



# **HEALTH & SAFETY POLICY**

Reviewed: annually  
To be reviewed: March 2024

## **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.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

**Reviewed: March 2023**

**Next Review: March 2024**

## **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:

- a) A clear written policy statement is created which promotes suitable attitudes 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 of these responsibilities.
- c) A lead governor for health and safety is nominated.

- d) People have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- f) Sufficient funds are set aside, within budget constraints, with which to operate safe systems of work.
- g) Health and safety performance is monitored in the following ways:
  - Health and safety Monitoring Visits (Local Authority),
  - Health and safety Monitoring Visits (Health and Safety Governors),
  - Analysis of the Accident Book (Health and Safety Governors),
  - Analysis for Attendance Data for children (Full Governors),
  - Analysis of Attendance Data for staff (Full Governors),
  - Analysis of other data / reports provided by the Headteacher.
- h) The school's health and safety policy is reviewed annually.

### **The Headteacher**

The Headteacher has the following responsibilities:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Ensure that a clear written local health and safety policy is created.
- c) Ensure that the policy is communicated to all relevant people.
- d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that suitable emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.

- l) Ensure arrangements are in place to monitor premises and health and safety performance.
- m) Ensure that all incidents are investigated and suitable remedial actions are taken.
- n) Report to the Governing Body 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:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) To scrutinise and review health and safety performance.
- c) To provide support and challenge to the Headteacher 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.

### **School Health and Safety Coordinator (at Colby School this role is fulfilled by the Headteacher, reporting to the Health and Safety Governors.)**

The School Health and Safety Coordinator (Headteacher) 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 Health and Safety Governors of situations or activities which are potentially hazardous to the health and safety of staff, pupils, families and visitors.
- f) 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**

They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own 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 they manage are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve any 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.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture 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 employees 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.

### **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, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Subject Leaders on health and safety equipment and on additions or necessary improvements to tools, equipment or machinery.
- g) 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.
- h) Report all accidents, defects and dangerous occurrences to the Headteacher.

## **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 support the school with investigating 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.

Colby School does not have named Health & Safety Representatives on the staff.

Colby School staff are consulted on Health and Safety matters as routine and regularly discuss this in staff meetings and informally, as required.

## **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:

- a) 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.
- b) Cooperate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with the incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Union Health and Safety Representative(s).

## **Pupils**

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

- a) Exercise 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.

- d) 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 governors with responsibility for health and safety are:

Nick Bendy,  
Heather McEwen.

#### **Risk Assessment:**

##### **General Risk Assessment**

General Risk Assessment will be coordinated by Christine Mead following guidance and documentation on HR InfoSpace.

The Premises Committee will be responsible for ensuring the actions required are implemented.

##### **Fire Safety**

A fire risk assessment is carried out at least annually and local fire safety procedures developed for the premises by Christine Mead following guidance and documentation on HR InfoSpace.

Christine Mead completed a Fire Risk Assessment in January 2022.

A Local Authority Fire Risk Assessment took place in January 2023.

Christine Mead completed a Fire Risk Assessment in January 2024.

##### **Manual Handling**

Manual handling risk assessments will be carried out by Christine Mead following guidance and documentation on HR InfoSpace. All teachers have completed Manual Handling training and have refresher training, as required, in Staff meetings.

##### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by Christine Mead following guidance and documentation on HR InfoSpace.

##### **Hazardous Substances**

Helene Smith liaises with Megan Copus to 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 HR InfoSpace.

## **Violence and abuse to Staff**

We are committed to providing a safe environment and to setting a good example by being professional and courteous.

Visitors are welcome to Colby School. If visitors have any concerns we will always listen and seek to address them.

Visitors should be aware, however, that abusive, threatening or violent behaviour will not be tolerated. Visitors behaving in this way are likely to be removed from the school and legal action may be taken.

The Headteacher is fully supported by Governors in preventing violence and abuse towards staff.

