



# West Norfolk Academies Trust

## HSE Policy Trading as

### Snettisham Primary School

## September 2018

Reviewed by: Director of Operations, October 2018

Adopted by Governors

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## **Introduction**

The West Norfolk Academies Trust (WNAT) Health and Safety Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work Act 1974. This Health and Safety policy consists of four Parts:

Part 1 – Statement of Intent and Policy objectives.

Part 2 – Organisation for Health and Safety.

Part 3 – Arrangements for implementing the policy.

Part 4 – Arrangements for measuring performance, monitoring and review of the Health and Safety policy.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Arrangements section.

## **1. Statement of Intent and Policy objectives**

The WNAT, acknowledges and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation, and the Trust Executive Head Teacher and Chair of Trustees recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for students, staff and visitors.

The Trust Executive Head Teacher and Chair of Trustees considers the health, safety and welfare of students, staff and visitors to be of paramount importance, and that a safe and healthy working environment is a pillar to reaching excellence in all organisational activities across the WNAT.

Through the implementation of the Health and Safety Policy the Trust Executive Head Teacher and Chair of Trustees are fully committed to achieving the following objectives:

1. To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students and visitors.
2. To create for employees, as far as is practicable, a working environment where potential work related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development.
3. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.
4. To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.
5. To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and students in implementing the Health and Safety Policy;
6. To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the Trust's activities.
7. To strive to improve continuously the Trust's health and safety performance.
8. To develop campaigns to promote and encourage safety and health awareness of employees and others affected by their undertakings.
9. To ensure that adequate consideration is given to the protection of the environment.

The Trust Executive Head Teacher and Chair of Trustees seek and expect the full co-operation and support from all Trust stakeholders in order, to ensure that the Health and Safety Policy and Arrangements are implemented effectively.

## **2. Organisation for Health and Safety**

The Trust Executive Head Teacher and Chair of Trustees of WNAT consider health and safety to be an integral part of the management function and have assigned health and safety responsibilities as follows:

### **2.1 Trust Executive Head Teacher, WNAT**

The Trust Executive Head Teacher establishes the overall Health and Safety Policy of WNAT. The Trust Executive Head Teacher has responsibility for ensuring that the policy is implemented and monitored at all levels in the organisation.

### **2.2 WNAT Director of Operations**

WNAT Operations Manager will chair the Health and Safety meetings reporting back to the Chief Executive and Trust Board. Carries out periodic health and safety walk rounds, inspections and audits to ensure requirements to monitor, review and record safe systems of working within Academies are met. The WNAT Director of Operations will seek support and professional advice from external advisors as necessary.

### **2.3 WNAT Facilities Manager**

Is a member of the Academies Health and Safety Committees and services the Trust Health and Safety Committee. Monitors the level of compliance of Academies within the Trust. Carries out periodic health and safety audits within Academies and reports back findings to the WNAT Director of Operations, ensuring requirements to monitor, review and record safe systems of working within Academies are being met. WNAT Facilities Manager will seek support and professional advice from external advisors as necessary.

### **2.4 WNAT Senior Leadership Team and Head Teachers**

All WNAT and senior leaders are responsible for implementing the WNAT Health and Safety Policy along with any other subsidiary policies and procedures within their areas of control and must ensure that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give adequate consideration to health and safety. Adequate information related to health and safety must be obtained and passed on to relevant staff, contractors, members of the public, statutory authorities and clients.

### **2.5 Academy Site Facilities Managers**

Academy Site Facilities Managers advise the WNAT Facilities Manager, ensuring that details related to health and safety management are passed on. Provide support and advice to managers and staff. Act as Health and Safety representatives for the site they are responsible for. The Site Managers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business. This person will formalise the on-site communication of health and safety matters with contractors that are appointed. The Site Managers will be the representative for the Academy when dealing with any health and safety meetings/committees.

## **2.6 Line Management and Supervisors**

All WNAT Managers, whether Teaching or Support Staff, where appointed, are responsible for:

1. The practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation.
2. Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.
3. Ensuring adherence to a safe system of work by competent employees and contractors.
4. Ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision.
5. Ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary.
6. Making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.

