



NORWICH SCHOOL

Health and Safety Policy

13th March 2016

**This Policy will be adopted and ratified by the Council of Management
at a meeting to be held on 21st March 2016**

Approved by Council of Management on
21 March 2016

Next review – Michaelmas Term 2017

Reviewed in March 2017 with no
changes. CJW

Reviewed in March 2018 with no
changes. CJW



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NORWICH SCHOOL

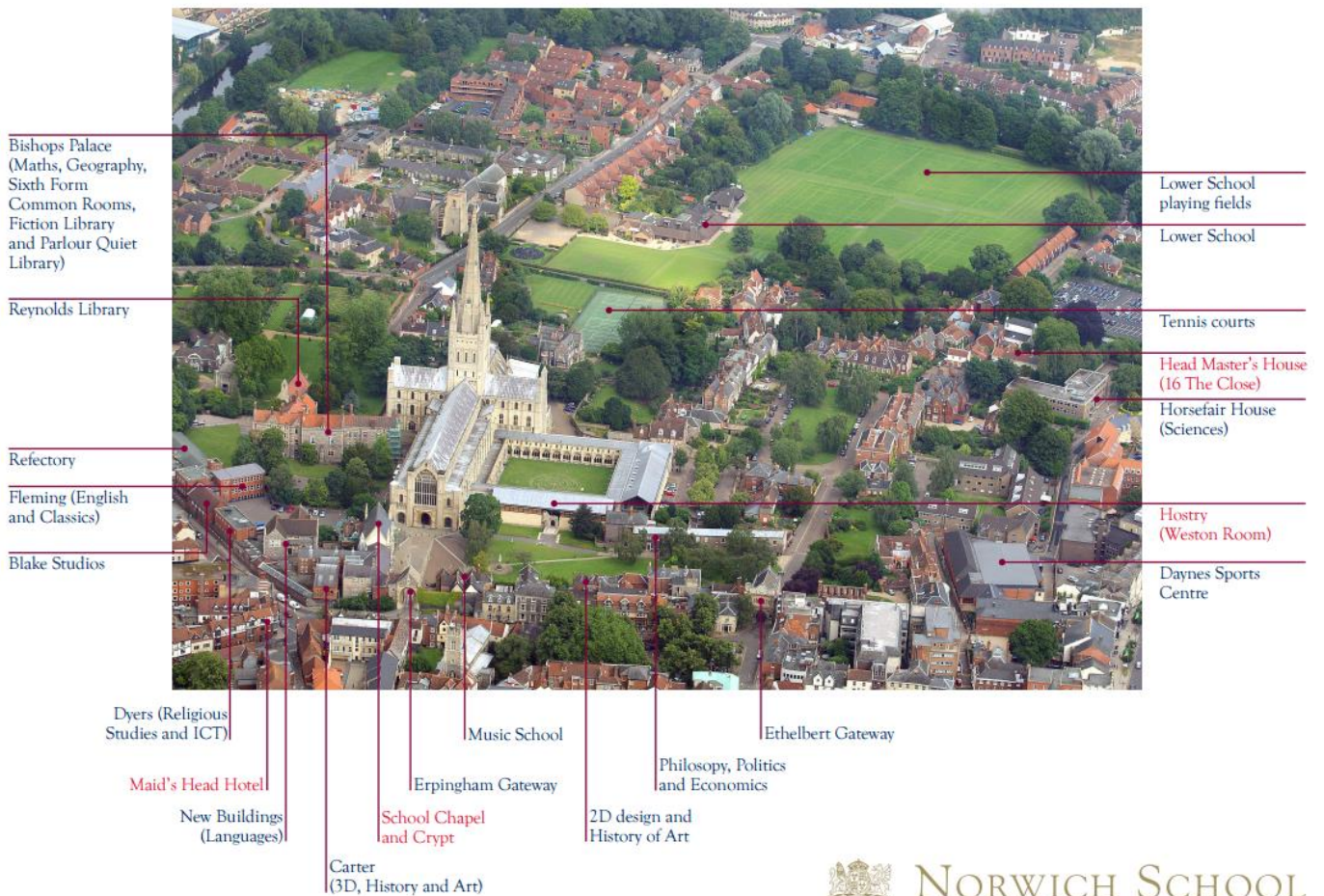
NORWICH SCHOOL PROFILE

Norwich School is a co-educational, independent day school for pupils aged seven to eighteen.

The school is divided into two sections: the Lower School and the Senior School.

The 'Lower School' is the base for 7 to 11-year-old pupils (Lower 1 to Form 3), while the 'Senior School' caters for the 11-18 age range (Lower 4 to Upper 6).

