

# **Diss High School**

## **Health & Safety Policy**

# Health & Safety Policy

This policy is adopted by Diss High School from the Norfolk County Council recommended template. Any additions or amendments to this policy are done so in consultation with the School's Health & Safety Committee and Governors.

## 1. Statement of Intent

Action Ref.

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.

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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; 2
- ⊙ Ensuring that health and safety management is an integral part of decision making and organisational processes; 3
- ⊙ 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; 4
- ⊙ Providing a safe and healthy working environment for our staff, pupils and others working in the school; 5
- ⊙ Ensuring safe working methods are in place and providing safe equipment; 6
- ⊙ Communicating and consulting with our staff and their trade union representatives; 7
- ⊙ Complying with statutory requirements and where possible best practice; 8
- ⊙ Investigating and learning the lessons from accidents and work related ill health incidents; 9
- ⊙ Providing effective information, instruction and training to enable our staff to be competent in their roles; 10
- ⊙ Monitoring and reviewing systems and preventative measures to make sure they are suitable, efficient and effective; 11
- ⊙ Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives; 12
- ⊙ Working with and monitoring our contractors to ensure consistent and comparable health and safety standards. 13

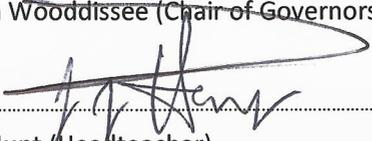
We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

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Mr John Wooddissee (Chair of Governors)

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Dr Jan Hunt (Headteacher)

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Date:

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## 2. Responsibilities and Organisation

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### Introduction

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To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

#### (i) The Governing Body

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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; 22
- ⊙ Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities; 23
- ⊙ A lead governor for health and safety is nominated; 24
- ⊙ People have sufficient experience, knowledge and training to perform the tasks required of them; 25
- ⊙ Clear procedures are created which assess the risk from hazards and produce safe systems of work; 26
- ⊙ Sufficient funds are set aside with which to operate safe systems of work; 27
- ⊙ Adequate time and resources are given to individuals to fulfil their roles as defined by this policy; 28
- ⊙ Health and safety performance is monitored and targets for improvement are set; 29
- ⊙ The School's health and safety policy is reviewed every year; 30
- ⊙ The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act. 31

#### (ii) The Headteacher

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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; 33
- ⊙ 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; 34
- ⊙ Monitor and review health and safety performance through: 35
  - Undertaking health and safety inspections of work areas/practices in line with County Council policy; 36

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	Action	Ref.
<ul style="list-style-type: none"> <li>● Setting health and safety targets and objectives through appraisals and other supervisory reviews;</li> </ul>		37
<ul style="list-style-type: none"> <li>● Reviewing incidents and accidents;</li> </ul>		38
<ul style="list-style-type: none"> <li>● Monitoring commissioned and contracted work under their control for compliance;</li> </ul>		39
<ul style="list-style-type: none"> <li>● 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;</li> </ul>		40
<ul style="list-style-type: none"> <li>⊙ Develop safe systems of work and procedures and ensure that they are implemented;</li> </ul>		41
<ul style="list-style-type: none"> <li>⊙ Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices;</li> </ul>		42
<ul style="list-style-type: none"> <li>⊙ Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people;</li> </ul>		43
<ul style="list-style-type: none"> <li>⊙ 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;</li> </ul>		44
<ul style="list-style-type: none"> <li>⊙ Ensure that all plant and work equipment provided is:           <ul style="list-style-type: none"> <li>● Selected through a risk assessment process;</li> </ul> </li> </ul>		45
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>● Suitable;</li> </ul> </li> </ul>		46
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>● Properly maintained;</li> </ul> </li> </ul>		47
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>● Subject to all necessary tests and examinations;</li> </ul> </li> </ul>		48
<ul style="list-style-type: none"> <li>⊙ Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay;</li> </ul>		49
<ul style="list-style-type: none"> <li>⊙ 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;</li> </ul>		50
<ul style="list-style-type: none"> <li>⊙ Ensure that information that may assist safety representatives in their role is provided to them as necessary;</li> </ul>		51
<ul style="list-style-type: none"> <li>⊙ When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and County policy;</li> </ul>		52
<ul style="list-style-type: none"> <li>⊙ Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being Team (Norfolk County Council);</li> </ul>		53
<ul style="list-style-type: none"> <li>⊙ Report to the Governing Body at least annually on the School's health and safety performance.</li> </ul>		54