## **2.7 Employees and Staff**

All employees and staff are required to as part of the Health and Safety at Work Act 1974:

Section 7, - To take reasonable care for the health and safety of him/her self and others who may be affected by his/her acts of omissions. To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements.

Section 8, - Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

Employees and staff are required to:

1. Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions.
2. Refrain from doing anything or omitting to do anything that causes danger to themselves or others.
3. Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health.
4. Take responsibility for good housekeeping in the area within which they work.
5. Report all accidents, incidents and dangerous occurrences in accordance with company guidelines.

6. Follow the advice given in Company Health and Safety Training in order to control workplace risks.
7. Take responsibility for their own Health and Safety.

## **2.8 Class Teachers**

Class teachers are expected to:

1. Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice.
3. Give clear oral and written instructions and warnings to pupils when necessary.
4. Follow safe working procedures.
5. Require the use of protective clothing and guards where necessary.
6. Make recommendations to their Head Teacher or manager regarding equipment and improvements to plant, tools, equipment or machinery.
7. Integrate all relevant aspects of safety into the teaching process.
8. Report all accidents, defects and dangerous occurrences to their manager.

## **2.9 Pupils**

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

1. Take personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **2.10 Contractors**

All Contractors working on WNAT premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on WNAT premises or elsewhere on WNAT behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.



## **2.11 Communication**

The name of the persons appointed with responsibility for health and safety on WNAT or associated premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information and the control of risks at that premises, is communicated to all staff and visitors.

## **2.12 Employee Consultation/Safety Representatives**

The Trust Executive Head Teacher and Trustees believe 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 WNAT 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 Trust Executive Head Teacher and Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

## **2.13 Consultation and Training**

The Trust Executive Head Teacher of the WNAT along with Senior Leaders and Managers of each Academy under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards. External Health and Safety Consultants will be used to provide professional health and safety advice if required.

## **2.14 Policy Review**

The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the occupational group of the organisation. The Health and Safety Executive (HSE) publish an annual report, statistics and a bulletin, all of which may be used for this purpose. Typical benchmarks include accident rates per employee and accident or disease causation.

There are several reasons to review the Health and Safety policy such as, but not limited to:

1. Significant organisational changes have taken place.
2. There have been changes in key personnel.
3. There have been changes in legislation and/or guidance.
4. New work methods have been introduced.
5. There have been alterations to working arrangements and/or processes.
6. There have been changes following consultation with employees.
7. The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.

8. Information from manufactures has been received.
9. Advice from an insurance company has been received.
10. The findings of an external Health and Safety Audit has been received.
11. Enforcement action has been taken by the HSE or Local Authority (LA).
12. A sufficient period of time has elapsed since the previous review.

### **3. Arrangements for implementing the policy.**

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

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

General Risk Assessment will be coordinated by Louise Jackson and Darren Wing following [guidance and documentation on Schools' PeopleNet](#). They will be responsible for ensuring the actions required are implemented.

#### **3.2 Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises Louise Jackson and Darren Wing following [guidance and documentation on Schools' PeopleNet](#).

#### **3.3 Manual Handling**

Manual handling risk assessments will be carried out by Louise Jackson and Sandy Richardson following [guidance and documentation on Schools' PeopleNet](#).

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

Computer and workstation risk assessments will be carried out by Louise Jackson and Sandy Richardson following [guidance and documentation on Schools' PeopleNet](#).

#### **3.5 Hazardous Substances**

Sandy Richardson will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, following [guidance and documentation on Schools' PeopleNet](#).

#### **3.6 Violence to Staff**

Assessment of the risks of violence to staff will be carried out by Louise Jackson and Darren Wing following [guidance on Schools' PeopleNet](#). This assessment cross-refers to the school's behaviour policy.

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

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty using [health and safety curriculum Codes of Practice on Schools' PeopleNet](#).

#### **3.8 Consultation with Employees**

Union-appointed safety representatives are Louise Jackson, Emma Hunt

Consultation with employees not represented by a union is provided through Louise Jackson

### **3.9 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 caretaker/site manager.

Any problems or defects regarding plant and equipment should be reported to Sandy Richardson.