Norwich School sits principally within the grounds of Norwich Cathedral, known as "the Close", though over time we have expanded beyond the precinct boundaries. The graphic below shows the layout of the school.



NORWICH SCHOOL



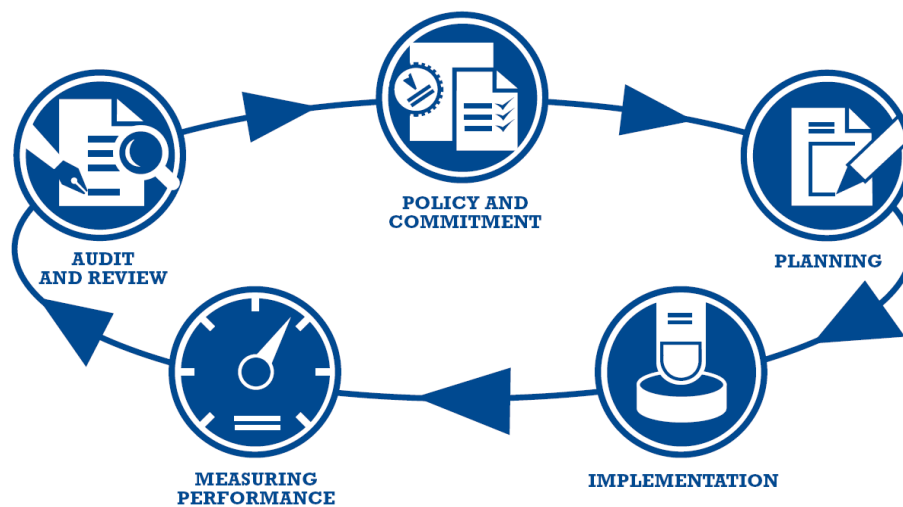
Introduction to our health and safety management system

Our Safety Management System (SMS) is designed to:

- Promote continuous improvement in the way our school manages safety.
- Fit into the overall management of our school.
- Include the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare.

The SMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits or assessments. It is based on a document produced by the Health and Safety Executive (HSE), How to Successfully Manage Health and Safety, HSG (65).

There are five key steps to achieving a successful SMS. These are shown in the graphic below.



To facilitate easy referencing, the management system has been divided into several sections. These are detailed below:

- Chapter 1 - Policy and Commitment, which includes our Statement of Intent, organisation, and arrangements
- Chapter 2 - Planning and Implementing
- Chapter 3 - Measuring Performance
- Chapter 4 - Audit and Review
- Chapter 5 - About our Specific Policies



Chapter 1: Policy and Commitment

1.0 STATEMENT OF INTENT

This is a Statement of Organisation and Arrangements for Norwich School. In accordance with the Health and Safety at Work etc Act 1974, it is the policy of the Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-staff (such as pupils, visitors, contractors and other persons at the school) from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

We will, so far as is reasonably practicable:

1. make available sufficient resources to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by our activities;
2. ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
3. ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, pupils and other third parties;
4. provide and maintain equipment and systems of work that are safe and without risks to health;
5. provide and maintain a working environment for our staff, pupils and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
6. provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of our staff, including temporary staff and visitors, and information on risks for visitors and staff of other organisations who are working in our premises;
7. give special consideration to staff, visitors and pupils with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
8. maintain arrangements for the provision of a suitable occupational health service for staff;
9. monitor health and safety performance to verify that our school's health and safety policy is being implemented and health and safety standards are being maintained and progressively improved;
10. develop and maintain a positive and proactive health and safety culture.



- We will ensure that adequate mechanisms are in place to effectively consult with staff and pupils via their representatives on health and safety matters.
- We recognise health and safety as being an integral element of our school and it will be given equal status alongside other management functions.
- We will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout our school.
- We are committed to continuous improvement in health and safety performance and to this end will develop a health and safety action plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Master and the Governing Body.
- All contractors and consultants working for our school are required to comply with this policy.
- We will ensure that procedures are established for appointing and monitoring the competency of contractors.
- We will review this policy statement at least annually.
- We will ensure that this policy is effectively communicated to all staff.
- The Governors are committed to playing an active role in the implementation of this policy and undertake to review and revise it in light of changes in legislation, experience and other relevant developments.
- Failure on the part of any member of staff, irrespective of their position, to comply with this policy, including any safe system of work, may render that member of staff liable to disciplinary action and could result in criminal/civil proceedings.

