




## Health and Safety Policy

<b>Formally adopted by the Governing Board/ Trust of:-</b>	<b>Corvus Education Trust</b>
<b>On:-</b>	<b>9.7.18</b>
<b>Chair of Governors/Trustees:-</b>	<b>Mike Marshall</b> 
<b>Date for Review:-</b>	<b>2019</b>

### 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 school. 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 school
- 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..

## **Health and Safety Policy**

### **Part 2: Responsibilities and Organisation**

#### **Introduction**

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

#### **The Trust**

The Trust 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 Executive Headteacher**

The Executive 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 Trustee'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 school'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 Trustee for Health and Safety**

The Lead Trustee 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 Executive 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.

### **School Health and Safety Coordinator**

The School Health and Safety Coordinator has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school.
- To coordinate performance monitoring processes.
- 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 Executive 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 school generally.

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

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 under 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, so 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 Executive Headteacher or Head of School 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 their Head of School.

### **Employee Consultation/Safety Representatives**

The Trustees 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 Trustee's Statement of Intent.

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

The lead governor with responsibility for health and safety is David Jessup.

#### **Risk Assessment:**

##### **General Risk Assessment**

General Risk Assessment will be coordinated by A. Lightbown and D. Jessup following guidance and documentation on Schools' HR Infospace.

A. Lightbown and D. Jessup 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 A. Lightbown and D. Jessup following guidance and documentation on Schools' HR Infospace.

### **Manual Handling**

Manual handling risk assessments will be carried out by A. Lightbown and D. Jessup following guidance and documentation on Schools' HR Infospace.

### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by A. Lightbown and D. Jessup following guidance and documentation on Schools' HR Infospace.

### **Hazardous Substances**

A. Lightbown and D. Jessup 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' HR Infospace.

### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by A. Lightbown and D. Jessup following guidance on Schools' HR Infospace. 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 relevant Heads of Department/Heads of Faculty and subject teachers using Health and Safety curriculum Codes of Practice on Schools' HR Infospace.

### **Consultation with Employees**

Safety representatives are Sarah Holmes, Jenny Kirk and Head of School for West Field



Consultation with employees not represented by a union is provided through

A. Lightbown

### **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.

The school purchases a package from Norfolk Property Services for maintenance and testing of plant and equipment.

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/site manager.

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

### **Information, Instruction and Training**

#### **Information and Advice**

The Health and Safety Law Poster is displayed at: **Staff Room**

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](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 A. Lightbown, S. Holmes, J. Kirk and Head of School for West Field



following guidance and documentation on Induction on Schools' HR Infospace.

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/Trustees
- Health and Safety for Managers:
- Premises Management 1 – General:
- Premises Management 2 – Asbestos:
- Premises Management 3 – Fire Safety Risk Assessment:
- Premises Management Refresher:
- Risk Assessment:

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**

#### **Secondary Science**

- CLEAPSS Health and Safety Management for Heads of Science:
- CLEAPSS Radiation Protection Supervisor Training:
- CLEAPSS Health and Safety for Science Technicians:

#### **Secondary Design & Technology**

- CLEAPSS Health and Safety Management for Heads of D&T:
- CLEAPSS The Safe and Effective D&T Technician:
- Level 2 Award in Food Safety:

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

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

#### **Outdoor Education**

- Educational Visits Coordinator:

#### **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: IOSH Working Safely:
- Norse Commercial Services: Ladder Training:
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate:

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

- Well-Being Facilitators:

### **Minibuses**

- Norfolk County Council Minibus driver training:

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

Health and safety training records are held by:

Training needs will be identified, arranged and monitored by:

### **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' HR Infospace.

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 First Aid rooms]

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

### **First Aid**

First aid box/es are kept at:

First Aid Rooms- First aid Room and disabled toilet at Manor Field and Medical room near Library at Aslacton Office, Staff Room and New Block at West Field

The following employees are available to provide first aid:

Most Staff



### **Managing Medicines**

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

The Heads of School are 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:

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

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

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

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

### **Management of Asbestos**

The asbestos register and asbestos management plan is held at: the school offices

A. Lightbown 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 HR department

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



Escape routes are checked regularly by: the caretaker, A. Lightbown and D. Jessup

Fire extinguishers are maintained and checked every year: contractors for NPS

Alarms are tested every week: by the caretakers

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 A. Lightbown and D. Jessup.

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

### **Review of Policy**

This policy will be reviewed at least every year and more frequently in the light of experience, or because of operational or organisational changes.



