



*The Swallowtail Federation of Church Schools*  
**With friendship, trust and kindness we fly!**



*(Love your neighbour as yourself; Mark 12:31)*

We welcome all people and encourage everyone to meet their full potential – to love each other, love to learn and learn to live in all its fullness. We love our neighbours – in our school, our federation, the local community, nationally and globally, as Jesus told us to do so.

## Health and Safety Policy

This policy will be reviewed in full by the Governing Board every 2 years. This policy was last reviewed and agreed by the Governing Board in October Nov 2022. It is due for review November 2024.

Signature    N.Butcher    Executive Headteacher    Date: Nov 2022

Signature    S.Watts    Chair of Governors    Date: Nov 2022



## Model School Health and Safety organisation, responsibilities, and arrangements P611s Parts 1 and 2

### Part 1: Health and Safety Commitments

Schools where Norfolk County Council is the employer (Community, Voluntary Controlled or maintained schools) are encompassed under the NCC Health and Safety Policy (P611a), and NCC Health and safety organisation and responsibilities policy (P611).

This model commitments document (P611s Part 1 of 2) seeks to demonstrate how the employer implements its stated legal obligations (the health and safety policy / and arrangements (P611s Part 2 of 2), from the higher organisational level to the local delegated decision making and the arrangements implemented at a school.

Where the governing body is the employer (Voluntary Aided, Independent or Foundation schools) they should also consider the adoption of this document, used in conjunction with their overarching Health and Safety Policy documents.

### Swallowtail Federation of Church Schools

#### Part 1: Governing Body/Trust Board - Our Commitments

Effective health, safety and well-being management is an integral feature of our school's overall education performance. Our main objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work, in a balanced and sensible way, that supports our wider learning objectives.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance, considering 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
- Encouraging and supporting the personal well-being of staff and pupils through our practices and approach to school life
- Providing a safe and healthy working environment for our staff, pupils and others, that also supports personal well-being.
- 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
- Ensuring adequate resources are available to fulfil our health, safety and well-being responsibilities and objectives

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. For these commitments to be effective, employees throughout the school must play their part in creating and sustaining a positive health and safety culture and must take responsibility for their own well-being with the encouragement and support of their managers.

**Name of Chair of Governors:** Sheila Watts

**Date:** 24/11/22

**Name of Executive Headteacher:** Natalie Butcher

**Date:** 24/11/22

## **Model School Health and Safety organisation, responsibilities, and arrangements P611s Parts 1 and 2**

**Review date: 24/11/24**

### **Health and Safety – our arrangements**

#### **Part 2: Organisation and responsibilities, and arrangements**

##### **Introduction**

Schools where Norfolk County Council is the employer (Community, Voluntary Controlled or maintained schools) are encompassed under the NCC Health and Safety Policy (P611a), and NCC Health and safety organisation and responsibilities policy (P611).

This model document seeks to demonstrate how the employer implements its stated legal obligations (the health and safety policy / and arrangements), from the higher organisational level to the local delegated decision making and the arrangements implemented at a school.

The following responsibilities have been assigned at our school:

##### **The Governing Body/Trust Board**

Responsible for ensuring that suitable local organisational arrangements are in place for the management and control of health and safety within the school/ trust. We will ensure that:

- A written commitments statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils, and those we work with
- Local 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, resource and training to perform the tasks required of them
- Clear procedures are utilised which assess the risk from hazards, identify controls and produce safe systems of work that are communicated clearly to everyone who needs to follow them
- Sufficient resources are allocated to maintain a safe and healthy work environment, and operate safe systems of work
- Health and safety performance is monitored and reported, and targets for improvement are set
- The school's health and safety arrangements are reviewed annually
- School staff are consulted on health and safety matters through arrangements agreed with the represented unions or other employee representatives
- School premises are maintained to ensure that associated safety risks are sufficiently controlled
- Our local management of health, safety and well-being considers the needs of anyone with a protected characteristic under the Equalities Act



## **Model School Health and Safety organisation, responsibilities, and arrangements P611s Parts 1 and 2**

### **Lead Governor for Health and Safety**

The Lead Governor for health and safety has the following responsibilities:

- To be fully and visibly committed to the Our Commitments statement document - for health and safety
- To scrutinise and review local health, safety and well-being performance
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their respective local health and safety responsibilities
- To ensure that suitable risk assessments of the premises and working practices are carried out, documented and reviewed

### **The Executive Headteacher**

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.