Signed: _____ Date: _____
Chairman

Signed: _____ Date: _____
Head Master



2.0 RESPONSIBILITIES FOR HEALTH & SAFETY

Our staff and the Governing Body work together to that ensure our health, safety and wellbeing objectives are achieved.

Safety is everyone's responsibility. We have a whole school approach to the promotion and development of safety and health our school.

Set out below are those with special responsibilities and their responsibilities under this policy:

The Governing Body

In consultation with the Head Master, the Master of the Lower School and the Bursar, the Governors will ensure that:

- there are satisfactory arrangements in place to implement this policy;
- there are adequate arrangements for managing all of our activities safely;
- they consider the health and safety implications of any strategic decisions;
- sufficient resources are allocated to ensure that health and safety can be successfully managed;
- suitable standards of health and safety are achieved and maintained within our school by monitoring health and safety performance on an annual basis.
- this policy is annually reviewed to ensure its suitability.

The Head Master

The day-to-day responsibility for all of our school's health, safety and welfare organisation and activity rests with the Head Master, who will:

- implement the requirements of this policy;
- demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example;
- ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within our school;
- ensure all decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning;
- ensure that our staff recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions;
- ensure the objectives and content of this policy are fully understood by all and that all staff under are made aware of their duties and responsibilities;



- ensure that, when this policy is reviewed, the outcomes are brought to the attention of all staff;
- ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety;
- ensure that the job descriptions of all staff include responsibilities for health and safety;
- ensure that suitable persons are nominated to undertake key health and safety functions within our school;
- when necessary, seek competent advice and guidance from Handsam Ltd (our appointed “competent person”);
- ensure that adequate provision is made for consultation with staff. As a minimum, ‘health and safety’ will be included as a standing item at team/management meetings;
- bring to the attention of the Governing Body any significant health and safety issues;
- delegate duties, as necessary, to the Master of Lower School, the Bursar and the Assistant Bursar to allow the effective implementation of this policy on a day to day basis.

The Health and Safety Committee

The Health and Safety Committee meets four times per year (twice in the Michaelmas Term and once in each of the succeeding terms).

The committee is chaired by the Bursar.

The Lower School, the Science, Art & Design and PE departments are represented, as are support staff including the school nurse. Members of SMT and a Governor, the Health and Safety Officer and representatives from the Common Room are also members. Agenda and minutes are posted on the Health and Safety Board in the Resources Room. Dates for meetings are posted in the termly calendar.

The Health and Safety Committee will submit its meeting minutes and an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest action points to reduce any risks identified by the committee in conjunction with the financial budgets allocated.

Heads of Departments

All Heads of Departments are responsible to the Head Master (via the Master of Lower School, the Bursar or the Assistant Bursar) for ensuring the application of this policy to all activities undertaken by their departments. They will also have responsibilities for ensuring that all relevant parts of the policy are observed and implemented by members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- Take ownership of safety within their departments.
- Ensure that risk assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned.



- Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc.
- Ensure all staff within their department are aware of their specific roles in case of fire and/or emergency.
- Identify specific staff health and safety training needs and inform the Bursar or the Assistant Bursar accordingly.
- Consult with all staff on any matters which may affect their health or safety whilst at work.
- Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department.
- Ensure that levels of first aid provision remain adequate for the activities being undertaken.
- Ensure that good standards of housekeeping are maintained.

Staff

All of our staff are directly responsible for:

- taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions;
- co-operating fully with the school on all matters pertaining to their health and safety at work;
- not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work;
- reporting promptly, in the first instance to their manager, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness;
- reporting to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others;
- wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work;
- observing safety rules, policies and guidance, and adhering to safe working procedures at all times;
- acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency;
- attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them;



Special Obligations of Teachers

In addition to the general responsibilities of staff (as outlined above), teachers are expected to:

- raise any health and safety concerns outside of their control related to their teaching area with their immediate line manager;
- exercise effective supervision of pupils and know the procedures to carry out in response to emergency situations such as fire or a pupil requiring medical care;
- know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instructions and warnings to pupils whenever risks arise, remembering that some pupils may have been absent when earlier warnings were given;
- detail safe methods and controls to be followed in their written lesson plans;
- set a good example by following safe working procedures personally;
- ensure the use of protective clothing where necessary;
- avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

The Pupils

Our pupils are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- report any health and safety concerns (e.g. displaced fire extinguisher, fire door being left open) to a member of staff;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Contractors

- All contractors will be appropriately selected and competent in terms of health and safety.
- Contractors must be made aware of and abide by this policy and not endanger pupils, staff or other visitors to the site.
- The Head Master will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all contractors.
- All contractors must report to reception and be signed in before any work takes place and prior to each working session.