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	Action	Ref.
<b>(iii) Lead Governor for Health and Safety</b>		56
The Lead Governor for Health and Safety has the following responsibilities:		57
○ To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety;		58
○ To scrutinise and review health and safety performance		59
○ To provide support and challenge to the Headteacher in fulfilling their health and safety responsibilities;		60
○ To ensure in particular that risk assessments of the premises and working practices are carried out and documented		61
<b>(iv) School Health and Safety Co-ordinator</b>		62
The School Health and Safety Co-ordinator has the following responsibilities:		63
○ To co-ordinate and manage the annual risk assessment process for the School;		64
○ To co-ordinate performance monitoring processes;		65
○ To make provision for the inspection and maintenance of work equipment;		66
○ 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;		67
○ To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;		68
○ To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the School generally;		69
<b>(v) Teaching and Support Staff Holding Positions of Special Responsibility</b>		70
This includes Deputy/Assistant Headteachers; Heads of Department; Technicians; Site Staff; Line Managers; SENCo; Medical Staff		
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;		71
○ Carry out regular health and safety risk assessments of the activities for which they are responsible;		72
○ Ensure that all staff under their supervision are familiar with the relevant health and safety Codes of Practice, for their area of work;		73
○ 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;		74
○ Carry out regular inspections of their areas of responsibility to ensure that equipment and activities are safe and record these inspections where required;		75

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- 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; 76
- Investigate any incidents that occur within their area of responsibility. 77

## **(vi) Class Teachers** 78

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; 79
- 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; 80
- Give clear oral and written instructions and warnings to pupils when necessary; 81
- Follow safe working procedures; 82
- Require the use of protective clothing and guards where necessary; 83
- 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; 84
- 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 in education; 85
- Report all accidents, defects and dangerous occurrences to their Head of Department. 86

## **(vii) Employee Consultation/Safety Representatives** 87

The Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment. 88

Safety representatives of trade unions recognised by the School 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.

## **(viii) Staff** 89

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; 90
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures; 91
- Use all work equipment and substances in accordance with instruction, training and information received; 92
- Wear, use, store, maintain and replace personal protective equipment as appropriate; 93

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	Action	Ref.
<ul style="list-style-type: none"> <li>○ Not intentionally misuse anything provided in the interests of health, safety and welfare;</li> </ul>		93
<ul style="list-style-type: none"> <li>○ Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate</li> </ul>		94
<ul style="list-style-type: none"> <li>○ Report all incidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises;</li> </ul>		95
<ul style="list-style-type: none"> <li>○ Attend all training relevant to their role.</li> </ul>		96
<b>(ix) Pupils</b>		97
Pupils, allowing for their age and aptitude, are expected to:		
<ul style="list-style-type: none"> <li>○ Take personal responsibility for the health and safety of themselves and others;</li> </ul>		98
<ul style="list-style-type: none"> <li>○ Observe standards of dress consistent with safety and/or hygiene;</li> </ul>		99
<ul style="list-style-type: none"> <li>○ Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;</li> </ul>		100
<ul style="list-style-type: none"> <li>○ Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.</li> </ul>		101
<b>3. Procedures and Arrangements</b>		102
The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent:		
<b>(i) Lead Governor for Health &amp; Safety</b>		103
The Lead Governor for Health & Safety is <i>Colonel Keith Kiddie</i>		
<b>(ii) Risk Assessment:</b>		104
<ul style="list-style-type: none"> <li>○ <b>General Risk Assessment</b></li> </ul>		105
General risk assessment will be coordinated by <i>Jacqui Lincoln</i> following guidance and documentation on Schools' PeopleNet.		106
<i>Richard Young</i> will be responsible for ensuring the actions required are implemented.		107
<ul style="list-style-type: none"> <li>○ <b>Fire Safety</b></li> </ul>		108
A fire risk assessment will be carried out and local fire safety procedures developed for the premises by <i>Jacqui Lincoln</i> following guidance and documentation from Schools' PeopleNet.		109
<ul style="list-style-type: none"> <li>○ <b>Manual Handling</b></li> </ul>		110
Manual handling risk assessments will be carried out by <i>Richard Young</i> following guidance and documentation from Schools' PeopleNet.		111
<ul style="list-style-type: none"> <li>○ <b>Computers and Workstations</b></li> </ul>		112
Computer and workstation risk assessments will be carried out by <i>David Hurley</i> following guidance and documentation on Schools' PeopleNet.		113

