



Trust Health & Safety Policy

Part 1 & 2: Trust Statement of Intent and Policy

Approved by:	Audit and Risk Committee	Date: May 2024
Next review due by:	May 2025	

Part 3: Local School Procedure and Arrangements

Approved by:	Local Governing Board	Date: Oct 2024
Next review due by:	Oct 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 Trust 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 Karen Ellington 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 Karen Ellington following guidance and templates which are available via the NCC website.

Manual Handling

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

Computers and Workstations

Computer and workstation risk assessments will be carried out by Karen Ellington following guidance and templates which are available via the NCC website.

Hazardous Substances

Karen Ellington 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 Adam Mason 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 Karen Ellington 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 Adam Mason using health and safety curriculum Codes of Practice available.

Caretaking Code of Practice

Assessment of the risks to Caretakers will be assessed by Karen Ellington following the Caretaking Code of Practice guidance available.

Driving for Work

Assessment of the risks of driving for business will be carried out by Karen Ellington 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 Karen Ellington 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 Adam Mason following guidance and templates which are available via the NCC website.

Consultation with Employees

Union-appointed safety representatives are unknown

Consultation with employees not represented by a union is provided through Karen Ellington, 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 caretaker/site manager.

Any problems or defects regarding plant and equipment should be reported to Karen Ellington. 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: in the reception area and the staff room.

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 Karen Ellington 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 for Governors: Martin Taylor
- Health and Safety Management for Headteachers: Adam Mason
- Premises Management 1 – General: Karen Ellington
- Premises Management 2 – Asbestos: Karen Ellington
- Premises Management 3 – Fire Safety Risk Assessment: Karen Ellington
- General Risk Assessment: Karen Ellington, Adam Mason

Curriculum/Subject Specific Health and Safety Training

Primary and Secondary PE and School Sport

- Risk Management in PE (primary and secondary subject leaders): Adam Mason
- Ensuring Pupils are Safe in PE (primary teachers and coaches): Lisa Bateman Norfolk PE Teaching Competence Standards (NPETCS) (primary support staff and cover supervisors): Lisa Bateman
- Safe Supervision of Swimming: Responsibility of staff at APHS

Occupational Risks

- First Aid at Work: List held at the schools
- Emergency First Aid at Work: List held at the schools
- Paediatric First Aid (for schools with children up to age 5): List held at FINS
- Moving and Handling of Disabled Pupils: List held at schools – training as required
- Norfolk Steps training: Jennie Bates

Caretaking/Site Management

- IOSH Working Safely (Norse Commercial Services): Karen Ellington + site staff
- Ladder Use and Inspection (Norse Commercial Services): Site staff
- Health and Safety Workshop (COSHH) (Norse Commercial Services): Karen Ellington
- Well-Being Facilitators: Claire Gravett who will be implementing the Trust wide policy.

Minibuses

- Norfolk County Council Minibus driver training: Tom Scannell

Training Records and Training Needs Identification

Health and safety training records are held by: Karen Ellington and Adam Mason

Training needs will be identified, arranged and monitored by: Karen Ellington and Adam Mason

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 subscribes to the NCC H&S scheme and follows their procedures for reporting and recording incidents. In NCC Schools this should be made via the OSHENs online incident reporting system, Academies will have their own in house system.

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 kept in: in first aid areas. Reports will be added to the online reporting tool

Karen Ellington will investigate all incidents and act on findings to prevent a recurrence.

First Aid

First aid boxes are kept around schools, maps are in the office

The following employees are available to provide first aid: List kept in the school offices

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.

Karen Ellington and Jo Brett are responsible for management of administration of medicines to pupils.

Site Security and Visitors

All visitors must report to school offices where they will be asked to sign the visitor's book and wear a visitors' badge.

Selection and Management of Contractors / Construction & Refurbishment works

Contractors and Construction Projects are selected, approved and managed by Synergy.

Management of Asbestos

The asbestos register and asbestos management plan is held online. Karen Ellington is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to NPS.

Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council.

Occupational Health

Access to occupational health services is via the Trust's Human Resources provider, EPM.

The Headteacher will contact the Trust CEO if needed.

Emergency Procedures – Fire and Evacuation

Escape routes are checked by: Karen Ellington

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

Alarms are tested by: Site staff (KC/RC)

Emergency evacuation procedures will be tested 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 Karen Ellington, estate team staff and governors

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

Review of Policy

This policy will be reviewed at least every year.