



CITY ACADEMY NORWICH

HEALTH AND SAFETY POLICY

Aim: To set out the policy for the management of health and safety within the school

ESSENTIAL MANAGEMENT POLICY FOR:

Head Teacher, all school staff and visitors

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CITY ACADEMY NORWICH

HEALTH & SAFETY POLICY

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1. INTRODUCTION

This policy sets out the management structure, responsibilities and associated systems by which the Sapientia Education Trust (SET) provides a safe environment at City Academy Norwich for employees, students and visitors. This also applies to when staff and students are off site as part of their work or for official trips or visits.

2. GENERAL ARRANGEMENTS

2.1 The Head Teacher is responsible for the day-to-day management of safety at the school. Responsibility for the supporting arrangements and associated management system is held by the Chief Operating Officer for the SET. These responsibilities are detailed at Annex A to D.

2.2 Any member of staff who has a Health and Safety concern directly associated with their area of work should raise this through their line management. Should the employee remain concerned this should then be raised with the Head Teacher.

2.3 Visitors and contractors fall under the responsibility of the employee hosting the individual or group. For contractors, this will be the responsibility of the School Estate Manager/Caretaker.

2.4 The management system is based on Health and Safety Executive (HSE) guidance provided within HSG (65). The framework of this is set out at annex E. The school adopts the HSE system of Plan, Do, Check, Act.

3. SUPPORTING POLICY AND RISK ASSESSMENTS

3.1 Planning is primarily secured through the Policies and Risk Assessments set out at annex F.

3.2 There are also two overarching safety codes of practice (COP) which are bespoke to the school and which are supported by individual higher risk curriculum subject COPs-

- **Management of Risks** – this is relevant to the work of all employees at the school. This COP sets out in brief the systems and arrangements which staff must follow to ensure a safe environment. These are provided in fuller detail within the relevant SET policies.
- **Curriculum Activities** - this is relevant to those employees who teach subjects that introduce hazards through the lesson content or activity. The Curriculum activities COP includes a number of individual subject codes of practice within the master document in the following curriculum areas:
 1. Art
 2. Drama
 3. Design and Technology (DT)
 4. Food Technology
 5. Physical Education (PE)
 6. Science

Schools shall create bespoke higher risk subject COPs using templates provided by the Trust Health and Safety Team. These must be reviewed by Heads of department on an annual basis.

3.3 School safety policies will be reviewed at the start of each school year and as a result of any:

- significant change to the Management Structure and or responsibilities
- significant material change/s to the school
- critical incident

3.4 The SET safety policies are generic in nature to all schools within the Trust. They set out those measures which establish and maintain safe systems, buildings and people. The essential day to day measures which employees must follow are set out within the school COP for the Management of Risks and the site-specific risk assessments.

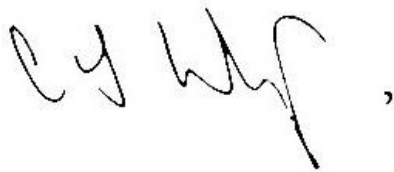
4. EMPLOYEE HEALTH AND SAFETY REPRESENTATIVES

4.1 The Trust recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside teaching time.

4.2 It is also recognised that they are entitled to certain information, for example about accidents 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 are not carrying out duties on behalf of the Trust.

4.3 Health and Safety is a standing item on the agenda at Trust Infrastructure Committee meetings and at consultation meetings with employee representatives. The Trust Health and Safety Manager and/or Health and Safety Officers (HSO) will attend and report at these meetings.

Document author- C Lloyd, Health and Safety Manager, Sapientia Education Trust



Signature.....

Adopted by: J Franklin Head Teacher, City Academy Norwich

Signature

Date.....

THE SET CHIEF OPERATING OFFICER

The Chief Operating Officer (COO) has the following responsibilities-

- (a) Ensure safety policies are in place for individual schools as appropriate to the risks presented at the School.
- (c) Ensure the availability and provision of support to the School through the SET Health and Safety Team and the SET Estates Manager.
- (d) Ensure arrangements are in place to support schools through any contracted safety related inspection, servicing and maintenance.
- (e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives

THE HEAD TEACHER

The Head Teacher has the following responsibilities:

- (a) Ensure there is a Health and Safety policy in place for the school.
- (b) Ensure the Policy is communicated adequately to all relevant persons at the school.
- (c) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- (d) Ensure appropriate information on significant risk activities is given to visitors and contractors if part of an arrangement made by the school.
- (e) Ensure appropriate consultation arrangements are in place for school staff and their Trades Union representatives.
- (f) Ensure that all School staff are provided with sufficient information, instruction and training to enable them to perform the tasks required of them.
- (g) Make or arrange for risk assessments of the school and of any potentially hazardous activities to be undertaken.
- (h) Ensure safe systems of work are in place at the school or during an off-site visit as identified from risk assessments.
- (i) Sufficient funds are set aside with which to operate safe systems of work.
- (j) Ensure that 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, accidents, etc.
- (m) Ensure that all accidents are investigated, and any remedial actions required are taken or requested.
- (n) Health and safety performance is monitored both actively and reactively.
- (o) Ensure arrangements are in place for a safety inspection of the School once a term.