#### **They will:**

Be fully committed to the Governing Body Our Commitments, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.

Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health, safety and well-being 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 policy / Safe systems of work
  - Setting local health and safety targets and objectives through appraisals and other supervisory reviews
  - Reviewing and learning from incidents.
  - Monitoring local contracted work under their control for compliance
  - Ensure that the management of health, safety and well-being in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- Develop adequate local safe systems of work and procedures and ensure that they are implemented and monitored
- Ensure prompt action is taken to resolve any situations that may adversely affect the health, safety and well-being of staff or other people
- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training, resource, and supervision to carry out their duties, paying particular attention to new/inexperienced staff and trainees
- Ensure that all plant and work equipment provided is appropriately selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests, examinations and maintenance.
- Ensure that accidents and incidents (including near misses and instances of abusive and violent behaviour) are reported and investigated, and the findings acted upon without delay



## **Model School Health and Safety organisation, responsibilities, and arrangements P611s Parts 1 and 2**

- Ensure information that may assist nominated safety representatives is provided to them
- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and the relevant procurement and contract management processes
- Ensure that they seek timely assistance and advice where expert help is required from the NCC Health, Safety and Well-being team
- Report to the Governing Body at least annually on the school's health, safety and well-being performance

### **Health and Safety Coordinator – Deputy Headteacher**

The Health and Safety Coordinator (or equivalent) has the following responsibilities:

- To coordinate and manage the local risk assessment process for the school
- To coordinate local performance monitoring processes
- To make provision for the inspection and maintenance of local work equipment
- To manage / assist in the keeping of records of all health and safety activities including management of the building fabric and building services in liaison with the school's appointed general property maintenance contractor and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health, safety and well-being of staff, pupils and visitors.
- To ensure that staff are adequately instructed in health, safety and well-being matters about their specific workplace and the school generally.

### **Teaching and support staff holding positions of special responsibility**

This includes Deputy Headteacher, Senior Teachers, Business Manager, Caretakers

They have the following responsibilities:

- Apply the school's Health and Safety - Our Commitments statement, and the relevant health, safety and well-being Codes of Practice / guidance 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, safety and well-being risk assessments / review of the activities for which they are responsible
- Ensure that relevant staff are familiar with the health, safety and well-being requirements for their area of work
- Resolve health, safety and well-being issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution with the resources available
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections



## Model School Health and Safety organisation, responsibilities, and arrangements P611s Parts 1 and 2

- Ensure the provision of sufficient information, instruction, training, resource and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health, safety and well-being
- Investigate any incidents that occur within their area of responsibility

### Teachers

Teachers are expected to:

- Exercise safe and effective supervision of their pupils, to know the related procedures, e.g., fire, first aid, control measures within lessons, and other emergencies and to implement them
- Follow the health, safety and well-being measures in their own teaching areas as described in the relevant procedures
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of appropriate protective clothing and machinery guards etc., where necessary
- Make recommendations to their Headteacher or manager regarding equipment needs and improvements to the site, plant, tools, equipment or machinery
- Integrate all relevant aspects of health, safety and well-being into the teaching process
- Report all accidents, defects, dangerous occurrences and near misses to their manager

### Employee Consultation/Safety Representatives

The Governing Body believe that consulting employees on health, safety and well-being 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, safety and well-being that may affect staff and on the provision of related information and training. Non-union staff will also be consulted directly or via their nominated Safety Representatives.

Before making any decisions, which could have health, safety and well-being 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 and support the development.

### All Staff

All staff have individual responsibility to take reasonable care for the health, safety and well-being of themselves and for others who may be affected by their acts or omissions. They must:

- Always comply with the school's health and safety - Our Commitments statement, and related procedures
- Co-operate with managers in complying with relevant health, safety and well-being systems of work and procedures



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- Use all work equipment and substances in accordance with appropriate 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, safety and well-being inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of abusive and violent behaviour, 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 be coached and supervised where appropriate, in the following:

- Taking personal responsibility for the health and safety of themselves and others
- Observe all the health and safety requirements of the school/trust and in particular the instructions of staff / supervision
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- The school should also seek to engage with carers or parents as appropriate to support safe and healthy behaviours.