Asbestos Duty Holder

The Asbestos Duty Holder is the Head Master who will ensure that we have a written asbestos management plan in place to provide information to those that could be at risk of exposure to asbestos fibres and avoid such exposure, if possible.

The appointment of contractors or any other persons carrying out works requires control systems in order to comply with the duty to supervise and monitor their activities.

Our safety management system includes the following:

- Ensuring that only appropriately accredited and competent contractors work on our site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive.
- Contractors will be given access to any relevant information from the asbestos register and will be advised to assume that materials contain asbestos unless there is evidence to the contrary.
- Making sure that staff on our premises are fully aware that there are asbestos containing materials (ACM's) in our buildings and the asbestos register is located in the Facilities Manager's office.
- Ensuring no works take place which could disturb asbestos containing materials without first consulting the asbestos register.
- Ensuring that all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming they had access to the information contained in the register and are carrying out the work in the full knowledge of the possible potential risks.

Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring that all trips and visits are approved in accordance with our procedures and that the visit leader completes a suitable and sufficient risk assessment.

Fire Marshals/Wardens

Fire marshals/wardens are responsible for familiarising themselves with their areas of responsibility, the escape routes and any issues with particular pupils.

On hearing the fire alarm they are responsible for:

- ensuring the safe evacuation of everyone in their area(s) of responsibility;
- checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building;
- where possible, closing windows and doors as each room is checked;
- reporting to the Incident Control Officer at the assembly point to inform them that everyone has safely evacuated the building, or to report any problems;
- ensuring that nobody re-enters the building until the Incident Control Officer has stated



it is safe to do so;

- ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- monitoring to ensure that fire routes and exits are kept clear at all times.

First Aiders

First Aiders are responsible for:

- taking charge when someone is injured or falls ill;
- administering first aid in the event of an injury;
- calling for an ambulance, if required;
- looking after first aid equipment and ensuring it is restocked;
- keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

Visitors and Other Users of the Premises

- The Health and Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to our school.
- All visitors must comply with this policy.
- All visitors are required to sign in at main reception and will be required to wear a 'visitors' identification badge.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible member of staff.
- Should a fire/emergency occur or the fire alarm activated whilst visitors are on our premises, the person who is accompanying the visitor/s will take him/her to the fire assembly point.
- Should an incident/accident occur involving a visitor this must be reported using our standard accident reporting form.
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- Persons 'hosting' visitors must ensure:
 - visitors are alerted to our fire procedures;
 - visitors adhere to our 'No Smoking' policy;
 - the gatesman is made aware of visitors require parking on-site so that he can supervising the parking of their vehicles so as not to obstruct fire escape routes, roads, access or other vehicles;
 - visitors are accompanied or authorised to enter the premises;
 - visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied;
 - visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;
 - visitors report all accidents, incidents and near misses to the host.



3.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the Head Master to ensure, so far as is reasonably practicable, that the following arrangements are suitable and sufficient, are maintained and that all staff are aware of the arrangements.

Accident/Incident Reporting & Investigation

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage.

All incidents should be reported to the School Nurse (injuries/medical), the Facilities Manager (site related), or the Assistant Bursar/Bursar (other) and the report form completed.

The School Nurse, Facilities Manager, or the Assistant Bursar/Bursar will decide if an accident investigation is required and will notify the relevant line manager to request them to undertake the investigation exercise, if necessary. We want to learn from any accidents or incidents that take place within our school.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) e.g. specified injuries, work-related accidents resulting in staff being absent from work for more than 7 days, or pupils or members of the public going to hospital from the scene of the accident will be reported to the Health and Safety Executive by the Bursar.

Further information on accident reporting and investigation can be obtained from the following link: <http://www.hse.gov.uk/pubns/edis1.pdf>

Asbestos

The Control of Asbestos Regulations place a duty on the “Asbestos Duty Holder” to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is generally the person who has (or persons who have) clear responsibility for the maintenance or repair of the premises and this is our Head Master. The Head Master discharges this duty via the school’s Facilities Manager who takes day to day responsibility for the management of asbestos.

We have an Asbestos Register that identifies where asbestos or asbestos containing materials are located within our premises, the location, the type of asbestos and its condition.

It is the responsibility of the Asbestos Duty Holder to ensure that anyone, contractors or staff, who intend to work on the fabric of the building consult the Asbestos Register prior to



commencing work in order to ensure where they will be working is free from asbestos and asbestos containing materials, and that they sign the register to demonstrate they have consulted and understood it. The Facilities Manager will ensure that these responsibilities are met on behalf of the Head Master.

