Norfolk County Council

Hillside Primary School

Health & Safety Policy



Review date: 09/12/24
Next Review date: Dec 26

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Health and Safety Commitments

Schools where Norfolk County Council is the employer (Community, Voluntary Controlled or maintained schools) are encompassed under the NCC Health and Safety Policy (P611a), and NCC Health and safety organisation and responsibilities policy (P611).

This model commitments document (P611s Part 1 of 2) seeks to demonstrate how the employer implements its stated legal obligations (the health and safety policy / and arrangements (P611s Part 2 of 2), from the higher organisational level to the local delegated decision making and the arrangements implemented at a school.

Hillside Primary School

Part 1: Governing Body - Our Commitments

Hillside Primary School is highly committed to keeping our children and staff safe at all times. Effective health, safety and well-being management is an integral feature of our school's overall education performance. Our main objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work, in a balanced and sensible way, that supports our wider learning objectives.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance, considering 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
- Encouraging and supporting the personal well-being of staff and pupils through our practices and approach to school life
- Providing a safe and healthy working environment for our staff, pupils and others, that also supports personal well-being.
- 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

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- 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
- Ensuring adequate resources are available to fulfil our health, safety and well-being responsibilities and objectives

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. For these commitments to be effective, employees throughout the school must play their part in creating and sustaining a positive health and safety culture and must take responsibility for their own well-being with the encouragement and support of their managers.

Name of Chair of Governors: Trevor Wainwright
Date: 09/12/25

Name of Lead Governor for Health & Safety: Sue Stinton
Date: 09/12/25

Name of Headteacher: Simon Minter
Date: 09/12/25

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Health and Safety – our arrangements

Part 2: Organisation and responsibilities, and arrangements

Introduction

Schools where Norfolk County Council is the employer (Community, Voluntary Controlled or maintained schools) are encompassed under the NCC Health and Safety Policy (P611a), and NCC Health and safety organisation and responsibilities policy (P611).

This model document seeks to demonstrate how the employer implements its stated legal obligations (the health and safety policy / and arrangements), from the higher organisational level to the local delegated decision making and the arrangements implemented at a school.

The following responsibilities have been assigned at our school:

The Governing Body

Responsible for ensuring that suitable local organisational arrangements are in place for the management and control of health and safety within the school/ trust. We will ensure that:

- A written commitments statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils, and those we work with
- Local responsibilities for health, safety and welfare are allocated to specific people, and those people are informed of these responsibilities
- A lead governor/trustee for health and safety is nominated
- People have sufficient experience, knowledge, resource and training to perform the tasks required of them
- Clear procedures are utilised which assess the risk from hazards, identify controls and produce safe systems of work that are communicated clearly to everyone who needs to follow them

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- Sufficient resources are allocated to maintain a safe and healthy work environment, and operate safe systems of work
- Health and safety performance is monitored and reported, and targets for improvement are set
- The school's health and safety arrangements are reviewed annually
- School staff are consulted on health and safety matters through arrangements agreed with the represented unions or other employee representatives
- School premises are maintained to ensure that associated safety risks are sufficiently controlled
- Our local management of health, safety and well-being considers the needs of anyone with a protected characteristic under the Equalities Act

Lead Governor for Health and Safety

The Lead Governor for health and safety has the following responsibilities:

- To be fully and visibly committed to the Our Commitments statement document - for health and safety
- To scrutinise and review local health, safety and well-being performance
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their respective local health and safety responsibilities
- To ensure that suitable risk assessments of the premises and working practices are carried out, documented and reviewed

The Headteacher

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.

They will:

Be fully committed to the Governing Body Our Commitments, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.

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Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health, safety and well-being 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 policy / Safe systems of work
  - Setting local health and safety targets and objectives through appraisals and other supervisory reviews
  - Reviewing and learning from incidents.
  - Monitoring local contracted work under their control for compliance

- Ensure that the management of health, safety and well-being in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act

- Develop adequate local safe systems of work and procedures and ensure that they are implemented and monitored

- Ensure prompt action is taken to resolve any situations that may adversely affect the health, safety and well-being of staff or other people

- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training, resource, and supervision to carry out their duties, paying particular attention to new/inexperienced staff and trainees

- Ensure that all plant and work equipment provided is appropriately selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests, examinations and maintenance.

- Ensure that accidents and incidents (including near misses and instances of abusive and violent behaviour) are reported and investigated, and the findings acted upon without delay

- Ensure information that may assist nominated safety representatives is provided to them

- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and the relevant procurement and contract management processes

- Ensure that they seek timely assistance and advice where expert help is required from the NCC Health, Safety and Well-being team

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- Report to the Governing Body at least annually on the school's health, safety and well-being performance

The Caretaker

The Caretaker has the following responsibilities:

- To support the Headteacher in coordinating and managing the local risk assessment process for the school
- To coordinate local performance monitoring processes
- To make provision for the inspection and maintenance of local work equipment
- To assist in the keeping of records of all health and safety activities including management of the building fabric and building services in liaison with the school's appointed general property maintenance contractor and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health, safety and well-being of staff, pupils and visitors.
- To ensure that staff are adequately instructed in health, safety and well-being matters about their specific workplace and the school generally.

