



Health and Safety Policy

'Building for Successful Futures'

Formally adopted by the Governing Board of	Fred Nicholson School
Chair of Governors	Hilary Bradshaw
Policy Holder	Executive Headteacher
Policy Contributor	Heads/Leads of Areas
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Statutory Policy	Y	Published on Website	Y
This policy reflects the model policy issued by NCC Health & Safety Team, last updated November 2022. <u>Any updates and amendments to the Model Policy by the NCC Health & Safety Team automatically supersede this school policy prior to ratification by the Governing Body.</u> This policy applies to all areas of school.			



Health and Safety Policy

‘Building for Successful Futures’

Part 1 – Statement of Intent

Introduction

1.1 This is a Statement of Organisation and Arrangements for Fred Nicholson School. The statement does not replace the Norfolk County Council's General Statement of Health and Safety Policy or Norfolk Education Department's LA Health and Safety Policy Statement but is in addition to them for the benefit of all users of the premises. Copies of these documents, along with other information on health, safety and welfare matters can be found in the main office and intranet.

1.2 The school has regard to guidance issued by the Secretary of State "Health & Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies". (IS reg 11).

1.3 This Statement deals with those aspects over which the Governing Body has control and covers safety associated with the building structure, plant, fixed equipment and services for which other Officers of the Local Education Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

1.4 The aim of the Statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- a) to establish and maintain a safe and healthy environment throughout the school;
- b) to establish and maintain safe working procedures among staff and pupils;
- c) to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage, transport and preparation of articles and substances;
- d) to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required;
- e) to maintain a safe and healthy place of work with safe access and egress;
- f) to formulate procedure for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- g) to lay down procedures to be followed in case of accident;
- h) to provide and maintain adequate welfare facilities;
- i) to use and maintain a Major Incident Procedures Document (by the
- j) Headteacher and Senior Management Team) held by the Headteacher in the Headteacher's office.



Part 2 – Organisation

Responsibilities and Duties in Matters Concerned with Safety

Local Management of Schools requires the school staff, Governing Body and the LA to work together to ensure their health, safety and welfare objectives are achieved.

2.1 The Governing Body

The Education Reform Act 1988 gives Governing Bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

2.1.1 In particular, the Governors are responsible for:

- a) a clear written policy statement;
- b) specifying who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures;
- c) making sure everyone knows about the policy and understands it;
- d) involving everyone in making the policy work;

2.1.2 Ensuring the organisation of the staff including

- a) making sure that responsibilities for health, safety and welfare are allocated to specific people who should receive specific, relevant information and training;
- b) displaying information in the school confirming who has responsibility for health, safety and welfare;
- c) making sure that everyone has sufficient information about the risks they run and the preventative measures they should take;

2.1.3 Planning and setting standards including:

- a) identifying hazards, undertaking risk assessments and setting standards;
- b) having clear plans for coping with sudden emergencies;
- c) developing a positive health and safety culture.

2.1.4 Measuring performance and learning from experience including:

- a) ensuring accidents are reported and accurate records are kept for all areas of health, safety and welfare;
- b) ensuring investigations are made and risk assessments are reconsidered when accidents occur;
- c) reviewing the school's health and safety policy and performance annually and taking action on the review's findings, including amending the school policy, if necessary.



2.2 The Headteacher

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- a) be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice;
- b) co-ordinate the implementation of the Governors' health, safety and welfare procedures in the school;
- c) make clear any duties in respect of health and safety which are delegated to members of staff;
- d) maintain contact with agencies able to offer expert advice;
- e) report all known hazards immediately to the LA using hazard report forms and stop any practices or the use of any plant, tools, equipment, machinery, etc he/she considers to be unsafe, until satisfied as to their safety;
- f) put in place procedures to monitor the health and safety performance of the school;
- g) make recommendations to the Governing Body for additions or improvements to plant, tools, equipment, machinery, etc which present hazards;
- h) make or arrange for risk assessments of the premises, equipment and practices, and involve pupils where appropriate. Working practices to be undertaken, recorded and reviewed on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations;
- i) review from time to time:
 - the emergency procedures;
 - the provision of first aid in the school;
 - the risk assessments and make appropriate recommendations to the Governing Body.
- j) review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
- k) recommend to the Governing Body changes and improvements in welfare facilities;
- l) report to the Governing Body annually on the health and safety performance of the school.

2.3 Obligation of all employees

The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by the his/her acts or omissions at work,
- (b) as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with".



