

Headteacher  
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## **Health and Safety Policy**

### **Part 1: Statement of Intent**

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, 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.

**Reviewed on: 16/01/19**

**Next review date: 16/01/20**

# Health and Safety Policy

## Part 2: Responsibilities and Organisation

### Introduction

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 pupils.
- 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. (Denise Markham Wroe)
- 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 through county inspections.
- h) The school's health and safety policy and performance is reviewed annually.

### The Head teacher

Mrs Kossowicz 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 risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that suitable emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- l) Ensure arrangements are in place to monitor premises and health and safety performance.
- m) Ensure that all incidents are investigated and suitable remedial actions are taken.
- n) Report to the Governing Body annually on the school's health and safety performance.

#### **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 Mrs Kossowicz 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.

#### **School Health and Safety Coordinator (Mrs Kossowicz)**

The School Health and Safety Coordinator has the following responsibilities:

- a) To coordinate and manage the annual risk assessment process for the school.
- b) To coordinate performance monitoring processes.
- c) To make provision for the inspection and maintenance of work equipment.

- d) 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.
- e) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- a) Investigate any accidents that occur within their area of responsibility.

### **Class Teachers and support Staff**

are expected to:

- a) Exercise effective supervision of their pupils, 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 pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to Mrs Kossowicz.
- 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 Mrs Kossowicz.

### **Health and Safety Representatives**

The Governing Body recognises the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. 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 management structure and do not carry out duties on behalf of Mrs Kossowicz or the Governing Body.

### **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).

### **Pupils**

Pupils, 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 things provided for their health and safety.

## **Part 3: Procedures and Arrangements**

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

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

The lead governor with responsibility for health and safety is Denise Markham Wroe

### **Risk Assessment:**

### **General Risk Assessment**

General Risk Assessment will be coordinated by Polly Kossowicz following guidance and documentation on Schools' PeopleNet.

[insert name] 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 Mrs Kossowicz following guidance and documentation on Schools' PeopleNet.

### **Manual Handling**

Manual handling risk assessments will be carried out by Mrs Kossowicz following guidance and documentation on Schools' PeopleNet.

### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by Mrs Kossowicz following guidance and documentation on Schools' PeopleNet.

### **Hazardous Substances**

Mrs Kossowicz 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.

### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by Mrs Kossowicz following guidance on Schools' PeopleNet. This assessment cross-refers to the school's behaviour policy.

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

Risk Assessments for curriculum activities will be carried out by Mrs Kossowicz using Health and Safety curriculum Codes of Practice on Schools' PeopleNet.

### **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through the NPS Building Maintenance Partnership (BMP3) scheme.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the caretaker.

Any problems or defects with plant and equipment should be reported to Mrs Kossowicz.

## **Information, Instruction and Training**

### **Information and Advice**

The Health and Safety Law Poster is displayed at: The Office

Health and safety advice is available from the Head teacher/health and safety coordinator; and from HR Direct on 01603 222212 or email [hrdirect@norfolk.gov.uk](mailto:hrdirect@norfolk.gov.uk)

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

#### **Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by Mrs Kossowicz following guidance and documentation on Induction on Schools' PeopleNet.

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

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

- Premises Management 1 – General:
- Premises Management 2 – Asbestos:
- Premises Management 3 – Fire Safety Risk Assessment:

The HSE has recommended that for larger premises three or four staff attend Premises Management training to allow for sickness, holidays etc.

#### **Primary PE and School Sport**

- Risk Management in PE and School Sport: Polly Kossowicz
- Safe Supervision of Swimming for Teaching Assistants: Sue Rampley

#### **Outdoor Education**

- Educational Visits Coordinator: Mrs Kossowicz

#### **Occupational Risks**

- First Aid at Work:
- Emergency First Aid at Work:
- Paediatric First Aid (for schools with children up to age 5):
- Manual Handling:
- Moving and Handling of Disabled Pupils:
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training:
- Norfolk Steps (Team-Teach) training:

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

- Norse Commercial Services School Caretakers Health and Safety Awareness:

- Norse Commercial Services Safe Use and Inspection of Ladders and Stepladders:
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate:

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

- Well-Being Facilitators: Mrs Kossowicz

### **Minibuses**

- Norfolk County Council Minibus driver training: Mrs Kossowicz and Maggie Belton

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

Health and safety training records are held by: Mrs Kossowicz

Training needs will be identified, arranged and monitored by: Mrs Kossowicz

### **Incident Reporting and Investigation**

All accidents and cases of work-related ill health involving employees (or non employees where the non employee is taken directly to hospital) must be recorded on the Norfolk County Council Incident Report Form following guidance and documentation on Schools' PeopleNet.

The Incident Report book is kept in the school office.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept in the classrooms and staffroom with the first aid boxes.

Mrs Kossowicz will investigate all incidents and act on findings to prevent a recurrence.

Mrs Kossowicz is responsible for reporting incidents to County Hall and maintaining records.

### **First Aid**

First aid boxes are kept the Medical room/Disabled bathroom.

The following employees are available to provide first aid: Sarah Sylvester, Polly Kossowicz, Emma Cotton, Carol Spinks, Clair Price, Charlotte Scott

### **Managing Medicines**

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

Clair price, Sarah Sylvester and Polly Kossowicz are responsible for control of administration of medicines to pupils.

### **Site Security and Visitors**

All visitors must report to Sarah or Clair in the school office where they will be asked to sign the visitors book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are: The front gate will be closed. Visitors will be directed by signage to the front gate and then the school office.

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

The risks of persons and vehicles coming into contact will be controlled by the following measures: the gate closure, no vehicles permitted on site while children are on the premises

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

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

### **Management of Asbestos**

The asbestos register and asbestos management plan is held at: The office

Mrs Kossowicz 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.

### **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 Norfolk County Council.

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

Escape routes are visually checked by the caretaker every day.

Fire extinguishers are visually checked by the caretaker every week.

Alarms are tested by TTP alarm systems every term. One alarm point is tested by the Polly Kossowicz/Clair Price every week.

Emergency evacuation procedures will be tested once every term. This will be organised by Mrs Kossowicz.

### **Monitoring**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Mrs Kossowicz.

Inspections of individual departments and specific work areas will be carried out by Mrs Kossowicz.

### **Review of Policy**

This policy will be reviewed annually and possibly revised in the light of experience, or because of operational or organisational changes.

**Date established by governing body - January 2019**

**Date for full implementation - January 2019**

**Date for review - January 2020**

**Signed** *P Kossowicz & Matthew Coe*