

HEALTH AND SAFETY POLICY

This Aldborough Primary Policy applies to all stakeholders.

DATE OF GOVERNOR APPROVAL	**July 2026**
REVIEW FREQUENCY	**Annual**
REVIEW DUE	**July 2027**
STATUTORY REQUIREMENT	**YES**

AMENDMENTS

Date	Summary of Amendment/s
July 2022	Updated to latest version from LA
June 2024	Name of Premises Manager added to Part 2. Date of Steps Training to Part 3
June 2025	Update in line with BMP6. Inclusion of defibrillator under First Aid
June 26	No changes necessary

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Aldborough Primary School Health and Safety Policy

Part 1: Governing Body 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

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.
***Name of Chair of Governors**: Richard Hembling*

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Date: 02/07/2026 Review date: 03/07/27

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Health and Safety Policy

Part 2: Responsibilities and Organisation

Introduction
To comply with the Governing Body / Board of Trustee's Statement of Intent the following responsibilities have been assigned:

The Governing Body
Responsible for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities
- A lead governor for health and safety is nominated
- People have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient funds are allocated to operate safe systems of work
- Health and safety performance is monitored and targets for improvement are set
- The school's health and safety policy is reviewed at least every two years
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

The Headteacher (Helen Bearman)
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. In particular, they will:

Be fully committed to the Governing Body / Board of Trustee's Statement of Intent, 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 and safety risks to staff and any other people who may be affected by the school's activities

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- Monitor and review health and safety performance through:

    - Undertaking health and safety inspections of work areas/practices in line with relevant policy
    - Setting health and safety targets and objectives through appraisals and other supervisory reviews
    - Reviewing incidents and accidents
    - Monitoring commissioned and contracted work under their control for compliance
    - Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act

- Develop safe systems of work and procedures and ensure that they are implemented

- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people

- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees

- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations

- Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay

- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them

- Ensure information that may assist safety representatives in their role is provided to them When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy

- Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team

- Report to the Governing Body at least annually on the school's health and safety performance

Lead Governor / Trustee for Health and Safety (Seamus Elliott)
The Lead Governor / Trustee has the following responsibilities:

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- To be fully and visibly committed to the Statement of Intent for health and safety

- To scrutinise and review health and safety performance

- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities

- To ensure in particular that risk assessments of the premises and working practices are carried out and documented

Health and Safety Coordinator / Premises Manager (Mike Bearman)
The Health and Safety Coordinator has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school

- To coordinate performance monitoring processes

- To make provision for the inspection and maintenance of work equipment and to liaise with the BMP representative for the school

- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.

- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

Teaching and support staff holding positions of special responsibility
This includes: Teaching Staff, Support Staff, and Kitchen Staff

They have the following responsibilities:

- Apply the school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements

- Carry out regular health and safety risk assessments of the activities for which they are responsible

- Ensure that all staff under they manage are familiar with the relevant health and safety Codes of Practice, for their area of work

- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available

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- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety

- Investigate any accidents that occur within their area of responsibility

Class Teachers
Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out

- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice

- Give clear oral and written instructions and warnings to pupils when necessary

- Follow safe working procedures

- Require the use of protective clothing and guards where necessary

- Make recommendations to their Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery

- Integrate all relevant aspects of safety into the teaching process

- Report all accidents, defects and dangerous occurrences to their manager

Employee Consultation/Safety Representatives
The Governing Body / Board of Trustee's 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 Norfolk County Council / the Trust 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 governing body will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

Staff
All staff have individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

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- Comply with the school's health and safety policy and procedures at all times
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with 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 and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, 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:

- Take personal responsibility for the health and safety of themselves and others

- Observe standards of dress consistent with safety and/or hygiene

- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety

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Part 3: Procedures and Arrangements

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

Lead Governor for Health and Safety

The lead governor with responsibility for scrutiny of health and safety performance is Seamus Elliott.

Risk Assessment:

General Risk Assessment

General Risk Assessment will be coordinated by the Head Teacher following guidance and templates available on Infospace. 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 Head Teacher following guidance and templates available on Infosapce.

Manual Handling

Manual handling risk assessments will be carried out by the Head Teacher following guidance and templates available on Infospace.

Computers and Workstations

Computer and workstation risk assessments will be carried out by the Head Teacher following guidance and templates available on Infospace.