The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

In order that the Act is observed, all employees are expected:

- a) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- b) to observe standards of dress consistent with safety and/or hygiene;
- c) to exercise good standards of housekeeping and cleanliness;
- d) to know and apply the procedures in respect of fire, first aid and other emergencies;
- e) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- f) to co-operate with other employees in promoting improved health and safety arrangements in the school;
- g) to co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officer of the Health and Safety Executive or the Local Authority;
- h) to report all accidents, near misses, defects and dangerous occurrences.

Risk Assessment

Staff need to consider RA in their medium term scheme of work planning. Staff are required to consider the special needs of pupils and assess risk in terms of safety, including personal safety and harm to property and others.

More detailed RAs are kept on the school Intranet, these are master copies, are accessible to all staff and are printable.

Pupil specific RAs are held on a separate part of the Intranet and coordinated through a designated member of staff. New equipment or operations are risk assessed and placed on the site Intranet by the designated member of staff.

Please refer to County Guidance when available.

2.4 Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

These staff, including for example Deputy Head teacher, Heads of Year, Heads of Department, Premises manager, Assistant Premises manager:

- a) have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- b) will establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water and sharp tools);
- c) will resolve health, safety and welfare problems members of staff; who may refer to them or to the Headteacher or Line Manager any problems for which



they cannot achieve a satisfactory solution within the resources available to them;

- d) will carry out regular health and safety assessments of the activities for which they are responsible and, submit reports to the Headteacher or Line Manager;
- e) will ensure, as 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;
- f) will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought;
- g) will advise the Headteacher or Line Manager on requirements for health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- h) Ensure that all staff they manage are familiar with the relevant health and safety Codes of practice, for their area of work.

2.5 Special Obligations of Class Teachers/TA Staff

The health and safety of pupils in classrooms, laboratories, workshops and dormitories is the responsibility of the class teacher/TA staff. If for any reason a teacher/TA staff worker considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher or Line Manager before allowing work to take place.

Class Teachers/TA staff workers are expected:

- a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- b) to know the particular health and safety measures to be adopted in their own working areas as laid down in the relevant Codes of Practice;
- c) to give clear instructions and warnings to pupils as often as necessary;
- d) to follow safe working procedures personally;
- e) to require the use of protective clothing and guards where necessary;
- f) to make recommendations to the Headteacher or Line Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- g) to avoid introducing personal items of equipment (electrical or mechanical) into the school unless checked in accordance with the regulation applicable to that type of equipment;
- h) to report, and record any accidents or incidents caused by an NCC work activity, equipment or premises and which leads to a hospital visit, on the Oshen's online reporting system. Minor incidents not required to be entered on the online reporting system should be recorded locally (first aid form for those requiring first aid) held in the medical room.

2.6 School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of the Health and Safety Representative appointed by a recognised Trade Union. The Health and Safety Representative will be allowed to investigate accidents and potential hazards, pursue



employees' complaints and carry out school inspections within directed time, but wherever practicable outside teaching time. They are also entitled to certain information, for example about accidents, 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 are not carrying out the duties on behalf of the Headteacher or Governing Body.

2.7 The Pupils

Pupils are expected:

- a) to exercise personal responsibility for the health and safety of themselves and others;
- b) to observe standards of dress consistent with safety and/or hygiene;
- c) to observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
- d) to use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety;

2.7.1 All pupils and parents will be made aware of the contents of this section.

2.8 Visitors and Other Users of the Premises

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self help schemes will be made aware of the health and safety policy applicable to them by the member of staff to whom they are assigned.

There is a statutory requirement for all contractors to check and sign the Asbestos Register. They are responsible for their own RAs and safety information as required from the school as necessary.

Part 3 – Arrangements

3.1 Supervision of Pupils

Attention is drawn to the school policy on behaviour and the information on standards and procedures contained in the Staff Handbook and individual pupil risk assessments where appropriate.

3.2 Provision of First Aid

First aid boxes are provided at the following points: Medical Room, Practical Subject Rooms, sixth form areas, Main Office Kitchen, and both Minibuses.

Each box contains only standard first aid requisites and a guidance card.