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	Action	Ref.
○ <b>Hazardous Substances</b>		114
<i>Richard Young</i> 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.		115
○ <b>Violence to Staff</b>		116
Assessments of the risks of violence to staff will be carried out by the Headteacher following guidance on Schools' PeopleNet. This assessment cross-refers to the school's Behaviour Policy.		117
○ <b>Risk Assessment of Curriculum Activities</b>		118
Risk assessments for curriculum activities will be carried out by relevant Heads of Department and subject teachers using Health & Safety Curriculum Codes of Practice on Schools' PeopleNet.		
<b>(iii) Consultation with Employees</b>		119
Consultation with employees is provided through representatives on the Health & Safety Committee; <i>Ben Glover; Chris Holmes; Clare Jacobs; Paul Lloyd; Chris Wright</i>		121
<b>(iv) Safe Plant &amp; Equipment</b>		122
Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors; a schedule for which is managed and maintained by the School Business Manager.		123
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 site officer and the caretakers.		124
Any problems or defects with plant and equipment should be reported to <i>Richard Young</i> .		125
<b>(v) Information, Instruction and Training</b>		126
○ <b>Information and Advice</b>		127
The Health & Safety Law poster is displayed in the staff room and the main school office.		128
Health and Safety advice is available from the Headteacher, Health & Safety Coordinator and from HR Direct on 01603 222212 or email <a href="mailto:hrdirect@norgolk.gov.uk">hrdirect@norgolk.gov.uk</a> .		129
○ <b>Health &amp; Safety Training</b>		130
○ <b>Induction</b>		131
Health and safety induction training will be provided for all new employees and for work experience placement students by the individual's line manager following guidance and documentation on Induction on Schools' PeopleNet.		

# Health & Safety Policy

	Action	Ref.
○ Employees and representatives named below have received or will receive health and safety training in the following areas:		132
<b>1. Strategic Health and Safety Management and Premises Management Training</b>		133
▪ Leading Health & Safety for Governors: <i>Keith Kiddie</i>		
▪ Health & Safety for Managers:		
○ Premises Management 1 – General: <i>Jacqui Lincoln; Richard Young</i>		
○ Premises Management 2 – Asbestos: <i>Jacqui Lincoln; Richard Young</i>		
○ Premises Management 3 – Fire Safety Risk Assessment: <i>Jacqui Lincoln; Richard Young</i>		
▪ Premises Management Refresher: <i>Jacqui Lincoln; Richard Young</i>		
▪ Risk Assessment: <i>Jacqui Lincoln; Richard Young; Heads of Department</i>		
<b>2. Curriculum/Subject Specific Health &amp; Safety Training</b>		134
<b>Secondary Science</b>		
▪ CLEAPSS Management of Health and Safety for Heads of Science or their Deputies: <i>Duncan Somers; Francis Lemon; Teena Deepu;</i>		
▪ CLEAPSS Health, Safety and Risk Assessment for Classroom Teachers: <i>Duncan Somers; Francis Lemon; Teena Deepu; Penny Brading; Graham Holsey; James Catchpole; Sarah Nunn;</i>		
▪ CLEAPSS Radiation Protection Supervisor Training: <i>Teena Deepu</i>		
▪ CLEAPSS Technicians' Health & Safety: <i>Clare Jacobs; Claire Everard; Sam Murphy</i>		
<b>Secondary Design &amp; Technology</b>		
▪ CLEAPSS Health and Safety Management for Heads of D&T Departments or their deputies: <i>Joe Riches</i>		
▪ CLEAPSS The D&T Technician: operating in the prep room and workshops safely and effectively: <i>Paul Lloyd</i>		
▪ Level 2 Award in Food Safety: <i>Corinne Noble; Angela Branfield</i>		
<b>Secondary PE and School Sport</b>		
▪ Risk Management in PE and School Sport: <i>James Kemp</i>		
<b>Secondary Hair &amp; Beauty</b>		
▪ CLEAPSS Health and Safety Management for Heads of D&T Departments or their deputies: <i>Sheena Evans; Heidi Wooltorton</i>		
<b>Outdoor Education</b>		
▪ Educational Visits Co-ordinator: <i>Heather Carpenter</i>		
<b>Occupational Risks</b>		
▪ First Aid at Work: <i>List of current first aiders held in the school office</i>		
▪ Emergency First Aid at Work: <i>List of current first aiders held in the school office</i>		
▪ Manual Handling: <i>Richard Young</i>		
▪ Moving and Handling of Disabled Pupils: <i>Learning Support</i>		
▪ Norfolk Steps (Team-Teach) training: <i>Learning Support</i>		
<b>Caretaking/Site Management</b>		
▪ Norse Commercial Services: IOSH Working Safely: <i>Richard Young; Paul Lloyd; Chris Holmes; Stuart Brawn</i>		
▪ Norse Commercial Services: Ladder Training: <i>Richard Young; Paul Lloyd; Chris Holmes; Stuart Brawn</i>		