### **3.10 Information and Advice**

A [Health and Safety Law Poster](#) is displayed at: Foyer, Staff Room, Canteen

Health and safety advice is available from the Headteacher/health and safety coordinator

#### **Health and Safety Training:**

### **3.11 Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by Office or Leadership staff following [guidance and documentation on Induction on Schools' PeopleNet](#).

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

### **3.12 Strategic Health and Safety Management and Premises Management Training**

- Health and Safety Awareness for Governors:
- Health and Safety Management for Headteachers: : Louise Jackson
- Health and Safety for Managers: Louise Jackson and Darren Wing
- Premises Management 1 – General: Louise Jackson and Darren Wing
- Premises Management 2 – Asbestos: Louise Jackson and Darren Wing
- Premises Management 3 – Fire Safety Risk Assessment:
- General Risk Assessment: Louise Jackson and Darren Wing

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

- CLEAPSS Health and Safety Management for Heads of Science: Louise Jackson and Darren Wing

### **3.14 Secondary Design & Technology**

- CLEAPSS Health and Safety Management for Heads of D&T: NA
- CLEAPSS The Safe and Effective D&T Technician: NA
- Level 2 Award in Food Safety: Ann-Marie Wing

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

- Risk Management in PE (all primary subject leaders)
- Ensuring Pupils are Safe in PE (all primary teachers )
- Norfolk PE Teaching Competence Standards (NPETCS) (primary support staff and cover supervisors): Ann-Marie Wing
- Safe Supervision of Swimming: Ann-Marie Wing

### **3.16 Occupational Risks**

- First Aid at Work:
- Emergency First Aid at Work: Vickie Rose, Nicola Scott, Rebecca Gardner, Ann-Marie Wing, Helen Barnes-Hooker.
- Paediatric First Aid (for schools with children up to age 5): Jo Moore, Katie Smith, Emma Hunt and Jan Adcock
- Moving and Handling of Disabled Pupils: NA
- Musculoskeletal Injuries Rehabilitation Scheme Referral Manager: Louise Jackson
- Norfolk Steps training: Emma Hunt

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

- IOSH Working Safely (Norse Commercial Services): Darren Wing
- Ladder Use and Inspection (Norse Commercial Services) : Darren Wing
- Health and Safety Workshop (COSHH) (Norse Commercial Services): Darren Wing

### **3.18 Health and Well-Being**

- Well-Being Facilitators: Louise Jackson

### **3.19 Minibuses**

- Norfolk County Council Minibus driver training: Trainee Emily Riddington ( Not qualified yet)

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

Health and safety training records are held by: Louise Jackson

Training needs will be identified, arranged and monitored by: Louise Jackson and Vickie Rose

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

All accidents and cases of work-related ill health involving employees (or non employees where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded on the [Norfolk County Council 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 at: Staffroom (Purple) Head injuries (blue folder in office)

Louise Jackson will investigate all incidents and act on findings to prevent a recurrence.

### **3.22 First Aid**

First aid box/es is/are kept at: first aid shelving in staff room

The following employees are available to provide first aid: Jan Adcock and Katie Smith

### **3.23 Supporting Pupils with Medical Conditions**

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

Louise Jackson is responsible for management of administration of medicines to pupils.

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

All visitors must report to Office area 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: internally locked doors, fences around site, buzzer pad entry, vigilant staff and pupils

### **3.25 On-Site Vehicle Movements**

The risks of persons and vehicles coming into contact will be controlled by the following measures: controlled access to car area during school hours – fences to syphon children away from cars, signage and locked gates.

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

Contractors are selected and managed following [guidance and documentation on Schools' PeopleNet](#).

### **3.27 Management of Asbestos**

The asbestos register and asbestos management plan is held at: By the Office area Louise Jackson and Darren Wing 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 Louise Jackson

### **3.28 Educational Visits**

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

### **3.29 Occupational Health**

Access to occupational health services is via Louise Jackson

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

Escape routes are checked by: Darren Wing every day

Fire extinguishers are maintained and checked by: Darren Wing monthly and T and P annually

Alarms are tested by: Darren Wing weekly and T and P monthly

Emergency evacuation procedures will be tested once every term.

### **3.31 Monitoring**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Louise Jackson, Darren Wing, Keith Lewington and Mark Fitzpatrick

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