## **Guidance on Health and Safety Policy**

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## **1. Introduction**

Norfolk County Council's (NCC) commitment to the health, safety and welfare of its employees and others affected by its activities is outlined in the document 'Health and Safety Our Commitments'. The overall health and safety management approach adopted by NCC is in line with the health and safety management model described in the Health and Safety Executive's microsite Managing for Health and Safety.

NCC expects employees to adhere to this policy in line with its obligations under equality legislation. Managers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

This document sets out a short step by step guide to assist Headteachers/managers to understand the NCC health and safety management system and their role in managing health and safety in schools.

## **2. The NCC Health and Safety Management System**

The purpose of a health and safety management system is to enable an organisation to understand and control its health and safety risks in a proportionate way and to improve its performance. It aims to eliminate or minimise risk to employees and others who may be exposed to risks associated with its activities. It enables the organisation to assure itself of its conformance with its stated policy and to demonstrate such conformance to others. The system will also assist the organisation in meeting applicable legal obligations.

NCC's Health and Safety Policy Statement 'Our Commitments' establishes the overall commitment and principles relating to health and safety management; it demonstrates a formal and public commitment to good health and safety management.

The Policy statement is reviewed every two years by the Health, Safety and Well-being Manager. Any revisions are agreed with Unions before being authorised by Chief Officers and signed by the Chief Executive and Leader of the Council.



Information and guidance to support the model are published on Schools' HR Infospace, the NCC HR Internet site. The site contains documents that set out NCC's expectations and levels of mandatory compliance through policies, as well as other documents which have a guidance status to help schools comply with their policy duties. All published documents provide advice and guidance on how to achieve safe systems of work taking into account legislation, enforcement agencies/industry best practice, case law and incidents.

By following these policies and procedures schools can develop local procedures and work instructions. These describe the local arrangements for that school for managing particular tasks or activities.

### **3. Organisational Responsibilities**

NCC recognises that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities, employees and commissioned and contracted services under their control. However, all employees have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for those other persons who may be affected by their acts or omissions.

NCC, through the designated cabinet member for Finance, Corporate and Personnel, has overall responsibility for NCC's Health and Safety Policy 'Our Commitments'.

#### **3.1 Management Responsibilities**

##### **3.1.1 Chief Executive**

As the Head of paid staff the Chief Executive has overall responsibility for health and safety at NCC. They are responsible for ensuring:

- The Health and Safety Policy 'Our Commitments', and the health and safety management system, is properly implemented and adhered to across the organisation.
- The effectiveness of the health and safety organisation and arrangements.
- The provision of appropriate resources to enable persons with specific responsibilities to perform their duties effectively.



### **3.1.2 The Director of Children's Services**

Has responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within NCC schools. In particular, they must ensure that:

- The Council's health and safety policy and procedures are implemented in schools;
- Effective Directorate/Department policies and procedures are developed and implemented for specific service related areas of risk, along with detailed work instructions where necessary;
- A positive health and safety culture is actively demonstrated and promoted through good leadership, including a commitment to continuous improvement.
- They and their Management Team understand and are competent to carry out their duties for health, safety and welfare;
- Adequate budgetary provision is made to meet the cost of fulfilling the Directorate's responsibilities in relation to health, safety and welfare.
- Adequate time and resources are given to Headteachers, managers and employees to fulfil their roles as defined by the policy.
- There are adequate and effective arrangements in place for consulting all employees and their representative trade unions on matters that affect their health and safety;
- Ensure that the management of health and safety in schools considers the needs of anyone with a protected characteristic under the Equalities Act

### **3.1.3 Headteachers, line managers, supervisors and team leaders**

Although the overall legal responsibility lies with NCC, and therefore the Chief Executive and the Director for Children's Services, schools where NCC is the employer operate under a devolved management system, including budgets. Therefore Headteachers are responsible for the operational health and safety



management system within their school. They must ensure that the requirements of relevant safety policies and procedures are complied with. The Model School Health and Safety Policy on School's HR Infospace provides detailed information about the requirements that Headteachers and others with management roles within a school setting need to meet. NCC expects schools to adopt and customise this model policy. All staff must understand the relevant parts of this document as it applies to their role. Headteachers/managers must ensure that these responsibilities are understood and can be practically applied by their teams.