If, during the course of the task, further work needs to be carried out at a different location, the Asbestos Register must be consulted again and be resigned and dated.

The Asbestos Register was compiled following a management asbestos survey. Any intrusive work will require a Demolition/Refurbishment asbestos survey to be carried out prior to the work commencing.

Communicable Diseases

Due to the age and number of children present in our school, it is not uncommon for them to contract a variety of communicable diseases.

Public Health England have produced 'Guidance on Infection Control in schools and other childcare settings', which can be viewed here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf

This document provides guidance on the prevention and spread of communicable diseases, and promotes a co-ordinated approach to the management of communicable disease in premises such as ours.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

Consultation with Staff

Under the Health and Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations we have a duty to consult with our staff on matters of health and safety.

Staff will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what staff should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;



We will fulfil this duty via our health and safety committee.

Control of Contractors

We recognise our responsibilities in relation to the use of contractors and, day to day, these are managed by our Facilities Manager.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

We will satisfy ourselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

Together with contractors, we will agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration will be given to those risks from each other's work that could affect the health and safety of the staff, pupils or anyone else.

We will manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities we will have.

We will ensure that contractors visiting our school do not pose a risk to their own health and safety or that of others present within the establishment.

All contractors should report to reception upon arrival and will sign in and be provided with a badge and a numbered Norwich School tabard to wear.

Further information is available from the HSE here:

<http://www.hse.gov.uk/pubns/indg368.pdf>

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations impose duties on employers to protect staff who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.



COSHH does not cover lead, asbestos or radioactive substances because they have their own specific regulations.

We will ensure that COSHH assessments are carried out on all hazardous substances prior to use. The COSHH assessments, which provide information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed annually or whenever circumstances change that affect the risk.

Display Screen Equipment

The Display Screen Equipment (DSE) Regulations require employers to minimise the risks to staff who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the DSE User questionnaire.

Where users are identified, the following will be ensured:

- Workstations will be assessed using our DSE pro forma and the risks reduced, as applicable;
- Workstations meet the minimum requirements;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety information is provided so that staff know how to set up their workstation correctly.

Further information can be found on the HSE website: <http://www.hse.gov.uk/msd/dse/>

Driving

Under the Health and Safety at Work etc, employers have a general duty to ensure the health, safety and welfare of staff and others who may be affected by their undertaking. This includes staff who may be required to drive as part of their duties. Our staff may be required to drive either their own private vehicle or one of our minibuses.

Staff may drive pupils in their own vehicles only if written permission has been obtained from their parent/guardian and provided their licence, MOT, Tax and Insurance are valid for such an activity. The driving of school minibuses is subject to a separate, discrete policy, which is controlled by the Facilities Manager. The school has taken out "occasional business use" car insurance cover for its staff.



Electricity at Work

The Electricity at Work Regulations set out specific requirements on electrical safety. These regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances will be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

Equipment which is used and moved regularly will be subject to a detailed inspection and test by a competent person periodically. A written record of the tests, in the form of a logbook or register, will be maintained and be available for examination and the equipment itself will be marked with the date of the most recent test.

Our fixed electrical installations will be inspected by a competent person at least every five years.

Staff and pupils may not bring their own personal electrical appliances into our school unless they have had their earth-bond and insulation checked by a competent person.

Educational Visits

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of staff and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits we have our own in-house Educational Visits Co-ordinator. No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the EVC.

Fire Safety

The Regulatory Reform (Fire Safety) Order places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

We have a fire risk assessment which has been conducted by a competent person on each of our buildings. This has allowed us to create an Emergency Evacuation Plan. Furthermore, we will conduct Personal Emergency Evacuation Plans (PEEPs) for those with impaired mobility or other issues which cause a problem with safe evacuation in an emergency.

Fire Drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments are reported to the Governing Body. These are organised by the Bursar and the Facilities Manager.



All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged fire-fighting equipment, such as fire extinguishers.

First Aid

The Health and Safety (First-Aid) Regulations set out a duty of care on employers to provide adequate and appropriate first aid provision for staff. Our school has the benefit of having a qualified School Nurse on site during normal school hours. The School Nurse shall be the principal point of contact for health and welfare matters.

In addition, we will always ensure that we have at least one suitably trained first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours and the needs of our pupils.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid. (Whichever is deemed most appropriate).

Any accidents requiring first aid must be recorded by the School Nurse.