Teaching and support staff holding positions of special responsibility

This includes Senior Leaders, the Caretaker and the Admin Officer responsible for Premises.

They have the following responsibilities:

- Apply the school's Health and Safety - Our Commitments statement, and the relevant health, safety and well-being Codes of Practice / guidance 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, safety and well-being risk assessments / review of the activities for which they are responsible
- Ensure that relevant staff are familiar with the health, safety and well-being requirements for their area of work

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- Resolve health, safety and well-being issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution with the resources available

- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe

- Ensure the provision of sufficient information, instruction, training, resource and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health, safety and well-being

- Investigate any incidents that occur within their area of responsibility and pass on to the Headteacher who will record this process on OSHENS.

Teachers

Teachers are expected to:

- Exercise safe and effective supervision of their pupils, to know the related procedures, e.g., fire, first aid, control measures within lessons, and other emergencies and to implement them

- Follow the health, safety and well-being measures in their own teaching areas as described in the relevant procedures

- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures

- Require the use of appropriate protective clothing and machinery guards etc., where necessary

- Make recommendations to their Headteacher or manager regarding equipment needs and improvements to the site, plant, tools, equipment or machinery

- Integrate all relevant aspects of health, safety and well-being into the teaching process

- Report all accidents, defects, dangerous occurrences and near misses to their manager

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Employee Consultation/Safety Representatives

The Governing Body believe that consulting employees on health, safety and well-being 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, safety and well-being that may affect staff and on the provision of related information and training. Non-union staff will also be consulted directly or via their nominated Safety Representatives.

Before making any decisions, which could have health, safety and well-being 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 and support the development.

All Staff

All staff have individual responsibility to take reasonable care for the health, safety and well-being of themselves and for others who may be affected by their acts or omissions. They must:

- Always comply with the school's/trust's health and safety - Our Commitments statement, and related procedures
- Co-operate with managers in complying with relevant health, safety and well-being systems of work and procedures
- Use all work equipment and substances in accordance with appropriate 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, safety and well-being inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of abusive and violent behaviour, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role

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Pupils

Pupils, allowing for their age and aptitude, are expected to be coached and supervised where appropriate, in the following:

- Taking personal responsibility for the health and safety of themselves and others
- Observe all the health and safety requirements of the school/trust and in particular the instructions of staff / supervision
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- The school should also seek to engage with carers or parents as appropriate to support safe and healthy behaviours.

Specific arrangements for health and safety

The following arrangements have been adopted to ensure compliance with the Governing Body's - Our Commitments.

The following areas of activity should have named people allocated for that task following guidance and templates available on InfoSpace.

Lead Governor for Health and Safety

The lead governor with responsibility for scrutiny of health and safety performance is Sue Stinton.

Incident Management

Incident management will be the overall responsibility of Simon Minter (Headteacher).

First aid risk assessment and management of provision is the responsibility of: James Loome (Deputy Headteacher).

Risk Assessment

Risk Assessment of work-related activities, site safety, infection control and security will be coordinated by Simon Minter (Headteacher) and Sue Stinton (Lead Governor for Health & Safety). They will be responsible for ensuring the actions required are implemented.

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Fire Safety

A fire plan, fire risk assessment, and associated evacuation plans will be carried out and developed for the premises (including fire drills) by Simon Minter (Headteacher) and Sue Stinton (Lead Governor for Health & Safety).

Manual Handling

Manual handling risk assessments will be carried out by Katie Foster (SENCO).

Computers and Workstations

Computer and workstation risk assessments (Display Screen Equipment- DSE) will be carried out by Simon Minter.

Home Working

Assessment of the risks of staff working from home will be carried out by Simon Minter.

Hazardous Substances

Vas Sofokleous (Caretaker) will identify hazardous substances, and ensure that the appropriate assessments are available and implemented

Behaviour Management

Assessment of the risks of abusive / violent behaviour (voluntary / involuntary) to staff / others will be carried out by Katie Foster and Simon Minter. This assessment cross-refers to the school's behaviour policy and should consider behaviour related risks.

Lone Working

Assessment of the risks of lone working staff will be carried out by Simon Minter.

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by Simon Minter.

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School Caretaking and Site Management

Assessment of the risks to Caretakers, contractors (including Construction related activities - CDM) and others working at the site will be assessed by NPS + Simon Minter. This should include consideration of all activities including working at height, potential 'hot works' and maintenance activities.

Cash Handling

Assessment of the risks of handling cash will be carried out by Simon Minter.

Health and Well-being

Assessment of the risks relating mental health, new and expectant mothers, infection control, individual health factors and well-being will be carried out by Simon Minter (Head Teacher) or by utilising support available through the Health, Safety and Well-being team.