### **Specific arrangements for health and safety**

The following arrangements have been adopted to ensure compliance with the Governing Body's - Our Commitments.

The following areas of activity should have named people allocated for that task following guidance and templates available on [InfoSpace](#).

#### **Lead Governor for Health and Safety**

The lead governor/trustee with responsibility for scrutiny of health and safety performance is **Josie Upton**.

#### **Incident Management**

**Incident management will be the overall responsibility of the Executive Headteacher.**

First aid risk assessment and management of provision is the responsibility of: **Deputy Headteacher**

#### **Risk Assessment**

Risk Assessment of work-related activities, site safety, infection control and security will be coordinated by **Deputy Headteacher**. They will be responsible for ensuring the actions required are implemented.



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### **Fire Safety**

A fire plan, fire risk assessment, and associated evacuation plans will be carried out and developed for the premises (including fire drills) by **Deputy Headteacher**.

### **Manual Handling**

Manual handling risk assessments will be carried out by **Deputy Headteacher**.

### **Computers and Workstations**

Computer and workstation risk assessments (Display Screen Equipment- DSE) will be carried out by **Deputy Headteacher**.

### **Home Working**

Assessment of the risks of staff working from home will be carried out by **Deputy Headteacher**.

### **Hazardous Substances**

**Caretaker** will identify hazardous substances, and ensure that the appropriate assessments are available and implemented

### **Behaviour Management**

Assessment of the risks of abusive / violent behaviour (voluntary / involuntary) to staff / others will be carried out by **Deputy Headteacher**. This assessment cross-refers to the school's behaviour policy and should consider behaviour related risks.

### **Lone Working**

Assessment of the risks of lone working staff will be carried out by **Deputy Headteacher**.

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

Risk Assessments for curriculum activities will be carried out by **class teachers**.

### **School Caretaking and Site Management**

Assessment of the risks to Caretakers, contractors (including Construction related activities - CDM) and others working at the site will be assessed by **Deputy Headteacher**. This should include consideration of all activities including working at height, potential 'hot works' and maintenance activities.

### **Driving for Work**

Assessment of the risks of driving for business will be carried out by **Deputy Headteacher**.





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### Cash Handling

Assessment of the risks of handling cash will be carried out by **Executive Headteacher**.

### Health and Well-being

Assessment of the risks relating mental health, new and expectant mothers, infection control, individual health factors and well-being will be carried out by the **Executive Headteacher** or by utilising support available through the Health, Safety and Well-being team.

### Consultation with Employees

Union appointed safety representatives are **N/A – none appointed**.

Consultation with employees not represented by a union is provided through **memo consulting with all staff**

### Safe Plant and Equipment

Plant and equipment\* will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body.

\*Plant and equipment likely to need formal inspection and maintenance in a school premises includes:

- Hot and cold-water services (legionella)
- Condition monitoring of identified asbestos containing materials
- Boilers and heating plant
- Fire safety equipment
- Electrical installations
- Portable electrical equipment (PAT testing)
- Catering equipment (appliances)
- Gas installations and appliances
- Lifting equipment
- Local exhaust ventilation (LEV) equipment
- Outdoor play equipment
- Door closers / seals / Glazing and finger guards
- PE equipment
- Technology workshop equipment
- Ventilation and air extraction systems
- Swimming pool plant
- Management of Radiation Sources

Routine local testing of emergency lighting and fire alarm call points will be carried out by **external contractor**.

Flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the caretaker/site manager – **Shaun Jones**

Any problems or defects relating to plant and equipment should be reported to **Senior Teacher who would make immediate action to ensure safety of staff and pupils and then would cascade to the Executive Head as required**.

### Information, Instruction and Training



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### Information and Advice

A Health and Safety Law Poster is displayed or the equivalent leaflet is available at each school. Health and safety advice is available from the headteacher/health and safety coordinator or by contacting NCC HSW team at [healthandsafety@norfolk.gov.uk](mailto:healthandsafety@norfolk.gov.uk)

### Induction

Health and safety induction will be provided for all new employees and for work experience placement students by **Executive Headteacher or Deputy**.