Further information can be found here regarding first aid in schools:

<https://www.gov.uk/government/publications/first-aid-in-schools>

Gas Safety

Under the Gas Safety (Installation and Use) Regulations and the Gas Safety Regulations, any work on gas systems and appliances can only be carried out by persons registered with the Gas Safe register.

If you smell gas:

- do not use any naked flames/other ignition sources;
- open doors and windows;
- contact the gas board;
- do not switch on or off the lights or any portable switch appliance switch;
- shut off the gas;
- evacuate the premises, if appropriate.



Health & Wellbeing

The Health and Safety at Work Act establishes a duty for employers to ensure the health, safety and welfare of staff, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as “the adverse effect people have to excessive pressure or other types of demand placed on them”.

We recognise that stress per se is not an illness, but can result in stress-related illness such as anxiety or depression. Accordingly, we will regularly undertake risk assessments to identify the main potential stressors and the control measures required in order to reduce the risks to staff in our school.

Information, Instruction and Training

The Health and Safety at Work Act establishes the duty of the employer to supply staff with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

We are committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new staff appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Legionella

The Control of Substances Hazardous to Health Regulations relate to the risk from hazardous micro-organisms, including legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

We will ensure that an adequate risk assessment of our water systems is carried out and reviewed every two years. We will identify and assess the risk of exposure to legionella bacteria from work activities and water systems on our premises and any necessary precautionary measures that we need to take.



All of our water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspection and test, in the form of logbook or register, will be maintained and should be retained for at least 5 years. These records are held in the Facilities Manager's office.

Further information can be found on HSE website: <http://www.hse.gov.uk/legionnaires>

Lifting Operations and Lifting Equipment (LOLER)

LOLER applies to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as lifts and hoists; and includes its attachments used for anchoring, fixing or supporting it.
- A load includes a person.
- Generally, the Regulations require that lifting equipment provided for use at work is:
 - Strong and stable enough for the particular use and marked to indicate safe working loads;
 - Positioned and installed to minimise any risks;
 - Used safely, i.e. the work is planned, organized and performed by competent people; and
 - Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

In our school we make sure that all lifting equipment, including passenger lifts, is clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration.

We make sure that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

Staff must not use lifting equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

We make sure that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination.



Ongoing thorough examination will be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination by a competent person is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

All defects of lifting equipment or lifting accessories must be reported and the equipment taken out of use until the defect is rectified.

Further information can be found here:

<http://www.hse.gov.uk/pubns/indg422.pdf>

Lone Working

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of staff. The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of staff to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as ‘those who work by themselves without close or direct supervision’. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

Staff has the responsibility of reporting to the Bursar or the Assistant Bursar any lone activities so that they can ensure the risks from such activities are assessed and control measures identified and implemented to minimise the risk to the health and safety of staff.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

Further guidance is available here: <http://www.hse.gov.uk/pubns/indg73.pdf>



Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and staff.

As employers, we are required to:

- avoid the need for manual handling, so far as is reasonably practicable;
- assess the risk of injury from any hazardous manual handling that can't be avoided;
- reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Our staff are required to:

- follow appropriate systems of work laid down for their safety;
- make proper use of equipment provided for their safety;
- co-operate with the school on health and safety matters;
- inform the school's management if they identify hazardous handling activities;
- take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found here: <http://www.hse.gov.uk/pubns/indg143.pdf>

Medicines

In general, medicines must not be brought into school, but it can be a necessity. All medicines must be prescribed by a doctor and must have the pupil's name on and be in date. The process will be managed by the School Nurse.

When we have pupils who have a medical condition that requires regular medication during the school day or medicine in the event of an emergency, then arrangements for administration must be made between the school and the pupil's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

Protocols for pupils with serious medical conditions will be displayed in the prominent locations around the school, e.g. staffroom, medical room and relevant classrooms. The protocols and care plans should be clearly marked with the pupil's name and an up to date photograph.



Registers will be clearly marked to alert supply teachers of pupils' medical needs.

Appropriate records in relation to the administration of medicines will be maintained at all times by the School Nurse. This procedure is set out in our discrete policy relating to 'Supporting Pupils in School with Medical Needs'.

Minibuses and Coaches

The Provision and Use of Work Equipment Regulations set out specific requirements for the selection, maintenance and inspection of work equipment, and the provision of appropriate instruction, information and training, to ensure its safe use. These Regulations cover minibuses and coaches that the school either owns, or hires.

Each minibus must have a Section 19 Permit disc displayed on the windscreen to enable its use without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement.

All minibus drivers must complete the vehicle log each time the minibus is used, and carry out a pre-use check.

