Model School Health and Safety organisation, responsibilities, and arrangements P611s Part 2 of 2

Swanton Morley VC Primary School

"Love your neighbour as yourself."

Health and Safety – our arrangements

Part 2: Organisation and responsibilities, and arrangements

Introduction

Schools where Norfolk County Council is the employer (Community, Voluntary Controlled or maintained schools) are encompassed under the NCC Health and Safety Policy (P611a), and NCC Health and safety organisation and responsibilities policy (P611).

This model document seeks to demonstrate how the employer implements its stated legal obligations (the health and safety policy / and arrangements), from the higher organisational level to the local delegated decision making and the arrangements implemented at a school.

Where the governing body is the employer (Voluntary Aided, Independent or Foundation schools) they should also consider the adoption of this document, used in conjunction with their overarching Health and Safety Policy documents.

Academy trusts using NCC's health and safety management system should use the wording below:
The Swanton Morley VC Primary Board of Governors has adopted the health and safety management system provided by Norfolk County Council and therefore expects all schools within the trust to follow Swanton Morley School policy, our commitments, codes and guidance provided.

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The following responsibilities have been assigned at our school:

The Governing Body/Trust Board

Responsible for ensuring that suitable local organisational arrangements are in place for the management and control of health and safety within the school/ 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 governor/trustee for health and safety is nominated
- Ensure that allergy safety arrangements are in place, including adoption or local adaptation of the NCC Allergy Safety Policy, appointment of a named governor or trustee for allergy safety oversight, and annual assurance that allergy safety arrangements, staff training, Individual Healthcare Plans, Allergy Registers and emergency adrenaline auto-injector arrangements are being monitored.
- 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 school's health and safety arrangements are reviewed annually
- School staff are consulted on health and safety matters through arrangements agreed with the represented unions or other employee representatives

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- School 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

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Lead Governor/Trustee for Health and Safety

The Lead Governor/Trustee 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 Headteacher and the Governing Body/ Trust Board in fulfilling their respective local health and safety responsibilities
- Where the Lead Governor/Trustee for Health and Safety also holds allergy safety oversight, they will seek annual assurance that:
    - the school has adopted or reviewed its Allergy Safety Policy;
    - a named senior allergy lead and AAI coordinators are in place;
    - all relevant staff have completed allergy awareness and AAI training;
    - Individual Healthcare Plans and the Allergy Register are reviewed;
    - spare adrenaline auto-injectors are available, accessible and checked;
    - allergy-related incidents and near misses are reviewed and lessons learned.
- To ensure that suitable risk assessments of the premises and working practices are carried out, documented and reviewed

The Headteacher

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 Governing Body/Trust Board Our Commitments, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.

Ensure that the school has a named senior leader responsible for allergy safety, referred to as the Allergy Lead, and that this role is recorded within this document.

Ensure that the school's Allergy Safety Policy is implemented, that allergy risks are considered within local risk assessment arrangements, and that appropriate resources are available to support emergency preparedness.

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

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- 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 Governing Body at least annually on the school's health, safety and well-being performance

Health and Safety Coordinator/Premises Manager

The Health and Safety Coordinator (or equivalent) has the following responsibilities:

- To coordinate and manage the local risk assessment process for the school
- 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 school's/the trust's appointed general property maintenance contractor and other contractors.
- To advise the 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 school generally.

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Teaching and support staff holding positions of special responsibility

This includes Deputy/Assistant Headteachers, Heads of Faculty, Heads of Department, Business Managers, Caretakers/Site Managers [Delete as appropriate]

They have the following responsibilities:

- Apply the school's Health 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 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 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

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Employee Consultation/Safety Representatives

The Governing Body/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 Norfolk County Council / 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 governing body 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 school/trust and in particular the instructions of staff / supervision
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- The school should also seek to engage with carers or parents as appropriate to support safe and healthy behaviours.

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Specific arrangements for health and safety

The following arrangements have been adopted to ensure compliance with the Governing Body's/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 & Allergy Safety

The lead governor/trustee with responsibility for scrutiny of health and safety performance is [insert name].