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## Minibuses

- Norfolk County Council Minibus driver training: *A list of current minibus drivers is held and monitored by the school office*

- **Training Records and Training Needs Identification** 135  
Health and safety training records are held by:  
Training needs will be identified, arranged and monitored by the member of staff overseeing the specific area.
- **Incident Reporting and Investigation** 136  
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 in the incident book.  
Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported in the first aid book. This book is kept by *Chris Wright* in the First Aid room.  
Line Managers/Heads of Year will investigate all incidents and act on findings to prevent a recurrence.
- **First Aid Boxes** 137  
First aid boxes have been placed in appropriate places around the school, please see annexe 1 – First Aid Box Location Map.  
The following employees are available to provide first aid:
- **Managing Medicines** 138  
Prescribed medication will be administered to pupils following guidance and documentation on Schools' PeopleNet and in line with School policy.  
*Chris Wright* is responsible for control of administration of medicines to pupils.
- **Site Security and Visitors** 139  
All visitors must report to reception where they will be asked to sign the visitors' book and wear a visitor's badge.  
All visitors are requested to read the School's Safeguarding Policy leaflet.  
Any person on site who is not wearing an appropriate identity badge is classed as an intruder and should be challenged/reported.
- **On Site Vehicle Movements** 140  
The risks of persons and vehicles coming into contact will be controlled by the following measures:  
Staff duties – use of cones and traffic control; supervision of children  
Deliveries and collections – where possible restricted to out of school hours

# Health & Safety Policy

	Action	Ref
<ul style="list-style-type: none"><li>○ <b>Selection and Management of Contractors</b> Contractors are required to:<ul style="list-style-type: none"><li>▪ have an enhanced DBS check; sub-contractors are subject to a list 99 check and must be supervised by the contractor or site staff.</li><li>▪ provide a Health &amp; Safety Site Plan and be fully compliant with regulations set down by the HSE.</li><li>▪ provide a copy of their public liability insurance certificate</li></ul></li></ul>		141
<ul style="list-style-type: none"><li>○ <b>Management of Asbestos</b> The asbestos register and asbestos management plan is held in the school office, an electronic copy is available on the School's Intranet and another copy is retained by the School Business Manager. <i>Richard Young</i> 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.</li></ul>		142
<ul style="list-style-type: none"><li>○ <b>Educational Visits</b> 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.</li></ul>		143
<ul style="list-style-type: none"><li>○ <b>Occupational Health</b> Access to occupational health services is via an independent outside agency.</li></ul>		144
<ul style="list-style-type: none"><li>○ <b>Emergency Procedures – Fire and Evacuation</b><ul style="list-style-type: none"><li>▪ Escape routes are checked by <i>Jacqui Lincoln and Richard Young</i> half-termly.</li><li>▪ Fire Extinguishers are maintained and checked by T&amp;P Fire under an annual service agreement</li><li>▪ Alarms are tested weekly by <i>Paul Lloyd and Chris Holmes</i></li><li>▪ Emergency evacuation procedures are tested termly.</li></ul></li></ul>		145
<ul style="list-style-type: none"><li>○ <b>Monitoring</b> Routine inspections of the premises to ensure safe working practices are being followed will be carried out by <i>Jacqui Lincoln</i>.  Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.</li></ul>		146
<b>4. Review of Policy</b>  This policy will be reviewed every 12 months and more frequently in the light of experience, or because of operational changes.		147