



## Hemblington Primary School Health & Safety Policy

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### **Procedures and Arrangements**

The following procedures and arrangements have been adopted to ensure compliance with the Trust's Statement of Intent.

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

The lead governor with responsibility for scrutiny of health and safety performance is Paul Tacon (Chair of Governors)

#### **Risk Assessment:**

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

General Risk Assessment will be coordinated by the Headteacher, following guidance and templates available. 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 the Headteacher following guidance and templates available.

##### **Manual Handling**

Manual handling risk assessments will be carried out by the Headteacher following guidance and templates available.

##### **Computers and Workstations**

Computer and workstation risk assessments will be overseen by the Headteacher following guidance and templates available.

##### **Hazardous Substances**

The Headteacher will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, following guidance and templates available.

##### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by The Headteacher following guidance and templates available. 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 The Headteacher following guidance and templates available.



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

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

### **Caretaking Code of Practice**

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

### **Driving for Work**

Assessment of the risks of driving for business will be carried out by The Headteacher following guidance and templates available.

### **Handling Money**

Assessment of the risks of handling money will be carried out by the Headteacher and Elaine Hubbard (Finance Officer) following guidance and templates available.

### **Home Working**

Assessment of the risks of staff working from home will be overseen out by the Headteacher following guidance and templates available.

### **Consultation with Employees**

Union-appointed safety representatives are contacted through the Trust.

Consultation with employees not represented by a union is provided through the Headteacher

### **Safe Plant and Equipment**

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

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 The Headteacher

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

#### **Information and Advice**

A [Health and Safety Law Poster](#) is displayed at: School Office

Health and safety advice is available from the Headteacher and the Trust Estates Manager within the Trust.



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### Health and Safety Training:

#### Induction

Health and safety induction training will be provided for all new employees and for work experience placement students by the Headteacher following guidance and templates available. 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: All governors through NGA online training
- Health and Safety Management for Headteachers: The Headteacher
- Health and Safety for Managers: The Headteacher
- Premises Management 1 – General: The Headteacher
- Premises Management 2 – Asbestos: The Headteacher



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- Premises Management 3 – Fire Safety Risk Assessment: T&P Fire
- General Risk Assessment: The Headteacher

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

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

- Risk Management in PE (primary and secondary subject leaders): PE Subject Lead
- Ensuring Pupils are Safe in PE (primary teachers and coaches): All school staff and Premier Coaches
- Norfolk PE Teaching Competence Standards (NPETCS) (primary support staff and cover supervisors): Nicola Cargill & Donna Patterson
- Safe Supervision of Swimming: Relevant staff accompanying swimming lessons

#### **Occupational Risks**

- First Aid at Work: Names of staff listed on office wall and updated
- Emergency First Aid at Work: Names of staff listed on office wall and updated
- Paediatric First Aid (for schools with children up to age 5): Names of staff listed on office wall and updated
- Moving and Handling of Disabled Pupils: None
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: None
- Norfolk Steps training: All Teaching staff and TAs

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

- IOSH Working Safely (Norse Commercial Services): None at school
- Ladder Use and Inspection (Norse Commercial Services) : None at school
- Health and Safety Workshop (COSHH) (Norse Commercial Services): N/A
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate: N/A

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

- Well-Being Facilitator: Donna Patterson
- Wellbeing Champion: Sophie Goodson
- Mental Health First Aider: Kirsty Long

#### **Minibuses**

- Norfolk County Council Minibus driver training: N/A

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

Health and safety training records are held by: Headteacher

Training needs will be identified, arranged and monitored by: Headteacher



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### **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. All work related accidents are reported to the office who will then report to the Trust Estates Manager at the Trust. If applicable, the Trust Estates Manager of the Trust will report to RIDDOR.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept at: The School Office

The Headteacher, or a Senior Teacher, will investigate all incidents and act on findings to prevent a recurrence.

### **First Aid**

First aid boxes are kept in every classroom and in corridor outside small group room

The following employees are available to provide first aid: There are an adequate number of staff members trained to administer First Aid within school and within each Key Stage. A list of up to date First Aid trained staff is kept with the office staff.

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

Prescribed medication will be administered to pupils following [guidance and documentation on Norfolk Schools](#).

The Headteacher is responsible for overseeing the management of administration of medicines to pupils.

### **Site Security and Visitors**

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

Other arrangements to ensure the security of pupils and employees on site are: Gates are locked first thing in the morning, and unlocked just before the end of the school day. Entry to the main building during the day is through a key coded door.

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

The risks of persons and vehicles coming into contact will be controlled by the following measures: Children should walk into the school through the front gate, and access to the school car park is limited.



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

Contractors and Construction Projects are selected approved and managed by the Headteacher with support from the Trust Estates Manager. Guidance and templates available.

### **Management of Asbestos**

The asbestos register and asbestos management plan is held at: the office main entrance and in the H&S file

The Headteacher 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 EPM

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

Escape routes are checked by: Headteacher

Fire extinguishers are maintained and checked by: T & P Fire

Alarms are tested every week

Emergency evacuation procedures will be tested once every term.

### **Monitoring**

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by the Headteacher with support from the Trust Estates 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.