

### 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;
- 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..

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

Date: \_\_\_\_\_ Review Date: Summer Term 2018

## **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.
- 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, s/he 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 his/her 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;
  - ensuring 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 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.

### **Teaching and support staff holding positions of special responsibility**

(Assistant Headteacher, Curriculum Coordinators, Caretakers) 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 their management 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.

### **Part 3: Procedures and Arrangements**

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

**The Lead Governor for Health and Safety** is the Chair of Governors.

**The School Health and Safety Co-ordinator** is the Office Administrator.

#### **General Risk Assessment**

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

The office administrator 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 the headteacher and the lead governor following guidance and documentation on Schools' PeopleNet.

#### **Manual Handling**

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

#### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by the office administrator following guidance and documentation on Schools' PeopleNet.

#### **Hazardous Substances**

The headteacher will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, or in the Caretaking Health and Safety Code of Practice, following guidance and documentation on Schools' PeopleNet.

#### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by the headteacher following guidance on Schools' PeopleNet. This assessment cross-refers to the school's behaviour policy.

#### **Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by subject leaders and subject teachers using Health and Safety curriculum Codes of Practice on Schools' PeopleNet.

#### **Consultation with Employees**

Consultation with employees takes place a part of normal staff meetings.

## **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through the NPS Building Maintenance Partnership (BMP3) scheme.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the caretaker/site manager.

Any problems or defects with plant and equipment should be reported to the caretaker and the office administrator.

## **Information**

### **Information and Advice**

The Health and Safety Law Poster is displayed in the Staff Room.

Health and safety advice is available from the headteacher and from HR Direct on 01603 222212 or email [hrdirect@norfolk.gov.uk](mailto:hrdirect@norfolk.gov.uk)

## **Health and Safety Training**

### **Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by the headteacher following guidance and documentation on Induction on Schools' PeopleNet.

The headteacher and lead governor will receive Strategic Health and Safety Management and Premises Management Training

## **Curriculum/Subject Specific Health and Safety Training**

### **Primary PE and School Sport**

- Risk Management in PE and School Sport (PE subject leader)
- Safe Supervision of Swimming for Teaching Assistants
- Walk supervision training for Teaching Assistants

### **Outdoor Education**

- Educational Visits Coordinator

### **Occupational Risks**

- First Aid at Work: all TAs
- Emergency First Aid at Work: all TAs
- Paediatric First Aid (for schools with children up to age 5): At least one Reception staff

- Manual Handling: Caretaker
- Moving and Handling of Disabled Pupils: appropriate staff as required
- Norfolk Steps training: All classroom staff

#### Caretaking/Site Management

- Norse Commercial Services: IOSH Working Safely: Caretaker
- Norse Commercial Services: Ladder Training: Caretaker

#### Training Records and Training Needs Identification

- Health and safety training records are held by: School administrator

Training needs will be identified, arranged and monitored by: the headteacher

#### **Incident Reporting and Investigation**

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 on the Norfolk County Council online incident reporting system following guidance on Schools' PeopleNet.

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

The headteacher will investigate all incidents and act on findings to prevent a recurrence.

#### **First Aid**

First aid boxes are kept in the First Aid room with smaller packs in each classroom. Most Teaching Assistants are first aid trained.

#### **Managing Medicines**

Prescribed medication will be administered to pupils following the school's Administration of Medicines policy.

#### **Site Security and Visitors**

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

#### **Selection and Management of Contractors**

Contractors are selected and managed following guidance and documentation on Schools' PeopleNet, or through the expertise of NPS and BMP.

### **Management of Asbestos**

The asbestos register and asbestos management plan is held in the school office. There is no asbestos in this new building.

### **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.

### **Emergency Procedures - Fire and Evacuation**

- Escape routes are checked by the caretaker.
- Fire extinguishers are maintained and checked according to the BMP schedule.
- Alarms are tested weekly by the caretaker.
- Emergency evacuation procedures will be tested once every term.

