

SPROWSTON COMMUNITY HIGH SCHOOL

Health and Safety Policy

February 2016

1st Operational Review Completed 14/09/16

Health and Safety Policy

Contents

Health and Safety Policy

Supporting Information

Appendices:

- First Aid – Qualified staff list
- Staff Qualified to drive the school minibus
- Location of first aid kits across the site

Health and Safety Policy

Sprowston Community High School

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.

Name/Signature of Chair of Governors: Linda Bennett

Name/Signature of Headteacher: Andrew John

Date: 01/02/2016

Review date: 31/01/2018

Operational Review: 14/09/2016

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 has responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within the school. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- A lead governor for health and safety is nominated.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Adequate time and resources are given to individuals to fulfil their roles as defined by this policy
- Health and safety performance is monitored and targets for improvement are set.
- The school's health and safety policy is reviewed at least every two years

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

The Headteacher

The Headteacher will be responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will :

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

Ensure that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis to reasonably minimise the health and safety risks to staff and any other people who may be affected by the school's activities

- Monitor and review health and safety performance through:
 - Undertaking health and safety inspections of work areas/practices in line with relevant County Council policy
 - Setting health and safety targets and objectives through appraisals and other supervisory reviews
 - Reviewing incidents and accidents
 - Monitoring commissioned and contracted work under their control for compliance
 - Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- Develop safe systems of work and procedures and ensure that they are implemented
- Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.

- Ensure that they personally undertake all relevant training and all staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay
- Ensure there are adequate and effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
- Ensure information that may assist safety representatives in their role is provided to them as necessary
-
- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy
- Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team
- Report to the Governing Body at least annually on the school's health and safety performance.

Lead Governor for Health and Safety (H&S Lead Resources Committee)

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 (School Business Manager)

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

This includes Site Manager, Deputy Headteacher for Student & Family Services, Heads of Science, D & T, Drama, Art and PE, All Caretakers, Technicians for Science, D & T and Art.

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.

Lead Governor for Health and Safety

The lead governor with responsibility for health and safety is:

Risk Assessment:

General Risk Assessment

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

The School Business Manager, 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 Premises Manager, following guidance and documentation on Schools' PeopleNet.

Manual Handling

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

Computers and Workstations

Computer and workstation risk assessments will be carried out by the Office Manager, following guidance and documentation on Schools' PeopleNet. Initially those staff deemed to be DSE Users will complete the DSE Risk Assessment and pass to their line manager for review. Any issues raised will be followed up by the Office Manager.

Hazardous Substances

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

Violence to Staff

Assessment of the risks of violence to staff will be carried out by the School Business Manager, 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 relevant Heads of Department/Heads of Faculty and subject teachers using Health and Safety curriculum Codes of Practice on Schools' PeopleNet.

Consultation with Employees

Union-appointed safety representatives: This is currently Mark Cotter. Please contact the school directly for the up to date named representative.

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

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.

Schools that are not in BMP3 should summarise their general arrangements for organising inspection, maintenance and testing of plant and equipment here.

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 Premises Manager.

Information, Instruction and Training

Information and Advice

The Health and Safety Law Poster is displayed at: Staff Room and Main Office.

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

Health and Safety Training:

Induction

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

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 see supporting information

- Leading Health and Safety for Governors
- Health and Safety for Managers:
- Premises Management 1 – General:
- Premises Management 2 – Asbestos:
- Premises Management 3 – Fire Safety Risk Assessment:
- Premises Management Refresher:
- Risk Assessment:

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

Curriculum/Subject Specific Health and Safety Training – see supporting information

Secondary Science

- CLEAPSS Health and Safety Management for Heads of Science:
- CLEAPSS Radiation Protection Supervisor Training:
- CLEAPSS Health and Safety for Science Technicians:

Secondary Design & Technology

- CLEAPSS Health and Safety Management for Heads of D&T:

- CLEAPSS The Safe and Effective D&T Technician:
- Level 2 Award in Food Safety:

Primary and Secondary PE and School Sport

- Risk Management in PE and School Sport:
- Safe Supervision of Swimming for Teaching Assistants:

Outdoor Education

- Educational Visits Coordinator:

Occupational Risks

- First Aid at Work:
- Emergency First Aid at Work:
- Paediatric First Aid (for schools with children up to age 5):
- Manual Handling:
- Moving and Handling of Disabled Pupils:
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training:
- Norfolk Steps (Team-Teach) training:

Caretaking/Site Management

- Norse Commercial Services: IOSH Working Safely:
- Norse Commercial Services: Ladder Training:
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate:

Health and Well-Being

- Well-Being Facilitators: Andrew John, Carol Wright, Lisa Andrews, Fabio Dos Santos, Janice Mather, Adam Killett.