Please also refer to the following Norfolk County Council documents:  
Violence at Work Compliance Code (P630),  
Safety management for difficult and dangerous behaviour Compliance Code (P660).

## **Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by relevant subject leaders and teaching staff using Health and Safety curriculum Codes of Practice on HR InfoSpace.

## **Consultation with Employees**

There are no Union-appointed safety representatives at Colby School.

Consultation with employees not represented by a union is provided through the Premises Committee for Premises related matters, although employees would usually liaise with the Headteacher in the first instance.

## **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 NPS or staff delegated by the H/T.

Any problems or defects with equipment or resources should be reported to Christine Mead.

## **Information, Instruction and Training**

### **Information and Advice**

The Health and Safety Law Poster is displayed in the staff toilet area.



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](mailto:hrdirect@norfolk.gov.uk)

## **Health and Safety Training:**

### **Induction**

Health and safety induction training will be provided for all new employees by Christine Mead following guidance and documentation on Induction on HR InfoSpace.

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

### **Strategic Health and Safety Management and Premises Management Training Christine Mead.**

- Premises Management 1 – General:
- Premises Management 2 – Asbestos:
- Premises Management 3 – Fire Safety Risk Assessment:

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

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

- Risk Management in PE and School Sport: Adam Brown
- Safe Supervision of Swimming for Teaching Assistants: Simon Mead and Ben Richards

#### **Outdoor Education**

- Educational Visits Coordinator: Christine Mead

#### **Occupational Risks**

- First Aid at Work: Simon Mead, Josie West and Ben Richards.
- Emergency First Aid at Work: All Staff.
- Paediatric First Aid (for schools with children up to age 5): JW, MI, EB.
- Manual Handling: Christine Mead.
- Moving and Handling of Disabled Pupils: Not applicable
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: Not applicable

#### **Caretaking/Site Management**

- Norse Commercial Services School Caretakers Health and Safety Awareness. To be arranged Spring 2024.
- Norse Commercial Services Safe Use and Inspection of Ladders and Stepladders: Christine Mead.
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate: Not applicable

## **Health and Well-Being**

- Well-Being Facilitators: Christine Mead and Gavin Frost.

## **Training Records and Training Needs Identification**

Health and safety training records are held by: Christine Mead

Training needs will be identified, arranged and monitored by: Christine Mead

## **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) must be recorded on the Norfolk County Council Incident Report Form following guidance and documentation on HR InfoSpace.

The Incident Report book is kept online.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported in the Accident Book. The Accident Book is kept on the shelf near the kitchen.

Christine Mead will investigate all incidents and act on findings to prevent a recurrence.

Christine Mead is responsible for reporting incidents to County Hall and maintaining records.

## **First Aid**

First aid box(es) is/ are kept in every classroom, the hall and the staffroom. All staff have had first aid training.

## **Managing Medicines**

Prescribed medication will be administered to pupils following guidance and documentation on HR InfoSpace.

Christine Mead is responsible for control of administration of medicines to pupils – refer to 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.

## **Selection and Management of Contractors**

Contractors are selected and managed following guidance and documentation on HR InfoSpace.

## **Management of Asbestos**

The asbestos register and asbestos management plan is held at: the school entrance area.

Christine Mead / Helene Smith / Lindsay Green 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 organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council. The EVOLVE system is used to record educational visits.

### **Occupational Health**

Access to occupational health services is via Norfolk County Council.

### **Emergency Procedures – Fire and Evacuation**

Escape routes are checked by: Christine Mead and class teachers daily.

Fire extinguishers are maintained and checked by: Norfolk Property Services annually.

Alarms are tested by: Norfolk Property Services annually.

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 Governors.

Inspections of individual departments and specific work areas will be carried out by subject leaders or nominated staff.

### **Review of Policy**

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

This Policy was originally written, agreed and adopted by the full Governing Body in May 2013. It is reviewed annually. Last reviewed March 2023.