

Health and Safety Policy

West Earlham Infant and Nursery School

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.

2. We will achieve this by:

- a. Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors.
- b. Ensuring that health and safety management is an integral part of decision making and organisational processes.
- c. 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.
- d. Providing a safe and healthy working environment for our staff, pupils and others working in the school.
- e. Ensuring safe working methods are in place and equipment is safe.
- f. Communicating and consulting with our staff and their trade union representatives.
- g. Complying with statutory requirements and where possible best practice.
- h. Investigating and learning the lessons from accidents and work related ill health incidents.
- i. Providing effective information, instruction and training to enable our staff to be competent in their roles.
- j. Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective.
- k. Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives.
- l. 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.

3. Responsibilities and Organisation

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

4. 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. A written policy statement (Statement of Intent) is created and communicated which promotes a positive attitude 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 and trained to carry out these responsibilities.
- c. A lead governor for health and safety is nominated. Within our school this is Pamela Turnbull.

- d. Clear procedures are created which assess the risk from hazards, benefits of particular activities 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 monitored and targets for improvement are set as required.
- g. The school's health and safety policy is reviewed at least every two years.
- h. The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.

5. The Headteacher

- a. 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 :
 - b. 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 leadership.
 - c. Ensure that appropriate risk assessments are undertaken as appropriate by competent persons and that suitable 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
 - d. Monitor and review health and safety performance through:
 - i. Undertaking health and safety inspections of work areas/practices in line with relevant policy.
 - ii. Setting health and safety targets and objectives through appraisals and other supervisory reviews as appropriate.
 - iii. Reviewing incidents and accidents.
 - iv. Monitoring commissioned and contracted work under their control for compliance.
 - v. 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.
 - e. Develop safe systems of work and procedures and ensure that they are implemented.
 - f. Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.
 - g. Ensure that they 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.
 - h. 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.
 - i. Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay.
 - j. Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them.
 - k. Ensure information that may assist safety representatives in their role is provided to them as necessary.
 - l. When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy.
 - m. Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team.
 - n. Report to the Governing Body at least annually on the school's health and safety performance.

6. Lead Governor for Health and Safety

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

- a. To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.

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- b. To scrutinise and review health and safety performance.
- c. To provide support and challenge to the Headteacher and Governing Body 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.

7. 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.
- g. To carry out duties delegated by Headteacher.

8. Teaching and support staff holding positions of special responsibility

This includes Deputy Head Teachers and members of the Senior Leadership Team. They have the following responsibilities:

- a. 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.
- b. Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c. Ensure that all staff under they manage are familiar with the relevant health and safety Codes of Practice, for their area of work.
- d. Resolve health, safety and welfare issues that staff may 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, 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 staff 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.

9. 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 and curriculum Risk Assessments.
- c. Give clear oral and written instructions and warnings to pupils when necessary.
- d. Follow safe working procedures.
- e. Use of protective clothing and guards where necessary.
- f. Make recommendations to their Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery.

- g. Integrate all relevant aspects of safety into the teaching process.
- h. Report all accidents, defects and dangerous occurrences to their manager.

10. Employee Consultation/Safety Representatives

- a. The Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.
- b. 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.
- c. Before making any decisions which could have health and safety consequences for staff, the governing body will inform key staff about the proposed course of action and give them an opportunity to express their views.

11. 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:

- a. Comply with the school's health and safety policy and procedures at all times.
- b. Co-operate with managers in complying with relevant health and safety safe systems of work and procedures .
- c. Use all work equipment and substances in accordance with instruction, training and information received.
- d. Wear, use, store, maintain and replace personal protective equipment as appropriate.
- e. Not intentionally misuse anything provided in the interests of health, safety and welfare.
- f. Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate.
- g. 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.
- h. Attend all training relevant to their role.

12. Pupils

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

- a. Take 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 or about personal safety of themselves or others.
- d. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

13. Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent (detailed at start of policy).

14. Risk Assessment:

The following Risk Assessments will be co-ordinated by the Operations Manager; they will follow the guidance and templates available and will be responsible for ensuring that all actions required are implemented.

- a. General Risk Assessment
- b. Fire Safety Risk Assessment
- c. Manual Handling Risk Assessment
- d. Computers and Workstations Risk Assessment
- e. Hazardous Substances Risk Assessment

- f. Risk Assessment of Curriculum Activities
- g. Violence to Staff Risk Assessment
- h. Lone Working
- i. Caretaking Code of Practice
- j. Driving for Work
- k. Handling Money
- l. Home Working

15. Consultation with Employees

Consultation with employees is provided through memo's, staff notice boards, INSET days and staff meeting.

16. Safe Plant and Equipment

- a. Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through the NPS Building Maintenance Partnership (BMP) scheme.
- b. 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 and/or contracted companies.
- c. Any problems or defects with plant and equipment will be reported to Norfolk Property Services.

17. Information, Instruction and Training

Information and Advice

- a. The health and safety law poster is displayed outside the School office.
- b. 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 or online via the HSE website.

