



Marshland St James Primary & Nursery School

Health and Safety Policy

Part 1: Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

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

We will achieve this by:

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 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
- 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 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.

Name of Chair of Governors: Andy Laughton

Date: 1/07/2021

Review date: 1/7/2023

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 suitable organisational 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 allocated to operate safe systems of work
- Health and safety performance is monitored and targets for improvement are set
- The school'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 Headteacher

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 Body / Board of Trustee'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 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 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
- Ensure that a clear written local health and safety policy is created.
- Ensure that the policy is communicated to all relevant people.
- Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Arrange for risk assessments of the premises and working practices to be undertaken.
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that suitable emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- Ensure arrangements are in place to monitor premises and health and safety performance.
- Ensure that all incidents are investigated and suitable remedial actions are taken.
- Report to the Governing Body annually on the school's health and safety performance.

Lead Governor / Trustee for Health and Safety

The Lead Governor / Trustee has the following responsibilities:

- To be fully and visibly committed to the Statement of Intent for health and safety
- To scrutinise and review health and safety performance
- To provide support and challenge to the Headteacher and the Governing Body / Board of Trustees 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

The School Health and Safety Coordinator 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 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.
- Report to the Governing Body at least annually on the school's health and safety performance

Teaching and support staff holding positions of special responsibility

This includes Deputy/Assistant Headteachers, Curriculum Coordinators, , Business Managers and Caretakers. They have the following responsibilities:

- 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.
- 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 health and safety Code of Practice, if issued, 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, furniture 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 employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.
- Undertake appropriate health and safety training as set out by the academy trust in order for them to run a safe and compliant place of work.

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, if issued, 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.

- Undertake appropriate health and safety training as set out by the academy trust in order for them to carry out their job safely.

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:

- 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.
- Cooperate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with the incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Union Health and Safety Representative(s).
- Undertake appropriate health and safety training as set out by the academy trust in order for them to carry out their job safely.

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.

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 scrutiny of health and safety performance is Andy Laughton

Risk Assessment

General Risk Assessment

General Risk Assessment will be coordinated by Mrs Durrant and the site manager following guidance and documentation from DEMAT and from LGSS. 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 TP Fire Ltd.

Computers and Workstations

Computer and workstation risk assessments will be carried out by Mrs Connolly. Staff will undertake workplace station training through SmartLog

Hazardous Substances

The site manager will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, following guidance and documentation from DEMAT of LGSS.

Violence to Staff

Assessment of the risks of violence to staff will be carried out by Mrs Durrant following guidance from DEMAT and Norfolk LA. 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 Sarah Durrant following guidance and templates available.

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Class teachers/ support staff using health and safety curriculum Codes of Practice.

Safe Plant and Equipment

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

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 regarding plant and equipment should be reported Mrs Durrant or the site manager

Information and Advice

The Health and Safety Law Poster is displayed outside the school office..

Health and safety advice is available from DEMAT HR, Keith Curtis (DEMAT Buildings and compliance manager) and Joanne Patterson (Health and safety Manager)

Health and Safety Training

Induction

Health and safety induction training will be provided for all new employees and for work experience placement students by Mrs Durrant. All staff will be registered with the Smart Log assessment system. Statutory training will be undertaken by all staff and governors on a yearly basis. A record of all training will be recorded by Smart Log.

- 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

Strategic Health and Safety Management and Premises Management Training

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

- Premises Management 1 – General: Site manager: Alvin Mann
- Premises Management 2 – Asbestos: DEMAT annual survey
- Premises Management 3 – Fire Safety Risks: Site manager Alvin Mann
- Premises Management 4: Water testing: DEMAT contractor

Curriculum/Subject Specific Health and Safety Training

Food Hygiene

- Mrs Murphy

Primary PE and School Sport

- Risk Management in PE and School Sport: Mrs Durrant/ Mrs Hayes
- High Quality PE – Mrs Durrant/ Mrs Hayes

Outdoor Education

- Educational Visits Coordinator: Mrs Durrant and Mrs Connolly

Occupational Risks

- First Aid at Work: Mrs Connolly
- Paediatric First Aid (for schools with children up to age 5): Mrs Belcher /Mrs Greeves
- County Swimming training – pool side Mrs Hayes Mrs Ramsden
- Norfolk Steps (Team-Teach) training: Mrs Greeves, Mrs Legge

Health and Well-Being

- Well-Being Facilitators: Mrs Connolly

Training Records and Training Needs Identification

Health and safety training records are held by: DEMAT Smart Log System

Training needs will be identified, arranged and monitored by Mrs Durrant and Mrs Connolly through the training tab on Smart Log

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) will be recorded on the Norfolk Council Academies Incident Report Form

The Incident Report book is kept by Mrs Connolly and is located in the main 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. (Accident Book) These forms are kept electronically by Mrs Connolly and are located in the main office.

Mrs Durrant will investigate all incidents and act on findings to prevent a recurrence.

Mrs Connolly records monthly incident reports and Health and Safety returns to DEMAT.

First Aid

First aid boxes are kept in the storage box by the school Office.
A list of named employees are available to provide first aid is available from the school Office.

Managing Medicines

Prescribed medication will be administered to pupils following [guidance and documentation on Norfolk Schools](#).

Prescribed medication will be administered to pupils by named staff and Mrs Connolly, following school procedures, and is checked by a second member of staff prior to administration. Only prescribed medication is administered..

Mrs Connolly is responsible for control of administration of medicines to pupils.

Site Security and Visitors

All visitors must report to the main office foyer 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:

Selection and Management of Contractors

Contractors are selected and managed according to the school's service agreement with Norse services and approved contractors recommended by the DEMAT or LGSS

Management of Asbestos

The asbestos register and asbestos management plan is held in the main office Mrs Durrant, Mrs Connolly and the site manager are 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 risk assessed and submitted to EVOLVE. Approved County providers will be used. Governors will agree any such planned visits. Mrs Durrant is the nominated EV coordinator and has undertaken relevant up to date training.

Occupational Health

Access to occupational health services is via EPM (Educational Personnel Management), the school's HR provider. Assessments are undertaken by Heals Medical company.

Emergency Procedures – Fire and Evacuation

Escape routes are checked by Mrs Durrant, Site manager, Class teachers and Premises Committee on a regular basis.

Fire extinguishers are maintained and checked by Abbey Fire every year

Alarms are tested by T&P Fire Ltd every three months:

Emergency evacuation Procedures is undertaken on a termly basis and reviewed annually.

Emergency invacuation procedures will be undertaken at least yearly and reviewed annually.

Monitoring

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Mrs Durrant and Estates committee

Review of Policy

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

Date: 28/06/2022

Review date: 1/7/2022