### **3.1.4 School Governors (where Norfolk County Council is the employer)**

The Governing Body is required to monitor (rather than actively manage) that their school is meeting its obligations by checking that policies and procedures are implemented in accordance with requirements. There are many ways that a Governing Body can contribute towards good health and safety performance, for example:

- Ensure that the school has an up to date health and safety policy which clearly states responsibilities and arrangements for health and safety within the school
- Ensure that the policy is reviewed and updated as required (e.g. annually, or prior to this if there are reasons to implement a review, such as after an incident)
- Ensure effective communication with Headteachers, safety representatives, parents and pupils.
- Ensure that sufficient resources, including time and finance, are provided to manage health and safety.
- Receiving an annual health and safety report from the headteacher and ensuring that this is discussed with the full governing body

In certain schools NCC is not the employer. These include:

- Foundation schools,
- foundation special schools,
- voluntary aided schools,
- academies and
- free schools

In all such schools the Governing Body is the employer and therefore takes the legal responsibility for health and safety as described in 3.1 above.



#### **4. Health and safety – management model**

The management of health and safety is no different to any other management activity and is a core part of business. The line management role is key to assisting the organisation to deliver effective, proactive health and safety management. The means of achieving this are part of a standard management model (Plan-Do-Check-Act) as follows:

##### **Plan-Do-Check-Act for safety**

1. Establish standards based on risk assessment (Plan)
2. Implement plans to achieve objectives (Do)
3. Measure progress with plans and standards required (Check)
4. Review and take action where needed (Act)

Headteachers/managers must set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices.

#### **5. Managing activities (staff, pupils and visitors) and sensible risk management**

Risk assessment is the cornerstone of good health and safety. It is a way of identifying significant risks that have the likelihood to cause harm and then developing control measures and safe systems of work. Headteachers/managers are responsible for ensuring that the activities under their control are assessed and that relevant measures are put in place to control the risks.

NCC has signed up to the Health and Safety Executive's (HSE) pledge to take a sensible approach to managing health and safety risk. This means that time and effort is focused on risks which are most significant and arise most often. Full details of Sensible Risk Management are available on School's HR Infospace.

Undertaking a risk assessment of the working environment, activities and job design will help to identify the information, instruction and training needs of your team. The following



list of core subjects should be referred to on School's HR Infospace as they relate to your areas of management control:

- General risk assessment
- Curriculum Codes of Practice. Certain school curriculum subjects such as science, Design and Technology, PE and swimming expose pupils and staff to a number of potentially significant hazards. Model risk assessments and safe working practices necessary to manage these risks are detailed in each code of practice. Records of Procedural Arrangements are available for each code must be completed on an annual basis as part of subject heads' monitoring of their area of responsibility to ensure they are confident that suitable controls are in place and staff are familiar with the requirements.
- Primary Curriculum Code of Practice. The risk involved is relatively low, however to keep children aged 5 – 11 safe, suitable working practices in Primary, PE, art, science and technology must be followed. Again, a record of procedural arrangements must be completed.
- Pupil Health. Guidance is available on general infection control and specific topics such as managing medicines and intimate care (toileting of disabled pupils).
- Personal Emergency Evacuation Plans for Pupils. Where pupils require assistance in the event of a fire or emergency a PEEP must be developed. Guidance and templates are provided in the section on Fire Safety.
- Please note – NCC has adopted national guidance for Educational Visits management and this information is available on the Norfolk Schools site

Other specific policies, guidance and templates for risk assessing activities and hazards are provided on School's HR Infospace as follows (please note assessments must be reviewed annually unless otherwise stated):

- Computer and Workstation Safety – Review every 18 months
- Driving for Business
- Manual handling
- First aid
- Incident reporting
- Violence at Work
- Lone Working
- Work equipment

You may also need to look at other policies and assessments that relate to equipment such as hazardous substances (e.g. if the equipment creates dust), noise, hand arm vibration, D and T Code of Practice etc. Assessments must be reviewed annually, and equipment must be maintained and checked in line with required or recommended inspection frequencies

- Personal Protective Equipment (PPE)



- New and expectant mothers
- Young people at work (work experience placements and employment of people under 18)
- Occupational health – referrals
- Well Being at Work
- Handling money
- Home working
- Use of Hazardous Substances  
Please note, where the use of hazardous substances relates to the the curriculum, then specific information for the use of hazardous substances is provided – see CLEAPSS and the relevant Code of Practice.
- Management of Contracts and Contractors
- Noise at Work
- Asbestos  
All Headteachers/managers have responsibilities under this policy in relation to asbestos in the buildings they control.
- Fire  
All Headteachers/managers have responsibilities under this policy, for example, in relation to evacuation arrangements.
- Specialised guidance referred to in Codes of Practice, e.g. CLEAPSS, Association for Physical Education etc

## **6. Competency**

### **6.1 Information, instruction and training**

Headteachers/managers must ensure that staff under their control are provided with adequate information, instruction and training to carry out their role safely; paying particular attention to new/inexperienced staff, trainees and role changes with new health and safety implications.

