

The Windmill Primary Federation

Executive Headteacher: Ms J. Davis
Deputies: Mr S. Horsley & Mrs R. Ward



Health and Safety Policy

Part 1: Statement of Intent

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a Federation. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

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,.
- 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
- Providing a safe and healthy working environment for our staff, pupils and others working in the federation
- 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
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives.
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

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.

Name/Signature of Chair of Governors: Martin Gordon

Name/Signature of Executive Headteacher: Jill Davis

Date: 26/09/16

Review date: Autumn Term 2018

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 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.
- 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 and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Adequate time and resources are given to individuals to fulfil their roles as defined by this policy
- Health and safety performance is monitored and targets for improvement are set.
- The school's health and safety policy is reviewed at least every two years
- The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

The Headteacher

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.

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 federation's activities

- Monitor and review health and safety performance through:
 - Undertaking health and safety inspections of work areas/practices in line with relevant County Council policy
 - Setting health and safety targets and objectives through appraisals and other supervisory reviews
 - Reviewing incidents and accidents
 - Monitoring commissioned and contracted work under their control for compliance
 - 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
- Develop safe systems of work and procedures and ensure that they are implemented

- Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.
- 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
- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay
- 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
- Ensure information that may assist safety representatives in their role is provided to them as necessary
- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy
- Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team
- Report to the Governing Body at least 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:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- To scrutinise and review health and safety performance.
- To provide support and challenge to the Headteacher in fulfilling their health and safety responsibilities.
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented.

The Federation Health and Safety Coordinator

The Federation Health and Safety Coordinator has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the federation.
- To coordinate performance monitoring processes – Headteacher
- To make provision for the inspection and maintenance of work equipment.
- 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.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the federation generally.

Teaching and support staff holding positions of special responsibility

This includes Deputy Headteachers, Subject Leaders, Federation Business Manager, IT Technician and Caretakers. 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
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice, for their area of work.
- 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.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required.
- Ensure, as 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.
- Investigate any accidents that occur within their area of responsibility.

Class Teachers

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.
- 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.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Deputy Head on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 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.
- Report all accidents, defects and dangerous occurrences to the Headteacher or Deputy Head.

Employee Consultation/Safety Representatives

The Governing Body believes that consulting employees on health and safety 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 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.

Staff

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
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with 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 and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, 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:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- 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 Gloria Joiner.

Risk Assessment:

General Risk Assessment

General Risk Assessment will be coordinated by Federation Business Manager following guidance and documentation on Schools' PeopleNet.

Headteacher 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 the **Federation Business Manager** following guidance and documentation on Schools' PeopleNet.

Manual Handling

Manual handling risk assessments will be carried out by the Federation Business Manager following guidance and documentation on Schools' PeopleNet.

Computers and Workstations

Computer and workstation risk assessments will be carried out by Federation Business Manager following guidance and documentation on Schools' PeopleNet.

Hazardous Substances

Federation Business Manager/Caretaker 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 Headteacher 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 Deputy Headteachers and subject leaders using Health and Safety curriculum Codes of Practice on Schools' PeopleNet.

Consultation with Employees

Union-appointed safety representatives are - there is no current representative

Consultation with employees not represented by a union is provided through Headteacher

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through the NPS Building Maintenance Partnership (BMP4) 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 caretakers.

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

Information, Instruction and Training

Information and Advice

The Health and Safety Law Poster is displayed in/on:
WW – Reception Area
TSJ - Filing Cabinet in school office
TSL – Servery Wall in Kitchen
WH – Under the staff signing in board in main corridor

Health and safety advice is available from the headteacher/health and safety coordinator; and from HR Direct on 01603 222212 or email 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 Deputy Heads and Federation Business Manager 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

- Leading Health and Safety for Governors: Gloria Joiner– 8 June 2016
- Health and Safety for Managers: N/A included in other training
- Premises Management 1 – General: Federation School Business Manager - 13 June 2014
- Premises Management 2 – Asbestos: Federation School Business Manager – 2 May 2014
- Premises Management 3 – Fire Safety Risk Assessment: Federation School Business Manager – 23 May 2014
- Premises Management Refresher: Federation School Business Manager in 3 years time Summer Term 2017
- Risk Assessment: N/A covered under Premises Management 1,2 & 3