Consultation with Employees

The union (NASUWT) appointed safety representative is Gemma Roden

Consultation with employees not represented by a union is provided through Simon Minter.

Safe Plant and Equipment

Plant and equipment***** will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body.

*****Plant and equipment likely to need formal inspection and maintenance in a school premises includes:

Hot and cold-water services (legionella)
Condition monitoring of identified asbestos containing materials
Boilers and heating plant
Fire safety equipment
Electrical installations
Portable electrical equipment (PAT testing)
Catering equipment (appliances)
Gas installations and appliances
Outdoor play equipment
Door closers / seals / Glazing and finger guards
PE equipment

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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 Vasos Sofokleous.

Any problems or defects relating to plant and equipment should be reported to Vas or Helen Sofokleous.

Information, Instruction and Training

Information and Advice

A Health and Safety Law Poster is displayed or the equivalent leaflet is available at each school. Health and safety advice is available from the headteacher/health and safety coordinator or by contacting NCC HSW team at healthandsafety@norfolk.gov.uk

Induction

Health and safety induction will be provided for all new employees and for work experience placement students by Simon Minter (Staff + Volunteers) and James Loome (School Placements).

Health and Safety Training

The Health, Safety and Well-being information on InfoSpace provides a framework for compliance. Anyone involved in the management of health, safety and well-being is required to be competent in their role. The law recognises that knowledge, skills and experience are very important in meeting competence requirements. In most cases, however, training will also be required to complete a person's competence, particularly in relation to following local Norfolk County Council procedures and practices.

In addition to individual knowledge, skills and experience, the training below is recommended to achieve competence in the role, as stated in this policy.

- Health and Safety Leadership for Headteachers and Managers
- Safe Management of Premises – General
- Safe Management of Premises – Asbestos
- Safe Management of Premises – Fire
- Risk Assessment – essential risk management
- Health and Safety Awareness for Governors (e-learning, via GovernorHub)

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All training courses will need to be attended once every three years unless the relevant code of practice states otherwise.

Curriculum/subject specific health and safety training

Occupational Risks

- First Aid at Work and Emergency First Aid at Work
- Paediatric First Aid (for schools with children up to age 5)
- Moving and Handling People (provided by Norfolk Community Health and Care occupational therapy team)
- NCC Musculoskeletal Injuries Rehabilitation Service Referral training (provided by IPRS)
- Personal safety (tutor led)
- Norfolk Steps Step on or Step Up training

Caretaking/Site Management

Where relevant (subject to identified roles / responsibilities):

- Safe Management of Premises – General
- Safe Management of Premises – Asbestos
- Safe Management of Premises – Fire
- Risk Assessment – essential risk management
- Basic Tree Survey and Inspection (LANTRA): Norse

Health and Well-being

- Well-being Team (or equivalent): Tina Wyton, Charley Peach and Lynsey Boulton.

NCC Health and Safety e-Learning Courses

The courses below can be found on the Health and Safety section of InfoSpace. Current e-Learning courses available:

- Health and Safety and Fire Prevention Awareness
- Display Screen Equipment
- Supporting Evac Chair Users with Dignity
- Personal Safety
- Driving Safely for Work
- Understanding Mental Health

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Training Records and Training Needs Identification

Health and safety training records are held by: Simon Minter

Training needs will be identified, arranged and monitored by: Simon Minter + Sue Stinton

Reporting and Investigation

All accidents, near misses and cases of work-related ill health involving employees (or non-employees where the injury is potentially caused by a deficiency in activity, equipment or premises) must be recorded.

In NCC schools **this should be made via the NCC OSHEN**s online incident reporting system. Academies will have their own systems.

Minor injuries to non-employees where first aid (only) is given will be reported on the First Aid Record of Treatment form (or equivalent).

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

First Aid

First Aid Kits can be found in the School Office and opposite the Men's Toilet. First aid equipment can also be found in Red Medical boxes in every classroom.

The following staff are available to provide first aid: James Loome and Clare Martins. We also have a number of staff who are Paediatric First Aid trained.

Supporting Pupils with Medical Conditions

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

Katie Foster is responsible for management of administration of medicines to pupils.

Selection and Management of Contractors

Contractors and construction projects are selected, approved and managed by NPS.

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Management of Asbestos

The asbestos register and asbestos management plan are held at: The School Office and managed by: Simon Minter

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 Simon Minter

Emergency Procedures – Fire and Evacuation

Escape routes are checked by: Vasos Sofokleous and Simon Minter

Fire extinguishers are maintained and checked by/every: Churches Fire Security LTD on an annual basis

Alarms are tested by/every: TP Fire on a monthly basis

Emergency evacuation procedures will be tested termly.

Monitoring

Routine inspections of the premises to ensure safe premises and working practices are followed will be carried out by Simon Minter (Head Teacher), Sue Stinton (Lead H&S Governor) and members of the SLT.

Routine inspections of specific work areas will be carried out by Vasos Sofokleous (Caretaker).

Review of Policy

This document will be reviewed at least annually.

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