3.3 Emergency Procedures



3.3.1 Illness or Accidents

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- a) First aid should be given, but only as far as knowledge and skill permit. The patient should be reassured and, only if absolutely necessary, removed from danger.
- b) A list of all First Aid qualified staff is posted both in the office and in the Medical Room. This information is also available on the school MIS. If circumstances necessitate it a qualified member of staff should be summoned immediately to tend to the patient
- c) *Transport to Hospital:* If an ambulance is required the emergency "999" service should be used. It may be appropriate, in cases of a less severe nature, to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. Guidance is given in the Staff Handbook.
- d) No casualty should be allowed to travel to hospital unaccompanied.
- e) *Reporting Accidents to Pupils and Non-employees:* Immediately after the incident every case of injury or accident or near miss must be fully and accurately reported on the Oshens online reporting system if the subject is hospitalised or minor injury in the medical book held in Medical room.
- f) *Reporting Accidents, Near Misses and Dangerous Occurrences to Employees, Pupils and Non-employees:* an entry must be made in the Oshens online reporting system.
- g) Any accident where any person is unable to work or carry out their duties for more than seven consecutive days, is to be reported and must be forwarded immediately, as the Education Department is required to pass these reports to the Health and Safety Executive (HSE). Injuries causing an absence in excess of three days, has to be recorded but not reported. For serious injuries, reports must be made immediately by telephone to 01603 223989.

3.3.2 Fire and Emergency Procedure

As staff regularly move around the school site, it is not practical to nominate specific fire marshalls. Therefore it is the responsible of all staff, whatever area they are in, to ensure the area at that time is clear during evacuation.

It is a requirement for all staff to undertake refresher training in evacuation procedures annually.

Main School, Orchard Lodge and Orchard House areas and KS2 (Ash/Maple), Orchard Class and KS4 Module will have a fire evacuation drill on a six monthly basis. It is the duty of all members of staff and pupils to carry out the procedures as follows:

Main School Building

FIRE DRILL



If you see, fire or smoke activate the nearest alarm and prepare to vacate the building.

ON HEARING THE ALARM: At the member of staff's command

- *Stand quietly*
- *File out of the building to the nearest exit away from the fire*
- *Walk in order to the relevant fire assembly point*
- *Stand in class groups*
- *Do not Leave the assembly place*

At all times

- *Keep silent*
- *Do not run*
- *Do not pass others*

ASSEMBLY PLACE: On Playground Assembly point 3, outside the KS4 Module

Notes:

Anyone not in class when the alarm sounds must go at once by the nearest exit to the assembly place and join their class group.

The person in charge will organise any search for missing persons.

Firefighting will be organised by staff after all persons are accounted for and under the senior member of staff's direction.

*Orchard Lodge and Orchard House have their own separate fire drills and act IAW their fire evacuation procedures held in Fire Prevention & Management file. They will congregate at **Assembly point 2***

*KS2 (Ash/Maple), Orchard Class have their own separate fire drills and act IAW their fire evacuation procedures held in Fire Prevention & Management File. They will congregate at **Assembly point 1.***

*KS4 Module have their own separate fire drills and act IAW their fire evacuation procedures held in Fire Prevention & Management File. They will congregate at **Assembly point 1.***

Assembly point 1: is by Lower School/KS2 yellow fenced area on the sports field near the tyres/Hazel Class.

Assembly point 2: is to the entrance of LSC Courtyard Garden.

Assembly Point 3: is the upper school playground outside KS4 Module.



The Headteacher will arrange for an annual review of the emergency procedures and of the provision of first aid in the school. Where necessary he/she will make recommendations to the Governing Body.

3.5 Information about the Arrangements

The Headteacher will ensure that pupils and staff are familiar with the arrangements set out in this section of the Policy Statement.

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

Lead Governor for Health & Safety

The lead governor with responsibility for Health & Safety is **Paul Commins**

Risk Assessment:

General Risk Assessment

Head of School will coordinate General Risk Assessment: **Mrs Heidi Philpott**, following guidance and documentation on Schools' Infospace.

Head of School **Mrs Heidi Philpott** 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 Premises Manager Mr **James Warner**/Business Manager **Mrs Sue Martin** following guidance and documentation on Schools' Infospace.

Manual Handling

Head of School **Mrs Heidi Philpott** following guidance and documentation on Schools' Infospace will carry out manual handling risk assessment.

Computers and Workstations

Head of School **Mrs Heidi Philpott** following guidance and documentation on Schools' Infospace will carry out computers and workstations risk assessments

Hazardous Substances to include Asbestos, Legionella

Premises Manager **Mr James Warner** or Assistant premises Manager **Mr Lance Bransome** 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' Infospace.



