



Policy for Health and Safety



Document Detail	
Category	Statutory
Department	Trust Central Team and all academies within the Trust
Responsible Officer	Chief Executive Headteacher
Status	
Reviewed on:	Term 3 – 2023
Next review:	Term 3 - 2024

Contents

1. Health and Safety Commitments	2
2. Part 1: Trust Board- Our Commitments	2
3. Part 2: Organisation, responsibilities and arrangements	3
4. Incident management	7
5. Risk management.....	7
6. Fire	7
7. Manual Handling.....	8
8. Computers and Workstations	Error! Bookmark not defined.
9. Home working.....	8
10. Hazardous substances.....	8
11. Behaviour management.....	8
12. Lone working.....	8
13. Risk Assessment of Curriculum Activities	8
14. School caretaking and site management.....	9
15. Driving for work	9
16. Cash Handling.....	9
17. Health and Wellbeing.....	9
18. Consultation with employees	9
19. Safe plant and equipment.....	9
20. Information, induction and training	10
21. Reporting and Investigation.....	12
22. First Aid.....	12
23. Supporting pupils with medical conditions.....	12
24. Management of Asbestos.....	13
25. Educational visits.....	13
26. Occupational Health.....	13
27. Emergency Procedures- fire and evacuation.....	13
28. Monitoring	13

Health and Safety Commitments

The Ad Meliora Academy Trust Board of Directors have adopted the health and safety management system provided by Norfolk County Council and therefore expects all academies within the trust to follow the Ad Meliora Academy Trust policy, our commitments, codes and guidance provided.

Part 1: Trust Board - Our Commitments

Effective health, safety and well-being management is an integral feature of our Trust'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
- 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 Trust Board: Karl Jermyn

Name of Chief Executive Headteacher: Lisa Cook

Date: 02/05/2023

Health and Safety – our arrangements

Part 2: Organisation, responsibilities, and arrangements

Introduction

The Ad Meliora Academy Trust Board of Directors has adopted the health and safety management system provided by Norfolk County Council and therefore expects all schools within the trust to follow the Ad Meliora Academy Trust policy, our commitments, codes and guidance provided.

The following responsibilities have been assigned at our Trust:

The Trust Board

Responsible for ensuring that suitable local organisational arrangements are in place for the management and control of health and safety within the 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 director 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
- 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 Trust's health and safety arrangements are reviewed annually
- Staff are consulted on health and safety matters through arrangements agreed with the represented unions or other employee representatives
- Trust 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 Director for Health and Safety

The Lead Director 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 Chief Executive and the Board of Directors 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 Chief Executive Headteacher (or equivalent)

The CEH is 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 Trust's 'Our Commitments', ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- 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
- Report to the Board of Directors at least annually on the school's health, safety and well-being performance

Premises Manager

The Premises Manager has the following responsibilities:

- To coordinate and manage the local risk assessment process for the Trust
- To coordinate local performance monitoring processes
- To make provision for the inspection and maintenance of local work equipment
- To manage / 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 trust's appointed general property maintenance contractor and other contractors.
- To advise the Chief Executive 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 academies with the trust generally.

Teaching and support staff holding positions of special responsibility

This includes Deputy/Assistant Headteachers, Senior Leaders, Trust Central Team, Caretakers and Assistant Caretakers.

They have the following responsibilities:

- Apply the Trust's 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 Chief Executive 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
- Resolve health, safety and well-being issues that staff refer to them, or refer to the Chief Executive/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 and record these inspections
- 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

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

Employee Consultation/Safety Representatives

The Trust Board 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 the Trust 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 Board of Directors 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

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 trust and in particular the instructions of staff / supervision
- Use and not willfully misuse, neglect or interfere with things provided for their health and safety
- The academies within the trust 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 Trust Board’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/Trustee for Health and Safety

The lead Director with responsibility for scrutiny of health and safety performance is Andy Walder

Incident Management

Incident management will be the overall responsibility of: Lisa Cook, Chief Executive Headteacher

First aid risk assessment and management of provision is the responsibility of:

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher
Greenpark	Jill Graver, Headteacher
Reffley	Helen Fendley, Headteacher

Risk Assessment

Risk Assessment of work-related activities, site safety, infection control and security will be coordinated by Chris Cornwell, Premises Manager. They will be responsible for ensuring the actions required are implemented.

Fire Safety

Using the advice and recommendations from the Fire Expert (S Robinson), a fire plan, fire risk assessment, and associated evacuation plans will be carried out and developed for the premises (including fire drills) by: -

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher and Chris Cornwell, Premises Manager
Greenpark	Jill Graver, Headteacher and Chris Cornwell, Premises Manager
Reffley	Helen Fendley, Headteacher and Chris Cornwell, Premises Manager

Manual Handling

Manual handling risk assessments will be carried out by Chris Cornwell, Premises Manager.

Computers and Workstations

Computer and workstation risk assessments (Display Screen Equipment- DSE) will be carried out by Chris Cornwell, Premises Manager.

Home Working

Assessment of the risks of staff working from home will be carried out by:

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher
Greenpark	Jill Graver, Headteacher
Reffley	Helen Fendley, Headteacher

Hazardous Substances

Chris Cornwell, Premises Manager 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:

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher
Greenpark	Jill Graver, Headteacher
Reffley	Helen Fendley, Headteacher

This assessment cross-refers to the school’s Inclusion and Behaviour policy and should consider behaviour related risks.