Hazardous Substances

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

Violence to Staff

Assessment of the risks of violence to staff will be carried out by the Head Teacher following guidance and templates available on Infospace. 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 Head Teacher following guidance and templates available on Infospace.

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Class Teachers using health and safety curriculum Codes of Practice available on Infospace.

Caretaking Code of Practice

Assessment of the risks to Caretakers will be assessed by the Head Teacher following the Caretaking Code of Practice guidance available on Infospace.

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Driving for Work
Assessment of the risks of driving for business will be carried out by the Head Teacher following guidance and templates available on Infospace.

Handling Money
Assessment of the risks of handling money (if applicable) will be carried out by the Head Teacher following guidance available on Infospace.

Home Working
Assessment of the risks of staff working from home will be carried out by the Head Teacher following guidance and templates available on Infospace.

Consultation with Employees
Union-appointed safety representatives are to be confirmed

Consultation with employees not represented by a union is provided through liaison with the Head Teacher.

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 Head Teacher.

Information, Instruction and Training

Information and Advice
A Health and Safety Law Poster is displayed at: The Staff room noticeboard

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 the head teacher following guidance and templates available on Infospace. 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

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- 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: Seamus Elliott
- Health and Safety Management for Headteachers: the Head Teacher
- Health and Safety for Managers: n/a
- Premises Management 1 – General: Mike Bearman
- Premises Management 2 – Asbestos: Mike Bearman
- Premises Management 3 – Fire Safety Risk Assessment: Helen Bearman
- General Risk Assessment: Helen Bearman

Curriculum/Subject Specific Health and Safety Training

Primary and Secondary PE and School Sport

- Risk Management in PE (primary and secondary subject leaders): the Head Teacher + PE Co-ordinator
- Ensuring Pupils are Safe in PE (primary teachers and coaches): the Head Teacher + PE Co-ordinator
- Norfolk PE Teaching Competence Standards (NPETCS) (primary support staff and cover supervisors): the Head Teacher + PE Co-ordinator
- Safe Supervision of Swimming: the Head Teacher

Occupational Risks

- First Aid at Work: Named staff on Office Noticeboard
- Emergency First Aid at Work: Tracy Hindry & Kerry Clarke

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- Paediatric First Aid (for schools with children up to age 5): Named staff on Office Noticebaord
- *Moving and Handling of Disabled Pupils:* n/a
- Norfolk Steps training: to be updated Sept 2024

Caretaking/Site Management
- IOSH Working Safely (Norse Commercial Services): N/A
- *Ladder Use and Inspection* (Norse Commercial Services) *:* Mike Bearman
- Health and Safety Workshop (COSHH) (Norse Commercial Services): Helen Bearman
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate: N/A

Health and Well-Being
- Well-Being Facilitators: Diane Knight/ Rebekah Edwards/ Rebecca Smith/ Elaine Dyer/ Georgina Astley

Minibuses
- Norfolk County Council Minibus driver training: N/A

Training Records and Training Needs Identification
Health and safety training records are held by: Helen Bearman

Training needs will be identified, arranged and monitored by: Seamus Elliott and Helen Bearman

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. 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 of Treatment form available on Infospace. These forms are kept at: H/T office filing cabinet

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

First Aid
First aid boxes are kept at: staff room/ PE shed/ front foyer. Defibrilllator in main office

The following employees are available to provide first aid: Named staff on Office noticeboard

Supporting Pupils with Medical Conditions

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

The Head Teacher is responsible for management of administration of medicines to pupils.

Site Security and Visitors
All visitors must report to the Office where they will be asked to sign the visitors book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are: locked gates at all entrances

On-Site Vehicle Movements
The risks of persons and vehicles coming into contact will be controlled by the following measures: Secure carpark and locked gates

Selection and Management of Contractors / Construction & Refurbishment works
Contractors and Construction Projects are selected approved and managed by the governors. Guidance and templates available on Infospace.

Management of Asbestos
The asbestos register and asbestos management plan is held at: the office and Mike Bearman
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 Head Teacher

Emergency Procedures – Fire and Evacuation
Escape routes are checked annually by TP Fire

Fire extinguishers are maintained and checked 6 monthly: by TP Fire

Alarms are tested monthly by: Mike Bearman

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 Seamus Elliott, Helen Bearman, Mike Bearman

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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.

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