All vehicles must have:

- an MOT if over 1-year-old (13 or more passenger seats) 3 years old (12 or less passenger seats);
- a valid certificate of insurance;
- a fire extinguisher complying with BS 5423;
- a first aid kit.

The management of our coaches is subject to a separate, discrete policy in which further detail can be found. The Facilities Manager is an experienced fleet manager and he is the competent person who oversees fleet risk for our school.

New & Expectant Mothers

The Management of Health & Safety at Work Regulations place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their staff, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.



A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the school in writing that she is any of the above, then a specific risk assessment will be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

Noise at Work

The Control of Noise at Work Regulations ensure that worker’s hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is our responsibility, as the employer, to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

Further information and advice can be found here: <http://www.hse.gov.uk/noise/>

Personal Protective Equipment

The Personal Protective Equipment Regulations are designed to protect people from risks to their health.

PPE is defined in the Regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment needed by school staff will be identified through risk assessment, but only if the control measures cannot be reduced by other means.



Risk Assessment

The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of staff to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

Staff' have a duty to cooperate with the school when conducting risk assessments and for cooperating in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process at our school.

More detail on our approach to risk assessment and management can be found in our separate, discrete policy on 'Risk Assessment'.

Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations place a duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

We will ensure that, where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety, therefore, whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The Head Master assumes the responsibilities for school security.

The two principal aspects of security in our school are the security of the premises both during school hours and out of school hours and secondly, the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies have been considered when determining the most appropriate security measures for our school. These will be reviewed on an ongoing basis in conjunction with our experts, Handsam Ltd.



Smoking

The Smokefree Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free. As a result, our school, is a strictly no smoking establishment.

Slips and Trips

The Health and Safety at Work Act requires employers to ensure the health, safety and welfare of staff and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

We recognise that good housekeeping is essential to preventing slip and trip accidents.

All staff are responsible for undertaking informal daily checks of their own work areas and report any faults or concerns to the Facilities Team.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Traffic Management

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity will be carried out, taking into account the pickup and drop off of pupils.

Violence/Personal Safety of Staff

The Health and Safety at Work Act places a legal duty on employers to ensure the health, safety and welfare of staff at work.

The Management of Health and Safety at Work Regulations places duty on employers to consider and assess the risks to staff. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.



A risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations, if deemed necessary for a particular scenario or individual. However, the nature of our school and our pupils means that risks are believed to be low.

All acts of physical or verbal abuse must be reported using the appropriate report procedures.

Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work, for example photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- suitable for the intended use;
- safe for use;
- maintained in a safe condition;
- inspected;
- used only by people who have received adequate information instruction and training; and
- accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER, the Management of Health and Safety at Work Regulations require employers to carry out suitable and sufficient risk assessment of the risks to which staff are exposed to at work including work equipment.

We will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

We require all staff and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Pupils using the work equipment must be supervised at all times.

All work equipment, where the failure of said item could result in a significant risk of injury, is to be subject to at least an annual maintenance/inspection by a competent person. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance, will be maintained and be available for examination.



When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely. Under no circumstances may equipment be sold or passed-on to a third party.

Work Experience and Young Persons

Students on work placements/experience are regarded in health and safety law as staff and therefore must be provided with the same health, safety and welfare protection given to other staff.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations require employers to specifically take account of young persons when carrying out their risk assessments.

The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

We will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Where our own students undertake work experience with a local employer, we will ensure that pre-placement checks of health, safety and welfare arrangements at the employers' premises are carried out by suitably qualified and competent people. They must also ensure that students are prepared for, supported and monitored appropriately during work placement programmes.

Working at Height

The Work at Height Regulations requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury".

Under the Management of Health and Safety at Work Regulations, we have duties to undertake risk assessments including the duty to identify, assess and control risks on our premises.



We will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

Where work at height cannot be avoided suitable and appropriate work equipment is provided it will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

We will maintain a ladder register and will record the inspection and maintenance of ladders and/or other access equipment.

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information can be found here: <http://www.hse.gov.uk/toolbox/height.htm>

Advice for teachers and classroom assistants is available here:

<http://www.hse.gov.uk/pubns/schoolsfall.pdf>

Workplace (Health, Safety & Welfare)

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their staff at work, and others who are not staff but use their premises.

The Workplace (Health, Safety and Welfare) Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require the school, as employers, to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;



NORWICH SCHOOL

- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

We will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable.



Chapter 2: Planning and Implementing

Introduction

The Board of Governors requires mechanisms to be in place to provide assurance that policy requirements are being introduced, maintained and effectively implemented to provide high standards of environment and safety performance.