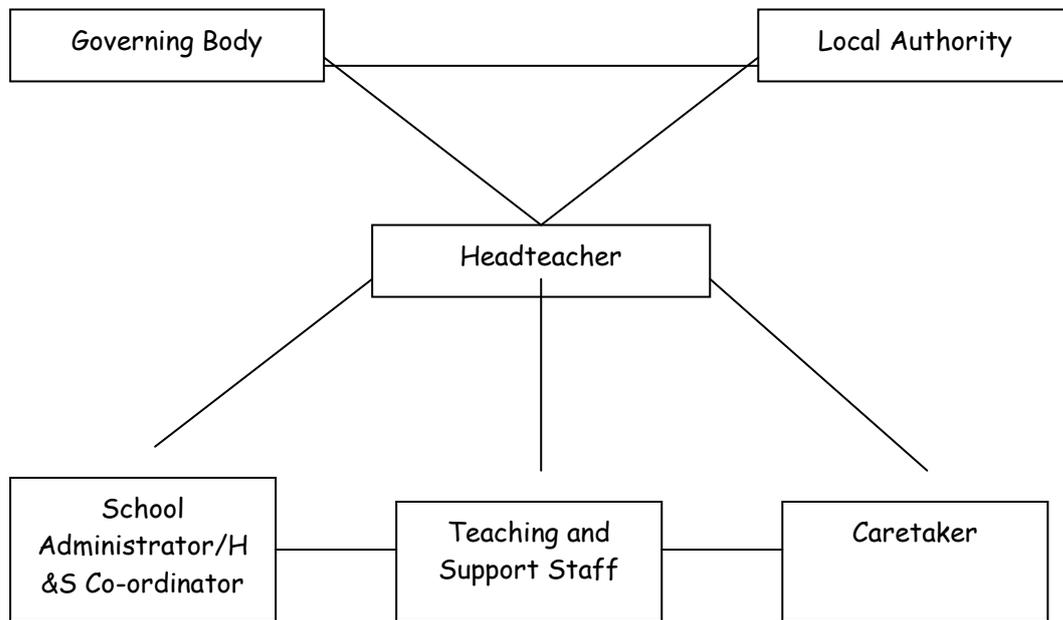
### **Monitoring**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by the headteacher and caretaker.

### **Review of Policy**

This policy will be reviewed at least every 2 years and more frequently in the light of experience, or because of operational or organisational changes.

HEALTH AND SAFETY ORGANISATIONAL CHART



## FIRE AND EVACUATION PROCEDURES

Fire notices are displayed in every occupied room.

- Escape routes are checked by the caretaker daily
- Fire Extinguishers are maintained and checked as part of our BMP contract.
- Alarms are tested by the School Administrator and the Caretaker every week. Emergency evacuation procedure will be tested twice annually.

**PREMISES EVACUATION ARRANGEMENTS** in case of an alarm being activated are as follows: -

### **Sargasso Class**

#### **FIRE EVACUATION PROCEDURE**

If the fire alarm sounds during class time:

- Class teacher instructs children to line up silently and checks the exits
- Assistant checks toilets and outdoor area and ensures all children join the line
- If the exit to the corridor and stairwell is clear, teacher leads the children out through the fire door at the bottom of the stairwell, with assistant at rear of line
- If the corridor exit is unsafe, class teacher uses keys from cupboard to unlock playground gate and side passage gate
- Teacher leads the class out into the Reception playground area, through the side gate and round to the back
- Classes walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds.

## Caribbean Class

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Class teacher instructs children to line up silently and checks the exits
- Assistant staff checks toilets and outdoor area and ensures all children join the line
- If the exit to the corridor and stairwell is clear, teacher leads the children out through the fire door at the bottom of the stairwell, with assistant at rear of line
- If the corridor exit is unsafe, class teacher uses keys from cupboard to unlock playground gate and side passage gate
- Teacher leads the class out into the Reception playground area, through the side gate and round to the back
- Classes walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds.

## Caspian Class

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Class teacher instructs children to line up silently at cloakroom door and checks the exits
- Assistant staff checks toilets and corridor area and ensures that all children join the line
- Class teacher leads the children out through the cloakroom door, with assistant at rear of line
- **Classes walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds.**

## Mediterranean Class

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Class teacher instructs children to line up silently at cloakroom door and checks the exits
- Assistant staff checks toilets and corridor area and ensures that all children join the line
- Class teacher leads the children out through the cloakroom door, with assistant at rear of line
- **Classes walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds.**

## Java Class

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Class teacher instructs children to line up silently at cloakroom door and checks the exits
- Assistant staff checks toilets and corridor area and ensures that all children join the line
- Class teacher leads the children out through the cloakroom door, with assistant at rear of line
- **Classes walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds.**

## Coral Class

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Class teacher instructs children to line up silently at cloakroom door and checks the exits
- Assistant staff checks toilets and corridor area and ensures that all children join the line
- Class teacher leads the children out through the cloakroom door, with assistant at rear of line
- **Classes walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds.**

## Music Room

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Class teacher instructs children to line up silently at classroom door and checks the exits
- Assistant staff checks toilets and corridor area and ensures that all children join the line
- Class teacher leads the children out through the classroom door, with assistant at rear of line.
- Turn right and exit through the fire door in the Library.
- **Classes walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds.**