Lone Working

Assessment of the risks of lone working staff will be carried out by:

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher and Chris Cornwell, Premises Manager
Greenpark	Jill Graver, Headteacher and Chris Cornwell, Premises Manager
Reffley	Helen Fendley, Headteacher and Chris Cornwell, Premises Manager

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant senior and subject leaders and class teachers.

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: -

Academy	Named person
Blenheim Park	Suzette Daniels
Greenpark	Chris Cornwell
Reffley	Ian Raby

This should include consideration of all activities including working at height, potential 'hot works' and maintenance activities.

Driving for Work

Assessment of the risks of driving for business will be carried out by the Trust Central Team.

Cash Handling

Assessment of the risks of handling cash will be carried out by the Trust Central Team.

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:

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher
Greenpark	Jill Graver, Headteacher
Reffley	Helen Fendley, Headteacher

Consultation with Employees

Consultation with employees not represented by a union is provided through:

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher
Greenpark	Jill Graver, Headteacher
Reffley	Helen Fendley, Headteacher

Safe Plant and Equipment

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

*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
- Lifting equipment

Local exhaust ventilation (LEV) equipment
 Outdoor play equipment
 Door closers / seals / Glazing and finger guards
 PE equipment
 Technology workshop equipment
 Ventilation and air extraction systems
 Management of Radiation Sources

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 at each site:

Academy	Named person
Blenheim Park	Suzette Daniels
Greenpark	Chris Cornwell
Reffley	Ian Raby

Any problems or defects relating to plant and equipment should be reported to the Trust Central Team.

Information, Induction and Training

Information and Advice

A Health and Safety Law Poster is displayed or the equivalent leaflet is available at each academy. 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

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher
Greenpark	Jill Graver, Headteacher
Reffley	Helen Fendley, Headteacher

Health and Safety Training

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](#))

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
- *Moving and Handling People* (provided by Norfolk Community Health and Care occupational therapy team)
- NCC Musculoskeletal Injuries Rehabilitation Service Referral training
- Personal safety (tutor led)
- Norfolk Steps Step on or Step Up training

Caretaking

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

NCC Health and Safety e-Learning Courses

The courses below can be found [via Norfolk Services for Schools](#). 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

Training Records and Training Needs Identification

Health and safety training records are held by:

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher
Greenpark	Jill Graver, Headteacher
Reffley	Helen Fendley, Headteacher

Training needs will be identified, arranged and monitored by:

Academy	Named person
Blenheim Park	Nikki Taylor, Headteacher
Greenpark	Jill Graver, Headteacher
Reffley	Helen Fendley, Headteacher

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. The Trust has its own incident reporting system.

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

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

First Aid

First aid boxes are kept in the following locations:

Academy	First aid box(es) location
Blenheim Park	Medical room and one in each classroom.
Greenpark	Main office, DT room, every classroom, kitchen
Reffley	First aid room and in year group classroom

The following staff are available to provide first aid:

Academy	Named person
Blenheim Park	Lisa Black, Rachel Way
Greenpark	Eddie McGahren, Dawn Stevens
Reffley	Michelle Twaite Susie Royal

Supporting Pupils with Medical Conditions

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

The following staff are responsible for management of administration of medicines to pupils:

Academy	Named person
Blenheim Park	Lisa Black, Rachel Way
Greenpark	Eddie McGahren, Dawn Stevens
Reffley	Michelle Twaite Lynne Smith

Selection and Management of Contractors

Contractors and construction projects are selected, approved and managed by the Trust Central Team.

Management of Asbestos

The asbestos register and asbestos management plan are held at:

Academy	Location of plan
Blenheim Park	Front office
Greenpark	Not applicable
Reffley	On board in entrance foyer

The plan is managed by:

Academy	Named person
Blenheim Park	Suzette Daniels
Greenpark	Chris Cornwell
Reffley	Ian Raby

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 Central Team and our HR Consultant.

Emergency Procedures – Fire and Evacuation

Escape routes are checked:

Academy	Named person and frequency
Blenheim Park	Chris Cornwell- monthly
Greenpark	Chris Cornwell- monthly
Reffley	Ian Raby - monthly

Fire extinguishers are maintained and checked by:

Academy	Named person and frequency
Blenheim Park	Chris Cornwell- monthly
Greenpark	Chris Cornwell- monthly
Reffley	Ian Raby - monthly

Alarms are tested by:

Academy	Named person and frequency
Blenheim Park	Chris Cornwell- weekly
Greenpark	Chris Cornwell- weekly
Reffley	Ian Raby - weekly

Emergency evacuation procedures will be tested once every term.

Monitoring

Routine inspections of the premises to ensure safe premises and working practices are followed will be carried out by:

Academy	Named person
---------	--------------

Blenheim Park	Suzette Daniels
Greenpark	Chris Cornwell
Reffley	Ian Raby

Inspections of individual departments and specific work areas will be carried out by relevant leaders and/or nominated staff.

Review of Policy

This document will be reviewed at least annually.

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 arrangements 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 Trust Board: Karl Jermyn

Date: ■ / ■ / ■

Name of Chief Executive Headteacher: Lisa Cook

Date: ■ / ■ / ■