The named governor for allergy safety is: Ruth Robinson .

Allergy Safety Lead

Named Allergy Lead: Matt Richards

The named Allergy Lead is responsible for:

- coordinating implementation of the school's Allergy Safety Policy;
- maintaining and reviewing the school's Allergy Register;
- ensuring Individual Healthcare Plans are in place and reviewed for pupils requiring allergy management;
- ensuring relevant staff can access allergy information needed to support pupils safely;
- coordinating allergy incident and near-miss reviews;
- reporting significant issues, trends and assurance information to the Headteacher and Governing Body/Trust Board.

Adrenaline Auto-Injector Coordinators

AAI Coordinator 1: Jo Wilton

AAI Coordinator 2: Sasha Lake

At least two members of staff should be designated to manage:

- supply of spare adrenaline auto-injectors;
- storage arrangements;
- monthly inspections;
- expiry monitoring;
- ordering replacement devices;
- maintaining inspection and administration records.

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Incident Management

Incident management will be the overall responsibility of: Matt Richards

Allergy-related incidents, suspected anaphylaxis, administration of an adrenaline auto-injector and significant allergy-related near misses will be reviewed as part of the school's incident management arrangements.

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

Named first aid staff, Allergy Leads and AAI Coordinators will receive instruction regarding the location, inspection and emergency use arrangements for spare AAIs.

Risk Assessment

Risk Assessment of work-related activities, site safety, infection control and security will be coordinated by Matt Richards and Andy Haynes. They will be responsible for ensuring the actions required are implemented.

Fire Safety

A fire plan, fire risk assessment, and associated evacuation plans will be carried out and developed for the premises (including fire drills) by Matt Richards and Andy Haynes.

Manual Handling

Manual handling risk assessments will be carried out by Andy Haynes.

Computers and Workstations

Computer and workstation risk assessments (Display Screen Equipment- DSE) will be carried out by Matt Richards.

Home Working

Assessment of the risks of staff working from home will be carried out by Matt Richards.

Hazardous Substances

Andy Haynes 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 Matt Richards. This assessment cross-refers to the school's behaviour policy and should consider behaviour related risks.

Lone Working

Assessment of the risks of lone working staff will be carried out by Matt Richards.

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Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty.

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 Andy Haynes. 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 [insert name].

Cash Handling

Assessment of the risks of handling cash will be carried out by [insert name] .

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 Matt Richards or by utilising support available through the Health, Safety and Well-being team.

Consultation with Employees

Union appointed safety representatives are: NA

Consultation with employees not represented by a union is provided through Matt Richards

Safe Plant and Equipment

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

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Outdoor play equipment

Door closers / seals / Glazing and finger guards
PE equipment

Technology workshop equipment
Ventilation and air extraction systems
Swimming pool plant

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/site manager Andy Haynes.

Any problems or defects relating to plant and equipment should be reported to Andy Haynes.

Information, Instruction and Training

Information and Advice

A Health and Safety Law Poster is displayed or the equivalent leaflet is available at each school. 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 [insert name].

Health and Safety Training

The Health, Safety and Well-being information on InfoSpace provides a framework for compliance. 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.

Allergy Safety Training

Allergy safety training will be provided for all staff, including temporary and supply staff where appropriate to their role. Training will ensure staff understand:

- common allergy risks and triggers;
- recognition of allergic reactions and anaphylaxis;
- emergency procedures;
- how to summon assistance;
- location of emergency anaphylaxis kits and spare adrenaline auto-injectors;
- use of adrenaline auto-injectors;

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- the school's Allergy Safety Policy, Allergy Register and Individual Healthcare Plan arrangements;
- how to report allergy incidents and near misses.

Training may be completed through a combination of e-learning, video-based learning, local briefing and practical familiarisation. Staff do not need to complete training at the same time, but the school must be able to evidence that all relevant staff have completed the required training and that arrangements are in place for new starters, temporary staff and supply staff.

