



West Norfolk
Academies Trust

HEALTH AND SAFETY POLICY

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Introduction

The West Norfolk Academies Trust (WNAT) Health and Safety Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work Act 1974. This Health and Safety policy consists of four Parts:

Part 1 – Statement of Intent and Policy objectives.

Part 2 – Organisation for Health and Safety.

Part 3 – Arrangements for implementing the policy.

Part 4 – Arrangements for measuring performance, monitoring and review of the Health and Safety policy.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Arrangements section.

1. **Statement of Intent and Policy objectives**

The WNAT, acknowledges and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation, and the Trust Executive Head Teacher and Chair of Trustees recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for students, staff and visitors.

The Trust Executive Head Teacher and Chair of Trustees considers the health, safety and welfare of students, staff and visitors to be of paramount importance, and that a safe and healthy working environment is a pillar to reaching excellence in all organisational activities across the WNAT.

Through the implementation of the Health and Safety Policy the Trust Executive Head Teacher and Chair of Trustees are fully committed to achieving the following objectives:

1. To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students and visitors.
2. To create for employees, as far as is practicable, a working environment where potential work related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development.
3. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.
4. To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.
5. To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and students in implementing the Health and Safety Policy;
6. To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the Trust's activities.
7. To strive to improve continuously the Trust's health and safety performance.
8. To develop campaigns to promote and encourage safety and health awareness of employees and others affected by their undertakings.
9. To ensure that adequate consideration is given to the protection of the environment.

The Trust Executive Head Teacher and Chair of Trustees seek and expect the full co-operation and support from all Trust stakeholders in order, to ensure that the Health and Safety Policy and Arrangements are implemented effectively.

2. Organisation for Health and Safety

The Trust Executive Head Teacher and Chair of Trustees of WNAT consider health and safety to be an integral part of the management function and have assigned health and safety responsibilities as follows:

2.1 Trust Executive Head Teacher, WNAT

The Trust Executive Head Teacher is responsible for ensuring that the Health and Safety Policy of WNAT is implemented and monitored at all levels in the organisation.

2.2 WNAT Director of Operations

WNAT Director of Operations is responsible for establishing, monitoring and communicating the Health and Safety Policy and management system of WNAT, reporting back to the Chief Executive and Trust Board where appropriate. WNAT Operations manager will provide guidance, management and leadership. The WNAT Director of Operations will seek support and professional advice from external advisors as necessary.

2.3 WNAT Facilities Manager

The WNAT Facilities Manager is a member of the Academies Health and Safety Committees acting as the Trusts point of contact for health and safety matters. The WNAT Facilities Manager monitors the level of compliance with the WNAT Health and Safety Policy through auditing alongside providing guidance and actions plans, reporting findings to the WNAT Director of Operations. The WNAT Facilities Manager will seek support and professional advice from external advisors as necessary.

2.4 WNAT Senior Leadership Team and Headteachers

All WNAT Headteachers and senior leaders are responsible for implementing the WNAT Health and Safety Policy along with any other subsidiary policies, audit findings, outcomes and procedures within their areas of control and must ensure that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give adequate consideration to health and safety. Adequate information related to health and safety must be obtained and passed on to relevant staff, contractors, members of the public, statutory authorities and clients.

2.5 Academy Site Facilities Managers

Academy Site Facilities Managers advise the WNAT Facilities Manager, ensuring that details related to health and safety management are passed on. Provide support and advice to managers and staff. Act as Health and Safety representatives for the site they are responsible for. The Site Managers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business. This person will formulate and deliver local on-site communication of health and safety matters with contractors that are appointed. The Site Managers will be the representative for the Academy when dealing with any health and safety meetings/committees.

2.6 Line Management and Supervisors

All WNAT Managers, whether Teaching or Support Staff, where appointed, are responsible for:

1. The practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation.
2. Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.
3. Ensuring adherence to a safe system of work by competent employees and contractors.
4. Ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision.
5. Ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary.
6. Making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.

2.7 Employees and Staff

All employees and staff are required to as part of the Health and Safety at Work Act 1974:

Section 7, - To take reasonable care for the health and safety of him/her self and others who may be affected by his/her acts of omissions. To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements.

Section 8, - Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

Employees and staff are required to:

1. Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions.
2. Refrain from doing anything or omitting to do anything that causes danger to themselves or others.
3. Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health.
4. Take responsibility for good housekeeping in the area within which they work.
5. Report all accidents, incidents and dangerous occurrences in accordance with company guidelines.

6. Follow the advice given in Company Health and Safety Training in order to control workplace risks.
7. Take responsibility for their own Health and Safety.