All staff require an awareness of health and safety and some degree of formal training is usually required. The training requirements depend on a number of factors including organisational and legal requirements.

Information, instruction and training does not always require attendance on formal training courses. In many instances verbal or written instruction may be sufficient, for example:



- Providing a briefing about the safe working methods that have been identified through risk assessment.
- Job shadowing/observing an experienced member of staff as part of job induction.
- Providing step by step instructions on how to perform a particular task
- Informing staff of the location of asbestos containing material and what to do if it becomes damaged.
- Using INSET days or team meetings to include health and safety.

To define what is a suitable and sufficient means of providing information, instruction and training will depend upon a number of factors such as: complexity, the significance of the risk posed and the need to adequately prepare the staff taking into account individual existing knowledge, experience and training.

## 6.2 School's HR Infospace (health and safety management system)

School's HR Infospace is the main source of health and safety policy and guidance for Headteachers/managers in NCC schools. The Health, Safety and Wellbeing Team develops policy, guidance and information on all key areas of health and safety management using information from a range of sources which include: regulations; approved codes of practice; industry standards and best practice guidance.

School's HR Infospace consists of a number of sections for health and safety management which follow the plan-do-check-act management cycle. Health, Safety and WellBeing on School's HR Infospace is structured as follows:

<b>Health and Safety</b>	
<b>Responsibilities and Organisation</b>	
Health and Safety Policy	A model health and safety policy template is provided on School's HR Infospace for completion by the Headteacher/Governing Body
Roles and Responsibilities	
Activities, People and Premises Section	Guidance and information on curriculum and general risk assessment and specific



	work activities for pupils, staff and visitors. Links to other sources of information such as CLEAPSS are also provided.
<b>Occupational Health and Norfolk Support Line</b>	
<p>Guidance and information on specific health related management issues including pre-employment health assessment, management referrals and health surveillance.</p> <p>Please note: these services are provided within the HR services package.</p>	

Staff health and safety information is also provided on School's HR Infospace and is a resource for Headteachers/managers to incorporate into the provision of staff information, instruction and training where it is relevant to the work.

### 6.3 Induction

All new staff must have a general induction as well as information, instruction and training in specific areas of work. The general induction must include the following as a minimum:

- Fire arrangements for the workplace, including assembly point, exit routes, fire alarm sounder and specific details as they relate to the premises.
- First aid arrangements – first aid contacts and location of first aid equipment.
- Details of asbestos containing materials which are relevant to the place(s) of work
- Welfare facilities – toilets, kitchen, rest areas.
- Incident reporting requirements.
- Display Screen Equipment assessment
- Staff responsibilities (general, specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning and delivery).
- Relevant risk assessments which apply to the work and safe working practice
- Arrangements for competency development such as mentoring, job shadowing, training courses and what work tasks cannot be carried out until the required competency level is achieved.
- Means to report building defects and Premises Headteacher/line manager information.
- Premises security and any lone working requirements.
- Pupil safety and safeguarding



## **6.4 Training**

Norfolk County Council provides a range of in-house health and safety training courses designed to provide attendees with the means to practically apply safe methods of work, combined with the appropriate level of subject knowledge and the use of relevant NCC guidance and information.

All Headteachers/managers must be able to discharge their health and safety responsibilities on behalf of the organisation. The starting point is to attend the NCC one day Health and Safety Training Course for Headteachers and Line Managers. Attendance on this course sets the direction for effective health and safety management.

There may also be circumstances where job specific training is not provided in-house and will need to be organised by the Headteacher/manager (see details in the Health and Safety Training Directory for Schools on Schools' HR Infospace).

## **6.5 e-learning modules**

Short health and safety modules are provided which cover core subjects including manual handling, display screen equipment and fire. Use of these courses may not necessarily replace the need for staff to attend a formal training course or receive further instruction and information, for example, lifting techniques for manual handling.

## **6.6. Annual appraisal/performance reviews**

The NCC Competency Framework details a range of health and safety competencies at all levels. These competencies can be used to build on the requirements of the individual as well as contribute towards team and service objectives.