Violence to Staff

Learning Support Lead **Mrs Paula Cross** following guidance on Schools' Infospace will carry out assessments of the risks of violence to staff. This assessment cross-refers to the school's behaviour policy.

Risks Assessment of Curriculum Activities

Relevant Heads of Department/Heads of Faculty will carry out risk Assessments for curriculum activities and subject teachers using Health & Safety curriculum Codes of practice on Schools' Infospace.

Safe Plant and Equipment

Plant and Equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through the NPS Building Maintenance Partnership (BMP 5) scheme.

Any problems or defects with plant and equipment should be reported to the Premises Manager **Mr James Warner** or Assistant Premises manager **Mr Lance Bransome**.

Information, Instruction and Training

Information and Advice

The Health and Safety Law Poster is displayed at the Main **School Building Front Reception**.

Health and Safety advice is available from the health and safety Coordinator on 01603 729165 or email healthandsafety@norfolk.gov.uk.

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' Infospace.

Minor injuries to non-employees (e.g. pupils and visitors) where first aid is given will be reported on the Non-Employee Accident Record form. These forms are kept in the Medical Room.

The Premises Manager **Mr James Warner** or the Learning Support Lead **Mrs Paula Cross** will investigate all relevant incidents to their areas of responsibility and act on findings to prevent a recurrence. In the event of the Premises Manager or Learning Support Lead being unavailable, then the Business Manager **Mrs Sue Martin** and Assistant Premises Manager **Mr Lance Bransome** will deal with incidents or accidents.

Managing Medicines



Prescribed medication will be administered to the pupils following guidance and documentation on the Norfolk County Council website
<https://www.schools.norfolk.gov.uk/pupil-needs/health-needs/medical-needs-service>

Role name **Miss Karen Millen** is responsible for control of administration of medicines to pupils.

Site Security and Visitors

All visitors must report to Reception where they will be asked to in using the Inventory system and wear a visitors' badge. Where possible planned visitors will be logged onto the system prior to their arrival. During holidays contractors need to sign the Visitors Book and Asbestos Book.

Other arrangements to ensure the security of pupils and employees on site are:

On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled by the following measures:

Only License holders and trained drivers are authorised to drive vehicles. The School Business Manager **Mrs Sue Martin** holds a current list of authorised drivers. Drivers are to adhere to the onsite 5 mile an hour road signs.

Drivers to use banksman if unable to park or manoeuvre safely.

Selection and Management of Contractors

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

Management of Asbestos

The asbestos register and asbestos management plan is held in **Reception Front Lobby Under Shelf**. **Reception Staff** 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, 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 via Norfolk County Council.

Emergency Procedures – Fire Evacuation



The Premises Manager **Mr James Warner** and the Assistant Premises manager **Mr Lance Bransome** carry out visual checks on escape routes.

Fire Extinguishers are maintained and checked visually on a weekly basis by **Mr James Warner, Mr Lance Bransome** and Annually by Contractor,

All alarms are tested Every Week by the Premises Manager **Mr James Warner** and the Assistant manager **Mr Lance Bransome** .

Emergency evacuation procedures will be tested every six months for Main school, Orchard Lodge and Orchard House and once every half term for Boarders.

Monitoring

Routine inspections of the premises, to ensure safe working practices are being followed and will be carried out by Head of School **Mrs Heidi Philpott**

Part 4 – Conclusion & Review

4.1 Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

4.1.1 If an improvement or prohibition notice is served by an Enforcement Officer (eg Factories Inspector or Environmental Health Inspector), the Headteacher should immediately advise the Senior Administrative Officer (Policy and Planning). If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

4.1.2 Any member of staff noticing a failure to comply with the Statement of Organisation and Arrangement or other advice/guidance issued by the LA or Headteacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher/Health and Safety Representative. The Headteacher or Health and Safety Representative should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter he/she should then report the facts to the Senior Education Officer (Policy) of the Senior Administrative Officer (Policy and Planning).

4.1.3 Hazardous situations should also be reported immediately and the same procedure followed.

4.1.4 Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

4.2 Review

A review of the organisation and arrangements, particularly those in Parts 2 and 3, will take place each year in time for the commencement of the new academic year.



Equality Impact Statement

The Governors have reviewed this policy giving due regard to their responsibilities with respect to the equalities agenda, in line with recent legislation. They believe that the policy reflects a positive attitude and approach to all members of the school community.

Policy Approved by:

Hilary Bradshaw
Chair of Governors