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

Curriculum/Subject Specific Health and Safety Training

Primary PE and School Sport

- Risk Management in PE and School Sport: Karon Chambers
- Safe Supervision of Swimming for Teaching Assistants:
Paula Collison, Tamara Finlay – 6 January 2014
Ami Docking, Louise Gowler, Nikki Levett, Teresa Turner - 20 July 2016

Outdoor Education

- Educational Visits Coordinator: Headteacher

Occupational Risks

- First Aid at Work: see attached appendix
- Emergency First Aid at Work: see attached appendix
- Paediatric First Aid (for schools with children up to age 5): see attached appendix
- Manual Handling: MSAs, Admin staff, Caretaker and Cleaning staff
- Moving and Handling of Disabled Pupils: to be identified when required
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: Felicity Walsh 2014
- Norfolk Steps (Team-Teach) training: see attached appendix

Caretaking/Site Management – see Appendix attached

- Norse Commercial Services: IOSH Working Safely: Caretakers
- Cambridgeshire County Council: Ladder Training: Caretakers
- Cambridgeshire Catering & Cleaning Services: Electrical Safety Training: Caretakers
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate: N/A

Health and Well-Being

- Well-Being Facilitators: Deputy Heads

Minibuses

- Norfolk County Council Minibus driver training: N/A

Training Records and Training Needs Identification

Health and safety training records are held by: School Offices

Training needs will be identified, arranged and monitored by: Headteacher, Deputy Heads, Subject Leaders and Federation Business Manager

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' PeopleNet.

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:

WW – the school office, archive information stored in locked cupboard in the garage

WH – the locked first aid cupboard at the end of the main corridor

TSJ – the group room, archive information stored in locked cupboard under the stairs.

TSL – School office, archive information stored in school office.

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

First Aid

First aid boxes are kept:

WW – in all the classrooms, in the staff room and outside the library

TSJ – in all the classrooms, in the office and group room

TSL – School kitchen, mobile, cloakroom outside Class 2 & 3

WH – Class 1 and in the First Aid Station Cupboard at the end of the main corridor. MSA bum bags in the school hall

The following employees are available to provide first aid:

See attached Appendix.

Managing Medicines

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

Headteacher 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 sign the visitors' book and wear a visitors' badge.

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

Regular site inspections and risk assessments.

On-Site Vehicle Movements

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

WW – only staff and visitors are allowed to park on the main drive (not parents) and there is a 5mph sign at the entrance gate; there are however delivery lorries, oil tankers and grass cutting equipment which need access to the school at certain times of the day. All Parents (apart from Nursery parents picking and dropping of children between 11.30 and 12.30) now only have access to the front entrance to drop off and collect their children and discouraged from using the drive if at all possible. There is a difficulty in that the Children's Centre is currently operating in the Family Centre and parents need to have access via the drive; parents are encouraged to access the Children's Centre via the Parish Council Playing field. Car speeds are monitored.

TSL – No access on site for vehicles

TSJ – The school has no on-site parking. No parking is allowed on the zig-zag lines at the front of the school for the children's safety.

WH – Only staff and visitors are allowed to park in the car park which is located at the back of the school and is locked to children during the day. No vehicles are permitted on the school site during school hours. Bins are collected via the rear car park meaning the lorry has no need to access the main school site.

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:

WW – the school office

TSJ – the school office

TSL – Hallway outside school office

WH – in reception next to the visitors signing in book

Federation Business Manager and School Secretaries under the direction of the Headteacher 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 Councils Occupational Health service](#)

Emergency Procedures – Fire and Evacuation

Escape routes are checked [by/every: See Fire Log Book F607](#)

Fire extinguishers are maintained and checked by BMP4 service level agreement: annually.

Alarms are tested [by/every: See Fire Log Book F607](#)

Emergency evacuation procedures will be tested once every term.

Monitoring

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Headteacher, Deputy Heads, Lead Governor, Caretakers and Federation Business Manager.

Inspections of individual departments and specific work areas will be carried out by Subject Leaders or nominated staff.

Review of Policy

This policy will be reviewed at least every 2 years.