## **7. Health, safety and wellbeing support**



## 7.1 Health and safety team

Health and Safety Advisers assist Headteachers/managers in their role by providing: advice and training; producing safety guidance; information and procedures; assistance with incident investigations (depending upon severity) and supporting Headteachers/managers in the risk assessment process.

## 7.2 Occupational health and wellbeing team – for all schools purchasing the HR service

This team is responsible for managing and promoting the Occupational Health Service, Musculoskeletal Injury Rehabilitation Service (MIRS) and Norfolk Support Line (NSL) services. These are contracted in services which provide treatment for staff and/or advice to Headteachers/managers in relation to a staff members' health and work.

# 8 Team engagement, consultation and communication

## 8.1 Team engagement

Team engagement is about the participation in decisions that are made relating to health and safety, for example by:

- Involving some of the team for the work area as part of the risk assessment process in order to make the assessment more meaningful and reflect real work practices.
- Consulting with the team as part of the change process.

## 8.2 Communication

Health and safety information should be given at the right time, in the right way to the right people.

Headteachers/managers should identify the most appropriate two-way communication routes with their staff. Written organisational information for health and safety is provided on Management Information (MI) Sheets, School's HR Infospace and Message of the Month. Headteachers should also consider how health and safety information is conveyed to parents, e.g. sharing information on serious injuries sustained at school.

### **8.2.1 Behaviour**

Headteachers/managers can communicate powerful signals about the importance and significance of health and safety when they lead by example. Equally, the development of a positive health and safety culture can be undermined by negative behaviour.

### **8.2.2 Team meetings, briefings and 1-2-1/supervision**

Health and safety should always be an agenda item at team meetings. This will enable staff to make a more personal contribution and to raise issues. Headteachers/managers can use these meetings to discuss key risks, relevant precautions, review risk assessments and as a means of supplementing training by giving further instruction and information.

Relevant health and safety arrangements, information and individual targets can be discussed at 1-2-1s as a means of communication, changing behaviour and information sharing.

It is important that all members of staff, teaching and non teaching, get the opportunity to discuss health and safety issues. It can be difficult in a school setting to ensure this is the case, particularly if there are a high number of part time staff, but every effort must be made to ensure all staff can take part.

## **9. Health and safety monitoring**

### **9.1 Proactive**

Premises and activity monitoring must be carried out to ensure that workplace precautions are in place. The range of monitoring activity includes:

- Inspections by line and premises Headteachers/managers within their area of responsibility (including grounds, activities, work of peripatetic staff).
- Headteachers/managers monitoring staff awareness and understanding at team meetings and through work observation.
- Use of the appraisal process and supervision meetings to monitor staff compliance with health and safety responsibilities individually.
- Planned inspection and monitoring visits carried out by the Health, Safety and Wellbeing team (including contractors)
- Health surveillance (please note, there are specific requirements for Health Surveillance in relation to Design and Technology contained in the D&T Code of Practice)



## **9.2 Reactive**

### **Incident investigation**

Staff incidents which must be reported on an NCC Incident Report Form are: work related ill health; injury; violence at work; near misses; property damage and dangerous occurrences. Pupil incidents that must be reported are injuries that result in the pupil being taken to hospital as a result of their injuries.

Incident reporting is the responsibility of all staff and as a result we learn from what's happened and work towards preventing it from happening again.

Headteachers/managers must ensure that all work related incidents are reported, processed, investigated and the findings acted on without delay. An important part of the investigation process is to involve the injured person (or others relating to the incident) as appropriate, for example, making contact with the injured person without delay and advising of action that may have been taken as a result of an incident.

The purpose of investigations is to identify the underlying cause of incidents and not just the direct and more obvious cause. Headteachers must ensure that investigations are sufficiently thorough to enable them to deal with these underlying causes.

## **10. Contractors and partnerships**

### **10.1 Contractor approval, selection and monitoring**

If you directly engage contractors (and they are not approved by NPS) you must ensure that the health and safety Contractor Code of Practice is implemented as part of the approval process.

A member of the Health, Safety and Well-Being team should be involved in this process where higher risk activities are involved, for example, work at height, electrical and gas safety related services, other construction related works.



Where services and goods are contracted, Headteachers must ensure that the relevant health and safety responsibilities are clear between both parties and that health and safety monitoring arrangements are put in place. This must be proportionate to the risk involved.

## **10.2 Partnerships (including seconded Council Staff)**

Where the School is working in partnership with other organisations and/or there are Council seconded staff working for that organisation, arrangements for monitoring health and safety must be included as part of the original partnership plan. The frequency of monitoring will depend upon the level of risk involved in the partnership activity. The partnership arrangements must include identification of the health and safety arrangements which will be implemented and/or shared by all parties involved in the partnership.