## Library

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Class teacher instructs children to line up silently at fire exit
- Assistant staff checks toilets and corridor area and ensures that all children join the line
- Class teacher leads the children out through the fire exit, with assistant at rear of line
- **Classes walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds.**

## Cookery Room

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Adult(s) instruct children to leave everything and line up at the door.
- Adult(s) ensure that all cooking appliances are turned off.
- Adult(s) check that whole group is in the room, no children are in the toilet.
- Adult leads the children out to the staircase to the right, down the stairs and straight out through the doors at the bottom of the stairwell.
- If that stairwell is blocked by fire, lead the children to the stairwell at the other end of the corridor, down the stairs and out through the door at the bottom of the stairwell.
- Lead the children to join their classes at the Fire Assembly Point, which is on the netball court at the rear of the grounds.

NB: In the event of a disabled person being upstairs, the lift will not function. The person should be aided to the stairwell, where preferably someone will remain with them. Another member of staff should alert the fire service.

## SEN Office

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Leave everything and line any children up at the door.
- Exit via the nearest staircase, to the left, down the stairs and straight out through the doors at the bottom of the stairwell.
- If that stairwell is blocked by fire, exit via the stairwell at the other end of the corridor, down the stairs and out through the door at the bottom of the stairwell.
- Go straight to the Fire Assembly Point, which is on the netball court at the rear of the grounds.

NB: In the event of a disabled person being upstairs, the lift will not function. The person should be aided to the stairwell, where preferably someone will remain with them. Another member of staff should alert the fire service.

## Upstairs classrooms

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Adult(s) instruct children to leave everything and line up at the door.
- Adult(s) check that whole group is in the room, no children are in the toilet.
- Adult leads the children out to the nearest staircase, down the stairs and straight out through the doors at the bottom of the stairwell.
- If that stairwell is blocked by fire, lead the children to the stairwell at the other end of the corridor, down the stairs and out through the door at the bottom of the stairwell.
- Lead the children to join their classes at the Fire Assembly Point, which is on the netball court at the rear of the grounds.

NB: In the event of a disabled person being upstairs, the lift will not function. The person should be aided to the stairwell, where preferably someone will remain with them. Another member of staff should alert the fire service.

## FSW/PE Office

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during class time:

- Leave everything and line up at the door.
- Exit via the nearest staircase, to the left, down the stairs and straight out through the doors at the bottom of the stairwell.
- If that stairwell is blocked by fire, exit via the stairwell at the other end of the corridor, down the stairs and out through the door at the bottom of the stairwell.
- Go straight to the Fire Assembly Point, which is on the netball court at the rear of the grounds.

NB: In the event of a disabled person being upstairs, the lift will not function. The person should be aided to the stairwell, where preferably someone will remain with them. Another member of staff should alert the fire service.

## Lunchtime

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds during lunch time:

- All MSAs are Fire Marshalls; Julie Hannah and Paula Harrison are lead Fire Marshalls.
- Fire Marshall instructs one member of staff to check changing room toilets
- If another member of staff is present, Fire Marshall instructs them to line the children up in silence at the fire exit door
- After checking the changing room toilets, all staff lead children straight out into the playground and walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds
- MSAs in the playground ensure that all children make their way sensibly and silently to the Fire Assembly Point
- Fire Marshall will instruct members of staff on lunch break to ensure that all classrooms and toilets are checked before leaving the building by the nearest safe exit and proceeding with any children to the Fire Assembly Point

## Hall

### FIRE EVACUATION PROCEDURE

#### If the fire alarm sounds:

- Teacher in charge instructs one member of staff to check changing room toilets
- Teacher instructs children to line up in silence at the fire exit door
- After checking the changing room toilets, all staff lead children straight out into the playground through fire doors at rear of hall and walk to the Fire Assembly Point, which is on the netball court at the rear of the grounds

## Kitchen

### FIRE EVACUATION PROCEDURE

#### If the fire alarm sounds:

- All cooking equipment to be turned off immediately.
- All kitchen staff to leave either:
  - through hall rear fire doors, or
  - if way is unsafe, around the front of the building, past the Foundation Stage playground and up to the Fire Assembly Point, which is on the netball court at the rear of the grounds

## Interview Room

### FIRE EVACUATION PROCEDURE

If the fire alarm sounds:

- Leave the building immediately by the front entrance door.
- Walk around to the rear of the school via the front path and through the side access gate.
- Assemble at the Fire Assembly Point, which is on the netball court at the rear of the grounds.