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

Secondary Science

- CLEAPSS Health and Safety Management for Heads of Science
- CLEAPSS Radiation Protection Supervisor
- CLEAPSS Health and Safety for Science Technicians

Secondary Design & Technology

- CLEAPSS Health and Safety Management for Heads of D&T
- CLEAPSS The Safe and Effective D&T Technician
- Level 2 Award in Food Safety

Occupational Risks

- First Aid at Work and Emergency First Aid at Work
- Paediatric First Aid (for schools with children up to age 5)
- Moving and Handling People (provided by Norfolk Community Health and Care occupational therapy team)
- NCC Musculoskeletal Injuries Rehabilitation Service Referral training (provided by IPRS)
- Personal safety (tutor led)

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- Norfolk Steps Step on or Step Up training

Caretaking/Site Management

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
- Schools with swimming pools: Pool Plant Operators Certificate (Institute of Swimming)
- Basic Tree Survey and Inspection (LANTRA)

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Health and Well-being

- Well-being Facilitators (or equivalent): Matt Richards

Minibuses

- Norfolk County Council Minibus driver assessment: Matt Richards

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
- Allergy awareness training / anaphylaxis awareness e-learning (in development 07/26)

Training Records and Training Needs Identification

Health and safety training records are held by: Matt Richards/Andy Haynes

Training needs will be identified, arranged and monitored by: Matt Richards/Andy Haynes

Allergy safety training records, including completion of e-learning, local briefings and AAI familiarisation, will be held and monitored by: [insert name].

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.

In NCC schools **this should be made via the NCC OSHEN**s online incident reporting system. Academies will have their own systems.

Allergic reactions requiring first aid intervention should be recorded through the school's normal first aid recording arrangements. Any suspected anaphylaxis, administration of a prescribed or spare adrenaline auto-injector, significant allergy-related near miss, or incident where harm may have arisen from school activity, equipment, premises or arrangements must be reviewed and reported in accordance with NCC incident reporting requirements.

Significant allergy incidents and near misses will be reviewed by the Allergy Lead and findings used to inform training, policy review, Individual Healthcare Plans and local risk assessments.

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

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

First Aid

The following staff are available to provide first aid: All staff have trained to a basic level of first aid.

First aid box/es is/are kept at: Medical Room/School Office/Yr6 mobile/Main Corridor/Swimming Pool/Cookery Room

Emergency anaphylaxis kits / spare adrenaline auto-injectors are kept at:

- Medical Room
- School office

These locations must be clearly marked, known to staff, accessible in an emergency and checked as part of the school's AAI inspection arrangements.

Supporting Pupils with Medical Conditions

Prescribed medication will be administered to pupils following relevant Norfolk Schools, NCC and Department for Education guidance.

The person responsible for the management of administration of medicines to pupils is: Jo Wilton.

Allergy safety arrangements will be managed in accordance with:

- the school's Allergy Safety Policy;
- the NCC Allergy Safety and AAIs in Schools guidance;
- the NCC AAI Stocking Guidance and Checklist;
- the NCC Model Allergy Register;
- the Department for Education Individual Healthcare Plan template.

The school will ensure that pupils requiring active allergy management have an appropriate Individual Healthcare Plan, that the Allergy Register is maintained and that relevant staff are aware of the arrangements needed to support pupils safely.

Selection and Management of Contractors

Contractors and construction projects are selected, approved and managed by [insert name(s)].

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Management of Asbestos

The asbestos register, site plans and asbestos management plan are held at: School Entrance and managed by: Andy Haynes

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 [insert name of schools occupational health advisor]

Emergency Procedures – Fire and Evacuation

Escape routes are checked by/every: Andy Haynes every week

Fire extinguishers are maintained and checked by/every: Andy Haynes/NPS contractor every year

Alarms are tested by/every: Andy Haynes every week/ Contractor every Month

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 Matt Richards and Andy Haynes

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

The named Allergy Lead will provide annual assurance to the Headteacher and Governing Body regarding implementation of the school's Allergy Safety Policy, completion of training, review of Individual Healthcare Plans, maintenance of the Allergy Register and management of spare AAI arrangements.

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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 of Governors/Trust Board :Ruth Robinson

Date: 22/9/26

Name of Headteacher: Matt Richards

Date: 22/9/26

Review date: 22/9/27

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