Minibuses

- Norfolk County Council Minibus driver training: see appendices

Training Records and Training Needs Identification

Health and safety training records are held by: The School Business Manager

Training needs will be identified, arranged and monitored by: The School Business Manager

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 by the School Nurse in the medical suite.

Carol Wright, School Business Manager will investigate all incidents and act on findings to prevent a recurrence.

First Aid

First aid boxes are kept at: see appendices

The following employees are available to provide first aid: see appendices

Managing Medicines

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

The Office Manager is responsible for control of administration of medicines to pupils.

Site Security and Visitors

All visitors must report to School Receptionist at Main Reception 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: CCTV and vigilance of staff.

On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled by the following measures: Duty staff on entrances and exits to the site. School gate closure between 15:00 and 15:40 daily with access only to taxi's and school buses.

Selection and Management of Contractors

Contractors are selected and managed following guidance and documentation on Schools' PeopleNet.

Management of Asbestos

The asbestos register and asbestos management plan is held at: Administration Corridor.

The Premises Manager, is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to NPS.

Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council.

Occupational Health

Access to occupational health services is through the schools HR Consultant, initially referral will be through either the Business Manager or the Headteacher.

Emergency Procedures – Fire and Evacuation

Escape routes are checked by the Premises Manager, every day through his Line Management of caretaking staff.

Fire extinguishers are maintained and checked monthly by the school caretaker responsible and every Easter by an ESPO authorised contractor.

Alarms are tested Monday by the caretaker responsible.

Emergency Lighting checked Monthly by the school caretaker responsible

Emergency evacuation procedures will be tested once every term through the year system. A full school evacuation will be tested at least once per year.

Monitoring

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by the Headteacher, SBM and Premises Manager.

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

Review of Policy

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

Next Review: February 2018.

Updated for operational purposes 14th September 2016 & presented to Governors Resources Committee 19th September 2016.

**Sprowston Community High School
Health and Safety Policy
Supporting Information**

Policy Page	Item	Nominated Person
5	Lead Governor for Health and Safety	Chair of Resources Committee
	School Health and Safety Co-ordinator	School Business Manager
10	Leading Health and Safety for Governors	Chair of Resources Committee
	Health and Safety for Managers	School Business Manager
	Premises Management 1 - General	School Business Manager
		Charlie Johnston
		Vanessa Johnston
		Malcolm Johnston
		Marc Garrod
	Premises Management Refresher	Charlie Johnston/Carol Wright
	Risk Assessment	Charlie Johnston
	<i>Science</i>	
	CLEAPSS Management of H & S for Heads of Science	Scott Newstead
	CLEAPSS H & S and Risk Assessment for Teachers	In house
	CLEAPSS Radiation Protection Supervisor Training	Jamie Leeder
	CLEAPSS Technicians' H & S	All Technicians
	<i>D & T</i>	
	CLEAPSS Management of H & S for Heads of D & T Departments	Neil Bugdale
	CLEAPSS The D & T Technician: operating in the prep room and workshops	In house
	Level 2 Award in Food Safety	Jo Dixon
	<i>PE</i>	
	Risk Management in PE and School Sport	James Panayi Tony Schamp
	Safe Supervision of swimming for TAs	N/A
	Educational Visits Co-ordinator	Carol Wright
11	First Aid at Work	Appendix 1
	Musculoskeletal Injuries and Rehabilitation Scheme Referral Managers Training	Carol Wright
	<i>Caretaking and Site Management</i>	Charlie Johnston
	NORSE: IOSH Working Safely	Charlie Johnston, Adam Killett, Marc Garrod & Vanessa Johnston
	NORSE: Ladder Training	All site staff
	ISRM Pool Plant Operators Certificate	Charlie Johnston
		Vanessa Johnston
	Well Being Facilitators	Andrew John
		Carol Wright
		Fabio Dos Santos
	Janice Mather	
	NCC Minibus Driver Training	Appendix 2
	Health and Safety training records are held by	Relevant Staff & Departments

	Training need identified and monitored by	Carol Wright
	Location of First Aid boxes	Appendix 3
12	Staff available and trained to provide first Aid	Appendix 1
	Responsible for control of administration of student medication	Ann Burton
	Other arrangements to ensure security of pupils and employees on site are	CCTV Cameras, Vigilance of staff
	Onsite vehicle movements	Duty staff on entrances / exits
13	Next Review	February 2018

