



## **Trust Health & Safety Policy**

### **Part 1 & 2: Trust Statement of Intent and Policy**

**Ratified: May 2023**

**Review: May 2025**

### **Part 3: Local School Procedure and Arrangements**

**Ratified: September 2023**

**Review: May 2025**

## **Part 1: Board of Trustees 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 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
- A Trustee Director will be appointed to monitor H&S in conjunction with feedback from the Local Governing Boards.

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.

All schools within the MAT will have a detailed Health and Safety policy following the template provided by our Health and Safety advisers.

# **Health and Safety Policy**

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

Refer to the Synergy Corporate Policy

## **Part 3: Procedures and Arrangements**

The following procedures and arrangements have been adopted to ensure compliance with the Trustee' Statement of Intent and Local Governing Body's policy.

### **Risk Assessment:**

#### **General Risk Assessment**

General Risk Assessment will be coordinated by Executive Headteacher and Site Manager following guidance and templates which are available via the NCC website. They 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 Site Manager following guidance and templates which are available via the NCC website.

#### **Manual Handling**

Manual handling risk assessments will be carried out by the Site Manager following guidance and templates which are available via the NCC website.

#### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by Individuals using the work stations following guidance and templates which are available via the NCC website.

#### **Hazardous Substances**

Site Manager will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, following guidance and templates which are available via the NCC website.

#### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by the Senior Leadership Team following guidance and templates which are available via the NCC website. This assessment cross-refers to the school's behaviour policy.

#### **Lone Working**

Assessment of the risks of lone working staff will be carried out by Executive Hedteacher / Estates Manager / individuals this policy applies to following guidance and templates which are available via the NCC website.

### **Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by relevant Subject Leader using health and safety curriculum Codes of Practice available.

### **Caretaking Code of Practice**

Assessment of the risks to Caretakers will be assessed by Trust Estates Manager following the Caretaking Code of Practice guidance available.

### **Driving for Work**

Assessment of the risks of driving for business will be carried out by Estates Manager following guidance and templates which are available via the NCC website.

### **Handling Money**

Assessment of the risks of handling money (if applicable) will be carried out by Executive Headteacher following guidance and templates which are available via the NCC website.

### **Home Working**

Assessment of the risks of staff working from home will be carried out by Senior Leadership Team following guidance and templates which are available via the NCC website.

### **Consultation with Employees**

Union-appointed safety representatives are Rachel Barrell  
Consultation with employees not represented by a union is provided through the Senior Leadership Team, along with guidance at Trust level.

### **Safe Plant and Equipment**

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

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 Site Manager

Any problems or defects regarding plant and equipment should be reported to Site Manager and Trust Estates Manager. If necessary, problems should be reported to the Trust.

Information, Instruction and Training

Information and Advice

A [Health and Safety Law Poster](#) is displayed at: Staffroom.

Health and safety advice is available from the Headteacher/health and safety coordinator.

### **Health and Safety Training:**

#### **Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by Line Managers following guidance and templates which are available via the NCC website. This covers the following areas 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

Short health and safety e-learning 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.

Staff and governors named below have received or will receive health and safety training in the following areas:

#### **Strategic Health and Safety Management and Premises Management Training**

- Health and Safety Awareness and Safeguarding for Governors: Mr Richardson

- Health & Safety Leadership for Headteachers and Managers: Executive Headteacher
- Safe Management of Premises - General: Site Team
- Safe Management of Premises - Asbestos: Site Team
- Safe Management of Premises - Fire: Site Team
- Risk Assessment – Essential Risk Management: Estates Manager

### **Curriculum/Subject Specific Health and Safety Training**

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

- Risk Management in PE (primary and secondary subject leaders): Ms Zeebroek

#### **Occupational Risks**

- First Aid at Work:  
Training completed my multiple staff, reviewed annually

#### **Caretaking/Site Management**

- Health and Well-Being Facilitators: Staff Wellbeing team will be implementing the Trust wide policy.

The Trust subscribes to an online e-learning training suite, which all staff can access to complete courses. Caretakers and Site Managers are expected to complete the relevant courses: Health & Safety for Managers and Supervisors

Asbestos Awareness  
 Lone Working Safety  
 Stress Management  
 Slips, Trips & Falls  
 COSHH  
 Legionella Awareness  
 Fire Awareness in Education  
 Fire Warden Training  
 Ladder Safety  
 Manual Handling  
 Working at Height  
 Electrical Safety  
 Bomb Threat & Suspicious Packages

#### **Minibuses**

- Norfolk County Council Minibus driver assessment training: Estates Manager

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

Health and safety training records are held by: Head's PA

Training needs will be identified, arranged and monitored by: Synergy Trust

### **Incident Reporting and Investigation**

All accidents 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. The Trust has an online reporting system which schools are free to use. The Trust will send reports to the Health & Safety Executive under RIDDOR where necessary

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record or Treatment form. These forms are available online for all staff.

Trust Estates Team will investigate all incidents and act on findings to prevent a recurrence.

### **Supporting Pupils with Medical Conditions**

Prescribed medication will be administered to pupils following procedures detailed in the school's policy for Supporting Pupils with Medical Conditions.

Mrs Cossey is responsible for management of administration of medicines to pupils.

### **Site Security and Visitors**

All visitors must report to Reception where they will be asked to sign in and wear a visitors' badge.

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

Lanyard for Sixth form students

Staff badges

Red lanyards for visitors who are not DBS checked

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

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

### **Selection and Management of Contractors / Construction & Refurbishment works**

Contractors and Construction Projects are selected, approved and managed by the Trust.

### **Management of Asbestos**

The asbestos register and asbestos management plan is held at: Reception. Site Manager 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 the Trust and 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 the Trust's Human Resources provider.  
**The Headteacher will contact the Trust CEO if needed.**

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

Escape routes are checked by: Site Manager

Fire extinguishers are maintained and checked by a suitable external company appointed by the Trust. The Trust will arrange and keep records of checks and maintenance.

Alarms are tested by: Site Manager

Emergency evacuation procedures will be tested a minimum of once every term.

### **Monitoring**

Routine inspections of the premises to ensure safe working practices in the classroom are being followed will be carried out by Site Manager

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 2 years.