Planning to Achieve Performance

- Managers shall adopt a systematic and planned approach to our safety management system that meets the obligations placed on them. They shall demonstrate high standards of safety performance based on this policy and the requirements set by the Governors.
- Risk management requirements shall be set in accordance with the generic principles below and measured for consistency.

Risk Management

Risk assessments are a key ingredient of a sound health and safety policy. Our school's approach to risk management shall be based on principles of:

- clear ownership of risk;
- clear delegation of authority;
- proportionate risk management and control measures in accordance with a recognised standard;
- appropriate monitoring, inspection and audit;
- common policies and standards;
- transparency of risks;
- auditable trail of decisions.

Risk Assessments and Their Management

- Risk assessments are required by law. The responsibility for completing assessments and implementing controls falls to managers and teachers as part of their normal duties. Most risk assessments will be straightforward in nature. However, there will be instances of complex risk where it will be necessary to request assistance from our specialist safety advisors, Handsam Ltd. The outcome of the process shall be the identification and implementation of adequate control measures to minimise harm to people and the environment. Significant residual risks, or where adequate control cannot be achieved, shall be fed into the reporting system for action at the appropriate level.



- The degree of rigour applied by duty holders to the management of safety risks shall be proportionate to the magnitude and complexity of the individual situation. Five steps shall be applied by duty holders to ensure effective management:
 - **Risk Identification**
 - **Risk Assessment** – Identified risks shall be assessed in terms of likelihood of them occurring and the impact of the potential consequences. Consideration shall include the potential people affected. This shall be translated into an indication of the relative importance of the risk to enable consistent comparison and prioritisation.
 - **Risk Management**
 - **Risk Reporting** – The risks identified and control measures in place shall be compiled on a safety risk register.
 - **Risk Review** – Managers will assure themselves periodically that control measures remain proportionate and effective.

Objectives and Targets

- Setting of objectives and targets is an integral part of all management systems. Consequently, our school plan contains strategic objectives, including those for safety, together with targets for their implementation.
- Safety objectives for continuous improvement are to be cascaded down the line management chain.

Action Plans

- The achievement of objectives and targets shall be a key indicator of safety performance and will be driven by periodic audits to measure compliance.
- Governors will maintain a safety action plan which includes:
 - measures to be taken to achieve objectives and targets;
 - actions to manage risks identified in the risk register;
 - actions to rectify deficiencies identified via performance measurement and audit;
 - any additional requirements identified;



Chapter 3: Measuring Performance

Measuring Performance

- It is essential that effective mechanisms exist to feed back performance information for review in the continuous improvement cycle.
- The techniques outlined below shall be considered as how we measure performance in our school.

Active Measurement

- Active Measuring techniques give feed-back on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control.
- Active measuring techniques employed by our school include:
 - A biennial audit by our competent safety advisors, Handsam Ltd.
 - Periodic site walks of the school.
 - Standing item in the weekly Senior Management Team meetings and some departmental meetings: science, sport and creative subject (Art & Design) departments.

Reactive Measurement

- Reactive measuring techniques and systems are triggered after an event and provide opportunities to check performance, to learn from mistakes and to improve.
- Reactive measurement techniques employed by our school include:
 - Accident and incident reporting and associated statistics.
 - Ill health data where related to occupational causes.
 - Claims data, including claims settled with payment.
 - Reporting the outcomes of accident and incident investigations conducted.
 - Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.



Chapter 4: Audit and Review

Audit

- Audit is an essential part of our safety management system. A useful definition of audit in this context is “the structured process of collecting independent information on the efficiency, effectiveness and reliability of the safety management system and drawing up plans for corrective action”. It, therefore, involves making judgements about adequacy of performance. Our periodic audit shall aim at establishing that:
 - Appropriate management arrangements are in place and effective
 - Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation
 - Appropriate precautions are in place and effective.
- Audits will be conducted by our appointed competent advisors, Handsam Ltd.

Review

Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the school. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance.



Chapter 5: Subject Specific Safety Policies

Introduction

The purpose of our subject specific policies is to provide instruction and guidance to staff on the arrangements by which our school ensures the maintenance of acceptable standards of health and safety. As a school, we are required to have a great many policies and some of them will contain safety-related information. Rather than duplicate that information, it is more efficient to simply cross-reference those policies.

Subject List

Listed below are specific policies in addition to arrangements detailed above. This list will be subject to review and additional policies added as the need for them becomes clear.

Name of Policy
Risk Assessment Policy
Minibus Policy
First Aid & Medical Provision Policy
Infectious Diseases Policy
Educational Visits Handbook