THE SET HEALTH AND SAFETY TEAM

The SET Health and Safety Team has the following responsibilities:

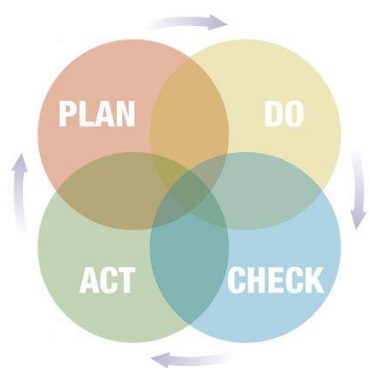
- (a) To support the Chief Operating Officer in fulfilling their responsibilities.
- (b) To advise and support all staff in carrying out their Health and Safety responsibilities.
- (c) To provide support to Head Teacher in fulfilling their responsibilities through:
 - The provision of health and safety advice and guidance which may include site visits.
 - Attendance at meetings on the invitation of the Head Teacher.
 - The investigation of any accident which requires reporting to the HSE and any other safety related event of serious nature.
 - The provision of policy documents and standing risk assessment templates and support where required
 - Examination of school documentation to ensure annual reviews are being carried out.
 - A safety inspection each term of the premises.
- (d) To carry out a termly health and safety check and provide a copy of the inspection report to the Head Teacher and the COO. A representative of the Health and Safety Team will attend local school meetings with employees and or union representatives as required to discuss health and safety matters.

RESPONSIBILITIES OF ALL EMPLOYEES

Responsibilities of all Employees

All staff employed at the School must:

- (a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- (b) Work in accordance with the school safety policies.
- (c) Act in accordance with any specific health and safety training or information received.
- (d) Report all accidents, near misses and defects.
- (e) Co-operate with the employer and other persons with regard to health and safety.
- (f) Inform their Line Manager of any potential hazards to health and safety. In particular, those presenting serious or imminent danger.
- (g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- (h) Exercise good standards of housekeeping and cleanliness.
- (i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- (j) Co-operate with any appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive and other organisations.
- (k) Not undertake or allow any new or unusual event or activity which exposes people, equipment or buildings to risk, without the permission of an appropriate senior manager.
- (l) Undertake and record a risk assessment for any work or activity which may present a hazard to any person and is not already covered by such an assessment.
- (m) Apply the control measures of any risk assessment appropriate to the work undertaken and follow any relevant safe system of work which may exist within the School.



Health and Safety Guidance 65 (April 2014)

	How safety is managed by the school	How safety is processed by SET and the school
PLAN	<p>School and supporting SET policies, curriculum code of practice for higher risk subjects.</p> <p>Defined responsibilities to support safe management.</p> <p>Planning for new activities and processes includes safety.</p> <p>Planning of off site visits.</p>	<p>Designated Health and Safety Team is employed.</p> <p>Off site visits are subject to safety approval process.</p> <p>Staff safety aware through information, promotion of safety culture and training.</p> <p>Staff have access to advice from the H&S team.</p> <p>Annual review of policy and risk assessments.</p> <p>Safety is a standing item on the agenda of SET Infrastructure Committee meetings.</p> <p>Safety is a standing item on the agenda during SET employees consultation meetings.</p> <p>Safety is established with arrangements for equipment procurement, use of contractors and allocation of works contracts.</p>
DO	<p>Risk assessment process, central to establishing safety arrangements.</p>	<p>Risk assessments maintained for school site and all higher risk areas/activities</p> <p>SET subscribes to CLEAPSS for Science and Technology model risk assessments and advice.</p> <p>Infrequent or unusual events or activities are subject to risk assessment</p> <p>Records maintained of significant findings from risk assessments</p> <p>Curriculum Codes of Practice in place for higher risk teaching departments</p>
CHECK	<p>Routine of safety inspections</p> <p>Accident and near miss reporting system</p> <p>Accident investigation policy</p> <p>Line management of staff.</p>	<p>Review arrangements in place for policy and risk assessments</p> <p>Records maintained of accidents to support identification of trends or repeat incidents</p> <p>Fire drills and table top scenario exercises undertaken</p> <p>Routine building inspections undertaken</p> <p>Routines of teaching observation</p>
ACT	<p>Accident data and investigations are reported to SET Infrastructure Committee and the SET SLT as required by the Health and Safety Team.</p> <p>Systems for post incident review and the development of action plans.</p> <p>Systems in place to ensure improvement is made to processes.</p>	<p>Action plans evolving from investigations are progressed and improvements implemented</p> <p>Risk assessments reviewed post incident by a member of the School SLT. Serious incidents are investigated by the H&S Team.</p>

Supporting Health and Safety Policies and Core Risk Assessments

School health and safety policies
Health and Safety
School codes of practice
Management of Risks
Curriculum Activities including the six Higher Risk Curriculum Subjects
SET Policy applicable to safety at the school
Accident reporting
Allergies and Anaphylaxis
Animals in Education
Control of substances hazardous to health
Driving for work
DSE and workstations
Emergency salbutamol inhaler in school
Fire Management
First aid
Infection Control
Lone Working
Management of contractors
Managing medicines in schools
Off site visits and trips
Premises and facilities management
Risk assessment
School Swimming and Water Safety
Security and control of visitors, contractors and agency staff
Supporting pupils with medical conditions
Core School risk assessments
Asbestos
Caretaker
Fire
First Aid
Higher Risk Curriculum activities
Legionella
School (Workplace)
Social Time (Play)
Traffic
SET risk assessments relevant to safety at the school
COSHH
Driving for work
Footwear
Offsite visits and trips - Generic
Working at height