## **11. Health and safety planning and change management**

### **11.1 Annual planning**

At a service level, Headteachers/line managers must consider the actions and resources they need to assist with health and safety management for the following year. Examples of identification of actions can arise from a range of areas such as risk assessments, monitoring, planned refurbishment and governance arrangements.

### **11.2 Change management**

Health and safety considerations relating to changes in activities, organisational structure, premises, specific projects and equipment must be integral at the planning phase. If it is overlooked, additional costs can arise which can lead to lost time, sickness absence, reduced staff morale, increased injury and disruption. Headteachers/managers must ensure that health and safety requirements are assessed as part of the change process using the risk assessment process.

#### **11.2.1 Construction, refurbishment, acquisitions and disposals work – key information if you are involved in a project**



As a Headteacher/manager you may become involved in changes to premises which include construction, relocation and refurbishment.

Where construction related work is undertaken on school premises both the school and the contractor have health and safety responsibilities. Specific health and safety training is provided for construction related work. It is recommended that Headteachers (and Premises Managers) attend this training which is detailed in the Health and Safety Training Directory on Schools' HR Infospace.

Further guidance is provided on Schools' HR Infospace under the Premises and Construction Sections.

## **12 Occupational health and well being**

### **12.1 Well being**

Please note: Headteacher and staff Well-being support and information is available through the Head Teacher Support Adviser who can be contacted on 01603 303358.

### **12.2 Health**

The risk assessment process requires Headteachers/managers to consider individuals who may potentially be at greater risk due to an individual health or condition, for example, diabetes, depression, asthma, pregnancy, limited mobility, or a learning difficulty. The risk assessment process also considers the general health risks to all staff.

### **12.3 Occupational health (as part of HR package)**

Occupational health is a branch of health care concerned specifically where health affects work or work can affect health. The Headteacher/manager may want to refer a member of staff to occupational health if they have:

- Been absent from work, either short-term or long-term, and the attendance management policy states they should be referred.



- Advised they have been diagnosed with a health condition that has an effect, or will have an effect, on their ability to perform their job.
- Reported health problems that they or their manager believe may be related to the job they perform.

HR Direct (01603 222212), NCC's Occupational Health Adviser (01603 223338) , and Atos Healthcare's helpline (0845 371 3302) are available to support and advise managers at all stages of a referral, from considering whether it is appropriate, to acting on the advice given by Occupational Health.

#### **12.4 Health surveillance (as part of HR package)**

Work processes and risk assessment may identify hazards that require health surveillance in relation to noise, vibration, working with substances that can affect the lungs and substances that can affect the skin.

#### **12.5 Musculoskeletal injury rehabilitation service (purchased separately)**

MIRS provides fast-track treatment for staff who have a musculoskeletal injury that;

- Prevents them coming to work
- Prevents them undertaking their normal duties
- Is made worse (exacerbated) by their work.

Referral is through a person who has completed a short training session (referral manager) – see details in the Health and Safety Training Directory on Schools' HR Infospace. Once referred, staff are contacted within 24 hours and treatment commences (where appropriate) within 3 working days. The referral manager receives reports at the beginning and end of treatment in order to help them manage the staff member.

#### **12.6 Norfolk support line (provided as part of the HR package or purchased separately)**

NSL provides counselling, information, signposting and support for staff with issues affecting their psychological well-being. Staff can have telephone or face-to-face counselling (where appropriate). As well as emotional support, NSL can also provide legal, financial or health advice when it is part of the issue affecting the staff member's well-being.

As a Headteacher/manager, NSL can also provide you with: -

- Guidance when assisting staff with their problems
- Support in tackling difficult management issues
- Help with responding to the early warning signs of stress
- Support in developing skills





Norfolk Support Line can be contacted 24 hours/day on 0800 169 7676. Further information about the service can be found on School's HR Infospace.

### 13. Premises Management and Caretaking

Headteachers/premises managers and Caretakers have a responsibility for ensuring the safety, security and maintenance of school premises. Headteachers/premises managers must ensure that they are familiar with any shared responsibilities for their particular areas of work, for example, who carries out general housekeeping inspections, who develops the fire escape plan and communication routes for premises related issues etc.

Detailed guidance on premises managers' responsibilities and guidance relating to that are available on Schools' HR Infospace. NCC provides health and safety training for Premises Managers and their supervisors. See the Health and Safety Training Directory for details.