18. Health and Safety Training:

19. Induction

- a. Health and safety induction training will be provided for all new employees and for work experience placement students by the Operations Manager following guidance and template available. This covers the following areas as a minimum:
 - I. Fire arrangements for the workplace, including assembly point, exit routes, fire alarm sounder and specific details as they relate to the premises.
 - II. First aid arrangements – first aid contacts and location of first aid equipment.
 - III. Details of asbestos containing materials which are relevant to the place(s) of work
 - IV. Welfare facilities – toilets, kitchen, rest areas.
 - V. Incident reporting requirements.
 - VI. Display Screen Equipment assessment
 - VII. Staff responsibilities (general, specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning and delivery).
 - VIII. Relevant risk assessments which apply to the work and safe working practice
 - IX. 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.
 - X. Means to report building defects and Premises Headteacher/line manager information.
 - XI. Premises security and any lone working requirements.
 - XII. Pupil safety and safeguarding
- b. 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 does not necessarily replace the need for

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staff to attend a formal training course or receive further instruction and information, for example, lifting techniques for manual handling.

- c. Staff and governors named below have received or will receive health and safety training in the following areas:
- d. Strategic Health and Safety Management and Premises Management Training
 - I. Leading Health and Safety for Governors: Pam Cary (to be arranged)
 - II. Health and Safety for Headteachers: Binks Neate Evans (Until August 2018)
 - III. Premises Management 1 – General: Susan Newton
 - IV. Premises Management 2 – Asbestos: Susan Newton, Paolo De Martino
 - V. Premises Management 3 – Fire: Susan Newton, Paolo De Martino
 - VI. Compliance and Risk Assessment: Susan Newton (to be arranged)
 - VII. Risk Assessment: Susan Newton
 - VIII. Construction, Design and management: Binks Neate Evans (Until August 2018) and then arranged for Susan Newton early 2019 or earlier if projects dictate.
 - IX. Fire Marshall and extinguisher training: Susan Newton, Paolo De Martino
- e. E-Learning:
 - I. Slips and Trips: Paolo De Martino
 - II. Manual Handling: Paolo De Martino
- f. Outdoor Education
 - I. Educational Visits Coordinator: Susan Newton. Binks Neate Evans (Until August 2018)
- g. Occupational Risks.

First Aid at Work:

 - Susan Newton

Emergency First Aid at Work:

 - Alison Levers
 - Catriona Goreham
 - Emma Duell
 - Gloria Gray
 - Hannah May
 - James Daley
 - Jane Shaw
 - Lynn Greenfield
 - Maria Coppola
 - Sarah Wales

Paediatric First Aid

 - Catriona Goreham
 - Katie Mack
 - Kerry Cassell
 - Lindsey Barber
 - Olive Merrill
 - Sharon Naylor
 - Tara Pickin
 - Tina Howard
 - Ythamar Metcalfe

Norfolk Step Up (Team-Teach) training (all teaching and support staff across school complete Norfolk Step on Training)

 - Alex Walker

- Binks Neate-Evans (Until August 2018)
- Carrie Collis
- Charlotte Carding
- Gloria Gray
- James Daley
- Lynn Frost
- Olive Merrell
- Sarah Mardell
- Susan Newton
- Ythamar Metcalf

h. Caretaker/Site Management

- I. Ladder use and Inspection: Paolo De Martino
- II. Tree Safety: Susan Newton

i. Health and Well-Being

- I. Well-Being Facilitators: Binks Neate Evans (Until August 2018), Sarah Mardell, Susan Newton

20. Training records and training needs identification

- a. Health and safety training records are held by: the school administrator
- b. Training needs will be identified, arranged and monitored by: The senior leadership team

21. Incident Reporting and Investigation

- a. 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 OSHENS online incident reporting system.
- b. 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 with the First Aid Kits.
- c. The Head Teacher or Operations Manager will investigate all incidents and act on findings to prevent a recurrence.

22. First Aid

- a. First aid boxes are kept in:
 - Individual Classrooms
 - Family Zone
 - Reception Area
- b. All employees detailed in 21f are available to provide first aid.

23. Managing Medicines

- a. Prescribed medication will be administered to pupils following guidance and documentation on Norfolk Schools website.
- b. The following people are responsible for control of administration of medicines to pupils.
 - Cate Goreham
 - Susan Newton
 - Gloria Gray
 - Clare Glaister

24. Site Security and Visitors

- a. All visitors must report to the school office where they will be asked to sign the visitors book and wear a visitors' badge.
- b. Other arrangements to ensure the security of pupils and employees on site are:
 - I. Family doors on a timer and only able to be opened at certain times, this door is monitored when open
 - II. Front door has a CCTV and buzzer intercom system.
 - III. Threshold doors to Nursery and conkers are protected by a coded door.
 - IV. Headteacher has a panic button under desk.

25. On-Site Vehicle Movements

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

- a. Parents and children entering school only using the family doors unless authorised otherwise.
- b. Classes leaving by the main entrance doors are always led by a member of staff.

26. Selection and Management of Contractors

Contractors and construction projects are selected and approved by the Headteacher, Governing body or NPS and are approved and managed by the Headteacher, Governing body or NPS.

27. Management of Asbestos

The asbestos register and asbestos management plan is held at the welcome area of the School office and the School Administration team is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register. Any changes to the register are notified to NPS by the Operations Manager.

28. 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.

29. Occupational Health

Access to occupational health services is via Norfolk County Council

30. Emergency Procedures – Fire and Evacuation

- a. Escape routes are checked daily by the Caretaker
- b. Fire extinguishers are maintained and checked by N.P.S annually
- c. Alarms are tested every month by T&P Fire
- d. Emergency evacuation procedures will be tested once every term.

Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in **June 2017** The date of the next formal review will be **June 2018** and every year thereafter, unless statutory legislation changes or because of operational or organisational changes.

Policy approved by the Finance, Premises and Personnel Committee of West Earlham Infant and Nursery School.