### Health and Safety Training

The Health, Safety and Well-being information on InfoSpace provides a framework for compliance. Anyone involved in the management of health, safety and well-being is required to be competent in their role. The law recognises that knowledge, skills and experience are very important in meeting competence requirements. In most cases, however, training will also be required to complete a person's competence, particularly in relation to following local Norfolk County Council procedures and practices.

In addition to individual knowledge, skills and experience, the training below is recommended to achieve competence in the role, as stated in this policy.

- Health and Safety Leadership for Headteachers and Managers
- Safe Management of Premises – General
- Safe Management of Premises – Asbestos
- Safe Management of Premises – Fire
- Risk Assessment – essential risk management
- Health and Safety Awareness for Governors (e-learning, via [GovernorHub](#))

All training courses will need to be attended once every three years unless the relevant code of practice states otherwise.

### Curriculum/subject specific health and safety training

#### Occupational Risks

- First Aid at Work and Emergency First Aid at Work
- Paediatric First Aid (for schools with children up to age 5)
- Moving and Handling People (provided by [Norfolk Community Health and Care occupational therapy team](#))
- NCC Musculoskeletal Injuries Rehabilitation Service Referral training (provided by IPRS)
- Personal safety (tutor led)
- Norfolk Steps Step on or Step Up training

#### Caretaking/Site Management

Where relevant (subject to identified roles / responsibilities):

- Safe Management of Premises – General
- Safe Management of Premises – Asbestos
- Safe Management of Premises – Fire



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- Risk Assessment – essential risk management
- Schools with swimming pools: Pool Plant Operators Certificate ([Institute of Swimming](#)):
- Basic Tree Survey and Inspection ([LANTRA](#)): External contractor

### Health and Well-being

- Well-being Facilitators (or equivalent): **Tracey Bales**

### Minibuses

- Norfolk County Council [Minibus driver assessment](#):

### NCC Health and Safety e-Learning Courses

The courses below can be found on the Health and Safety section of InfoSpace. Current e-Learning courses available:

- Health and Safety and Fire Prevention Awareness
- Display Screen Equipment
- Supporting Evac Chair Users with Dignity
- Personal Safety
- Driving Safely for Work
- Understanding Mental Health

### Training Records and Training Needs Identification

Health and safety training records are held by: **Deputy Headteacher**.

Training needs will be identified, arranged and monitored by: **Deputy Headteacher in consultation with Executive Head**.

### Reporting and Investigation

**All accidents, near misses 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.

In NCC schools **this should be made via the NCC OSHENs** online incident reporting system. Academies will have their own systems.

Minor injuries to non-employees where first aid (only) is given will be reported on the First Aid Record of Treatment form (or equivalent).

**Executive Headteacher** will investigate all incidents and act on findings to prevent a recurrence.

### First Aid

First aid boxes are kept in all class bases

The following staff are available to provide first aid: Three day First Aid at Work Qualified First Aiders: Jo Barker, Charlotte Coles (Catfield); Clare Seaton (Sutton); Dawn Steers and Anna Turner (Hickling).



## **Model School Health and Safety organisation, responsibilities, and arrangements P611s Parts 1 and 2**

Add procedure as appendices.

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

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

**Senior Teacher** is responsible for management of administration of medicines to pupils.

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

Contractors and construction projects are selected, approved and managed by the **Executive Headteacher**.

### **Management of Asbestos**

The asbestos register and asbestos management plan are held at all three sites and managed by **Deputy Headteacher**.

### **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 via the **Executive Headteacher**

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

Escape routes are checked **class teachers** daily.

Fire extinguishers are maintained and checked by **Churches Fire** annually.

Alarms are tested by **Shaun Jones** weekly at each site.

Emergency evacuation procedures will be tested once every term.

### **Monitoring**

Routine inspections of the premises to ensure safe premises and working practices are followed will be carried out by **Deputy Headteacher**.

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

### **Review of Policy**

This document will be reviewed at least annually.



## **Model School Health and Safety organisation, responsibilities, and arrangements P611s Parts 1 and 2**

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. For these arrangements to be effective, employees throughout the school must play their part in creating and sustaining a positive health and safety culture and must take responsibility for their own well-being with the encouragement and support of their managers.

**Name of Chair of Governors/Trust Board:** Mrs S Watts

**Date:** 24/11/22

**Name of Headteacher:** Natalie Butcher

**Date:** 24/11/22

**Review date:** 24/11/24