T Allen (exp.10/24)
L Heir (exp.09/24)
S McCaig (exp.09/24)
H West (exp.09/24)
J Murray (exp. 02/23,
refresh booked for April
'23)
C Read (booked April 23)
E Harrison (booked April
23)

Paediatric First Aid Certificate holders:

S MacDonald (exp. 03/25)
G Keogh (exp. 04/23)
E Harrison (exp. 03/25)
A Copeman (exp. 04/23)
K Parfitt (exp. 04/23)
M Dyball (exp. 04/23)
B Richards (exp.06/24)
C Richards (exp.03/25)
L Fisher (exp.03/25)
N Yaxley (booked April 23)

Emergency First Aid At Work Certificate holders:

R Carter (exp. 03/24)
R Gravener (exp. 09/24)
A Todd (exp. 10/25)
L Ellis (exp. 11/22)
J Bevan (exp. 03/24)
S Francis (exp. 03/24)
H Burton (exp. 10/25)
K Borrett (exp. 10/25)
G Barker (exp. 10/25)
S Stoppani (exp. 09/24)
K Smith (exp. 09/24)
E Harrison (exp. 09/24)
G Keogh (exp. 12/23)
J Cooper (exp. 09/24)
S Macdonald (exp. 09/24)
J Buck (exp. 10/25)
C Davies (exp. 10/25)
J Amies (exp. 10/25)
C Wall (exp. 10/25)
J Perrem (exp. 12/23)
A Copeman (exp. 03/24)
M Dyball (exp. 03/24)
S Mansell (exp. 09/24)
B Richards (exp.03/24)
C Richards (exp.03/24)