2.8 Class Teachers

Class teachers are expected to:

1. Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice.
3. Give clear oral and written instructions and warnings to pupils when necessary.
4. Follow safe working procedures.
5. Require the use of protective clothing and guards where necessary.
6. Make recommendations to their Head Teacher or manager regarding equipment and improvements to plant, tools, equipment or machinery.
7. Integrate all relevant aspects of safety into the teaching process.
8. Report all accidents, defects and dangerous occurrences to their manager.

2.9 Pupils

Pupils, allowing for their age and aptitude, are expected to:

1. Take personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

2.10 Contractors

All Contractors working on WNAT premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on WNAT premises or elsewhere on WNAT behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

2.11 Communication

The name of the persons appointed with responsibility for health and safety on WNAT or associated premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information and the control of risks at that premises, is communicated to all staff and visitors.

2.12 Employee Consultation/Safety Representatives

The Trust Executive Head Teacher and Trustees believe that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by WNAT will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions which could have health and safety consequences for staff, the Trust Executive Head Teacher and Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

2.13 Consultation and Training

The Trust Executive Head Teacher of WNAT along with Senior Leaders and Managers of each Academy under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards by supplying appropriate training and development to enable employees to discharge competently the responsibilities assigned to them. External Health and Safety Consultants may be used to provide professional health and safety advice if required.

2.14 Policy Review

The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the occupational group of the organisation. The Health and Safety Executive (HSE) publish an annual report, statistics and a bulletin, all of which may be used for this purpose. Typical benchmarks include accident rates per employee and accident or disease causation.

There are several reasons to review the Health and Safety policy such as, but not limited to:

1. Significant organisational changes have taken place.
2. There have been changes in key personnel.
3. There have been changes in legislation and/or guidance.
4. New work methods have been introduced.
5. There have been alterations to working arrangements and/or processes.
6. There have been changes following consultation with employees.

7. The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
8. Information from manufactures has been received.
9. Advice from an insurance company has been received.
10. The findings of an external Health and Safety Audit has been received.
11. Enforcement action has been taken by the HSE or Local Authority (LA).
12. A sufficient period of time has elapsed since the previous review.

3. Arrangements for implementing the policy.

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

3.1 Risk Assessments

Risk Assessments should be completed following guidance provided in the West Norfolk Academies Trust H&S publications – Chapter 08 (Risk Assessment). Risk assessments should be stored within the online school facilities folder and should be reviewed as required in line with the guidance provided.

3.2 Fire Safety

A fire risk assessment will be carried out and local fire safety procedures developed following guidance provided in the West Norfolk Academies Trust H&S publications – Chapter 11 (Hazardous substances), Chapter 23 (Electrical Safety), Chapter 31 (Hot working) & Chapter 42 (Fire). The FRA should be stored within the online school facilities folder and should be reviewed annually

3.3 Manual Handling

Manual handling risk assessments where required will be carried out following guidance provided in the West Norfolk Academies Trust H&S publications – Chapter 10 (Manual Handling). Manual handling RAs should be stored within the online school facilities folder

3.4 Computers and Workstations

Computer and workstation DSE risk assessments should be carried out by all staff as identified in the guidance provided in the West Norfolk Academies Trust H&S publications – Chapter 12 (Display Screen Equipment)

3.5 Hazardous Substances

Hazardous substances will be in use in both curriculum settings and for general maintenance and cleaning requirements

Hazardous Substances risk assessments for hazardous substances should be produced following guidance provided in the West Norfolk Academies Trust H&S publications – Chapter 11 (Hazardous substances)

Data sheets should be controlled and be made available where requested

3.6 Violence to Staff

Assessment of the risks of violence to staff will be carried out by all line managers following guidance provided in the West Norfolk Academies Trust H&S publications - Chapter 53 (Violence to staff) This assessment cross-refers to the school's behaviour policy.

3.7 Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty using guidance provided in the West Norfolk Academies Trust H&S publications - Chapter 08 (Risk assessments)

3.8 Consultation with Employees

Staff should be made aware of who their union representative is and how to contact them if required

Staff not represented by a union should be made aware of who they can approach for consultation

3.9 Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors/ personnel appointed by West Norfolk Academies 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 team and records should be maintained

Any problems or defects regarding plant and equipment should be reported to the Site Manager or Trust Facilities Manager

3.10 Information and Advice

Information relating to Health and safety can be obtained from either the Trust Director of Operations or the Trust Facilities Manager.

