

North Norfolk Academy Trust

Sheringham High school

Health and Safety Policy



This policy must be considered alongside the Corporate Health and Safety policy for North Norfolk Academy Trust. This is available on the website www.nnat.org.uk

**Approved: June 2017
Review: Annually
Next Review: June 2018**

Part 1: Introduction and Statement of Intent

The Governing Body of Sheringham High school believes that effective Health and Safety management supports our delivery of education and services to students.

We consider the Health and Safety of students, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

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

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

C. Candlish, Chair of Governors

A Richardson, Headteacher

Date: July 2017

Date: July 2017

Part 2: Organisational Structure and Responsibilities for Health and Safety

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

The Governing Body

The Governing Body is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards Health and Safety in staff and students.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- c) A lead governor for Health and Safety is nominated.
- d) People have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- f) Sufficient funds are set aside with which to operate safe systems of work.
- g) Health and Safety performance is measured.
- h) The school's Health and Safety policy and performance is reviewed annually.

Appendix 1 gives details of job titles and names applicable to the various duties and responsibilities outlined below.

The Lead Governor for Health and Safety

The Lead Governor for Health and Safety has the following responsibilities:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety.
- b) To scrutinise and review Health and Safety performance.
- c) To provide support and challenge to the Headteacher and the Health and Safety Co-ordinator in fulfilling their Health and Safety responsibilities.
- d) To ensure in particular that risk assessments of the premises and working practices are carried out and documented.

The Headteacher has the following responsibilities:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety.
- b) To retain overall responsibility for Health and Safety within the school whilst assigning the responsibilities detailed below to the appropriate individual and monitoring Health and Safety performance for the same.
- c) To ensure that a Business Manager has been assigned to the School by the Trust.

School Health and Safety Co-ordinator

At Sheringham High school the School Health and Safety Co-ordinator is the Senior Teacher, Day to Day Operations and has the following responsibilities:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Health and Safety policy is created.
- c) Ensure that the policy is communicated to all relevant people.
- d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on Health and Safety issues.
- g) Arrange for curriculum risk assessments to be undertaken.
- h) To ensure that appropriate General Risk assessments of working practices and the premises have been undertaken by the Business Manager.
- i) Ensure safe systems of work are in place as identified from risk assessments.
- j) Ensure that suitable emergency procedures are in place.
- k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- l) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, Health and Safety training etc.
- m) Ensure arrangements are in place to monitor premises and Health and Safety performance.
- n) Ensure that all incidents are investigated and suitable remedial actions are taken.
- o) Report to the Governing Body annually on the school's Health and Safety performance.
- p) To advise the Headteacher of situations or activities which are potentially hazardous to the Health and Safety of staff, students and visitors.
- q) To undertake Health and Safety inductions with new members of staff following the checklist attached at Appendix 2 of the full H&S policy.

Health and Safety Representatives

Under the Safety Representatives and Safety Committee Regulations 1977, an independent recognised trade union has the right to appoint safety representatives. Recognised Trade Unions will inform the school in writing when a Health and Safety representative has been appointed.

The Health and Safety representative will raise issues of Health and Safety with the School Health and Safety Co-ordinator, as they affect employees, if appropriate. They will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time, but wherever practical, outside of teaching time.

Health and Safety representatives are entitled to certain information about incidents and to paid time off to train for and carry out their Health and Safety functions. However, they are not part of the Senior Leadership team of the school and do not carry out duties on behalf of the Headteacher, School Health and Safety co-ordinator or the Governing Body.

The School Health and Safety co-ordinator will consult with the Health and Safety representatives in good time on any measures which may affect employees.

Business Manager

Sheringham High school will have been assigned a Business Manager by the Trust. Under the direction of the School Health and Safety Co-ordinator, the Business Manager will undertake the following responsibilities:

- a) To make provision for the inspection and maintenance of work and teaching equipment.
- b) To manage record keeping of all Health and Safety activities including management of the building's fabric and building services in liaison with contractors and suppliers.
- c) To advise the Schools Health and Safety Co-ordinator of situations or activities which are potentially hazardous to Health and Safety of staff, students and visitors.
- d) To undertake the risk assessments detailed in (h) above. Specifically, the General Risk Assessment, covering Lone working, Working at Height, Slips, Trips and Falls, Hot work, New and Expectant Mothers, Young Persons, Manual Handling, DSE, Portable Electrical Equipment and Stress.
- e) To ensure that information on appropriate risk activities are provided to contractors.
- f) To ensure that risk assessments of the premises are undertaken.
- g) Ensure that equipment is inspected/serviced and tested to ensure that it remains in a safe condition.
- h) To ensure that Contractors are aware of the school's Rules for Contractors at Appendix 3 and that safe working arrangements are in place when contractors are working on the premises.
- i) To ensure that regular testing and maintenance of the electrical equipment, including portable equipment takes place.
- j) To ensure that there are adequate systems in place for the management of asbestos and the control of legionella.
- k) A copy of the Health and Safety Law poster is displayed on the Health and Safety Notice board in the staff room and that the content of the board is checked and kept up to date.

Caretakers

The Caretaker(s) will undertake the following responsibilities:

- a) Safe means of egress and access to the site and buildings are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) To ensure that Contractors are aware of the school's rules for Contractors at Appendix 3 and that safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) All premises related accidents/incidents are reported, recorded and investigated.
- f) To maintain the property book and regularly review its content to ensure that defects are being correctly recorded and dealt with.
- g) To undertake regular inspections of the premises and to record these inspections on the premises checklists.

Teaching and support staff holding positions of responsibility

This includes Deputy/Assistant Headteachers, Heads of Learning, Heads of Departments, Technicians and Caretakers. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher and School Health and Safety Co-ordinator for the application of the Health and Safety procedures and arrangements.
- b) Carry out regular Health and Safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their management are familiar with the Health and Safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher/Health and Safety Co-ordinator any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare an annual report for the Headteacher/Health and Safety Co-ordinator on the Health and Safety performance of his/her department or area of responsibility.

Class Teachers

Class teachers are expected to:

- a) Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular Health and Safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to students when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher/Health and Safety Co-ordinator or Head of Department on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- h) Report all accidents, defects and dangerous occurrences to their Head of Department.

All Employees

All employees have individual legal responsibilities to take reasonable care for the Health and Safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

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

Students

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

- a) Exercise personal responsibility for the Health and Safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the Health and Safety rules of the school and in particular, the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with equipment and resources provided for them.
- e) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- f) Inform a member of staff of any situation which may affect their safety or that of any other student or staff.