First Aid at Work List February 2016

Surname

Garrod	Marc	Premises	EFA 1 Day	April 2019
Barnes	Edwina`	Attendance/1 st Aid	3 Day at Work	Sept 2019
Johnston	Malcolm	Premises	EFA 1 Day	April 2019
Johnston	Vanessa	Premises	EFA 1 Day	April 2019
		Student Liason		
Stearman	Julie	Officer	3 Day at Work	July 2019
Fern	Tina	Art/Timetable	EFA 1 Day	18th Sept 2016
Warby	Kirsty	PA HoY	EFA 1 Day	Jan 2017
Bidle	Darren	PE	3 Day at Work	March 2017
Burton	Ann	Office	3 Day at Work	March 2017
Rust	Julie	LSA	EFA 1 Day	June 2017
O'Callaghan	Teresa	LSA	EFA 1 Day	June 2017
Dawson	Karen	LSA	EFA 1 Day	June 2017
Vaughan	Jo	Science Tech	EFA 1 Day	June 2017
Moody	Dawn	ARC	EFA 1 Day	June 2017
Howes	Ros	LSA	EFA 1 Day	June 2017
Grand	Stephanie	LSA	EFA 1 Day	June 2017
Barnes	Simon	Science Tech	EFA 1 Day	June 2017
Trigg	Bev	LSA	EFA 1 Day	July 2017
Turner	Sara	LSA	EFA 1 Day	July 2017
Cunningham	Helen	Inclusion	EFA 1 Day	July 2017
Winter	Karen	LSA	EFA 1 Day	October 2017
Trubshaw	Richard	Science	EFA 1 Day	October 2017
Baldwin	Katie	Science	EFA 1 Day	October 2017
Tate	Lynn	Science	EFA 1 Day	October 2017
Sheldrick	Maria	Science	EFA 1 Day	October 2017
Newstead	Scott	Science	EFA 1 Day	October 2017
Dos Santos	Fabio	Science	EFA 1 Day	October 2017
Gathercole	Rachael	Science	EFA 1 Day	October 2017
Chapman	Wayne	Science	EFA 1 Day	October 2017
Lenzen	Anneliese	Science	EFA 1 Day	October 2017
Little	Edward	Science	EFA 1 Day	October 2017
Finch	Alison	Technology	EFA 1 Day	November 2017
Wind-Avery	Connie	MFL	EFA 1 Day	January 2018
Stocker	Ben	Tech	EFA 1 Day	January 2018
Panayi	James	PE	3 Day at Work	June 2018
Jackson	Kelvin	Cover Supervisor	1 Day	July 2018
Cutting	Anna	Humanities	3 Day at Work	July 2018
Bush	Jane	Science Technician	1 Day	October 2018
Moore	Vicky	Media	1 Day	October 2018
Bugdale	Amy	The Base	1 Day	December 2018

THIS PAGE IS INTENTIONALLY BLANK

Staff Qualified to drive the School Minibus

Melissa Kersey – Passed 25th Feb 2014

Jonathan Richards – passed 26 / 11 / 2012

Tony Schamp - passed 26 /11 / 2012

Anna Thurlow – passed 27/06/2011

Graham Parker – passed 08/10/2009 – renewed 10/06/15

Jo Dyer – passed 08/10/2009 – renewed 02/07/15

Darren Bidle – passed 07/07/2009 – renewed 10/06/15

Charlie Johnston – passed 26/05/2009 – renewed 10/06/15

James Panayi – renewed 26/01/2015

Scott Newstead – renewed 26/01/2015

Chris Causon – 12/11/2015

Karen Winter – 26/01/2015

Darren Harvey – 26/01/2015

Location of First Aid Kits Across the School Site

Sports Areas

- Swimming pool Main Pool
- Swimming pool Emergency Blankets
- Disabled changing room
- PE Office

Aphra Behn Block

- AB11
- Prep Room

Christopher Marlowe Block

- CM IT Office
- Reprographics
- CM09
- CM11
- CM15
- ICT Office
- CM26

Hannah Crowley Block

- HC Library
- Inclusion

James M Barrie Block

JB08 JB02
JB09 JB03
JB04 JB06
JB07
School Shop

Elizabeth Inchbald Block

- House
- EI07
- Office
- Student Reception

WS Gilbert Block

WG12
WG Office

Cleaning Cupboards & Premises Areas

- CM Main
- CM Small
- WS Ground
- All Mini Buses

William Shakespeare Block

- WS03
- WS13
- WS23
- WS33

Frances Burney Block

- FB01
- FB11

THIS PAGE IS LEFT INTENTIONALLY BLANK