A Health & Safety at Work act poster should be displayed in a prominent position such as reception or the Staffroom

3.11 Health and Safety Training

3.11.1 Training Records and Training Needs Identification

Health and safety training records for Site teams, Catering staff & Cleaning staff are held by the Trust Facilities Manager

Non support staff Health and safety training records are held by a the respective school admin staff

3.11.2 Induction

Health and safety induction training will be provided for all new employees and for work experience placement students following guidance provided in the West Norfolk Academies Trust H&S publications – Chapter 44 (induction training)

Staff named below have received or will receive health and safety training in the following areas using guidance provided at West Norfolk Academies Trust H&S publications – Chapter 49 (H&S Training)

3.11.3 Strategic Health and Safety Management and Premises Management Training

- Health and Safety for managers [Head teachers, Leadership teams & Site Managers]
- Fire wardens [All nominated staff]
- Fire safety training [All staff]
- Legionella training [Site team]
- Asbestos training [Site team]
- General Risk Assessment [Head teachers, Leadership teams & Site Managers]

3.11.4 Curriculum/Subject Specific Health and Safety Training

- Primary schools – Primary Code of Practice – H&S publications Chapter 8-1
- Drama – Drama Code of Practice – H&S publication Chapter 8-2
- Science – Science H&S Code of Practice – H&S publication Chapter 8-3
- PE – PE Code of Practice – H&S Publication Chapter 8-4
- Art – Art & Design Code of Practice - - H7S Publication Chapter 8-5
- Swimming – Swimming Code of Practice – H&S Publication Chapter 8-6
- Design & Technology – D&T Code of Practice – H&S Publication 8-9

3.11.5 Occupational Risks

A First aid needs assessment should be completed using the guidance available in the West Norfolk Academies Trust Operations Publications - Chapter 05 to ascertain numbers required.

- First Aid at Work & Emergency First aid at Work should be coordinated by a nominated person
- Paediatric First Aid (for schools with children up to age 5) should be coordinated by a nominated person
- Moving and Handling of Disabled Pupils - A named member of staff should be trained in suitable techniques and lifting equipment should be utilised

3.11.6 Caretaking/Site Management

Training requirements for Care taking and Site staff is stipulated in the Code of Practice available in the West Norfolk Academies Trust Operations Publications - Chapter 8

- Training should be completed using the online training system managed by the Trust facilities manager. Organisational specific training will be conducted by WNAT on an annual basis.

3.12 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 reported to the Trust Director of Operations following guidance provided at West Norfolk Academies Trust H&S publications – Chapter 16

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 to be kept for future reference if required

3.13 First Aid

A First aid needs assessment should be completed using the guidance available in the West Norfolk Academies Trust Operations Publications - Chapter 05 to ascertain numbers required.

First aid boxes should be made available at various points within the site

A list of all First aid trained staff should be on display for ease of reference.

3.14 Supporting Pupils with Medical Conditions

Responsibility for the management of administration of medicines to pupils should be held by a nominated person

Responsibility for the creation and review of care plans is held by the SENCO

Responsibility for the creation and review of PEEP forms is held by the SENCO with support from the Site manager or Trust Facilities Manager where appropriate. Parents should be actively involved in the PEEP process

3.15 Occupational Health

Access to occupational health services is via the Trust HR team

3.16 Minibuses

A minibus database is available upon request from the Trust Facilities Manager

Information regarding minibuses is available in the West Norfolk Academies Trust Operation Publication - Chapter 40

3.17 Site Security and Visitors

All visitors must report to the Reception Office area where they will be asked to sign the visitor's book or utilise the electronic system. Visitors must wear a visitors' badge & lanyard. Persons not wearing a visible lanyard are to be challenged including 6th form students.

Covid-19 declarations should be obtained from all non permanent staff members/ visitors upon arrival

All visitors must adhere to the CV-19 requirements identified whilst on site

3.18 On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled using guidance provided at West Norfolk Academies Trust H&S publications – Chapter 3

3.19 Selection and Management of Contractors

Contractors are selected and managed following guidance provided at West Norfolk Academies Trust H&S publications – Chapter 34

3.20 Management of Asbestos

The asbestos register is to be located at the front of the school or with the site manager and is to be made available to all contractors who may be exposed to risk of asbestos

The asbestos management plan to be held by the relevant Site Manager or Head teacher

3.21 Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following the EVOLVE system provided by Norfolk County Council

3.22 Emergency Procedures – Fire and Evacuation

Escape routes are checked and recorded by the site team members

Fire extinguishers are maintained and checked monthly by the site team and annually by a suitably qualified contractor

Fire Alarms are tested weekly by the site team

Emergency evacuation procedures will be tested once every term and evacuation plans should be displayed in prominent positions throughout the site

Where required PEEP forms should be produced and reviewed when required.

4. Monitoring

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Site teams and the Trust facilities manager

HSE & Compliance audits will be conducted at least annually by the Trust Facilities manager.

5. Covid- 19

The CV-19 Risk assessment will be reviewed at regular intervals or following an update in guidance and will be displayed on the West Norfolk Academies Trust website

School CV-19 Risk assessments will be displayed on the school website and should be reviewed in line with the Trust CV-19 Risk assessment taking into account areas specific to individual schools.