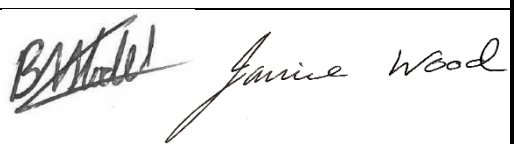
Carleton Rode & Forncett St. Peter CEVA Primary Federation

Carleton Rode and Forncett C.E.V.A. Primary Schools' ethos is founded on the belief that we should love our neighbour as we love ourselves and show this by treating others as we would like to be treated.

Health and Safety Policy

Formally adopted by the Governing Board of:	**Carleton Rode & Forncett St. Peter CEVA Primary Federation**
On:	**December 2025**
Chair of Governors: **Ben Stodel & Janice Wood**	
Review due:	**December 2026**
Signed by Executive Head: **Callum Richards**	

Carleton Rode and Forncett St Peter CEVA Primary Federation

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 wework.

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 adisproportionate amount of time is not spent on trivial or everyday risks
- Providing a safe and healthy working environment for our staff, pupils and othersworking 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.

Part 2: Responsibilities and Organisation

Introduction
To comply with the Governing Body 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:

- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- People have sufficient experience, knowledge and training to perform the tasks requiredof them
- Clear procedures are created which assess the risk from hazards and produce safesystems of work
- Sufficient funds are allocated to operate safe systems of work
- 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
Responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and compliedwith. In particular, they will:

Be fully committed to the Governing Body Statement of Intent, ensuring that a positive healthand 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 risksto 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 withrelevant 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 considersthe 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 thehealth 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 testsand 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 thataffect 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 theHealth, Safety and Well-being team

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

Governance for Health and Safety
The Governing body has the following responsibilities:

- 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 infulfilling their health and safety responsibilities
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented
- To support the Health and Safety coordinator in providing a termly report to the full governing body.

Health and Safety Coordinator – Vicky Brosnihan
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
- 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 abouttheir specific workplace and the school generally.

Teaching and support staff holding positions of special responsibility

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 theyare responsible

- Ensure that all staff 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 withinthe resources available

- 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 hazardsand 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 aidand 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 believe that consulting employees on health and safety matters isimportant in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by Norfolk County Council will beconsulted 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 alsobe 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 actionand give them an opportunity to express their views.

Staff

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

- 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 safesystems 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 andwelfare
- 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 willfully misuse, neglect or interfere with things provided for theirhealth and safety

Part 3: Procedures and Arrangements

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

Risk Assessment:

General Risk Assessment

General Risk Assessment will be coordinated by Vicky Brosnihan following guidance andtemplates available. They will be responsible for ensuring the actions required are implemented.

Fire Safety

A fire risk assessment will be carried out and local fire safety procedures developed for thepremises by NPS following guidance and templates available.

Manual Handling

Manual handling risk assessments will be carried out by Vicky Brosnihan following guidance and templates available.

Computers and Workstations

Computer and workstation risk assessments will be carried out by Vicky Brosnihan following guidance and templates available.

Hazardous Substances

Vicky Brosnihan will identify hazardous substances for which no generic assessment exists inthe Codes of Practice mentioned below, following guidance and templates available.

Violence to Staff

Assessment of the risks of violence to staff will be carried out by Callum Richards following guidance and templates available. This assessment cross-refers to the school's behaviourpolicy.

Lone Working

Assessment of the risks of lone working staff will be carried out by Individual Staff with Callum Richards following guidance and templates available.

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by Callum Richards using healthand safety curriculum Codes of Practice available, supported by Vicky Brosnihan.

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

Driving for Work
Assessment of the risks of driving for business will be carried out by Vicky Brosnihan following guidance and templates available.

Handling Money
Assessment of the risks of handling money will be carried out by Vicky Brosnihan followingguidance and templates available.

Home Working
Assessment of the risks of staff working from home will be carried out by Callum Richards following guidance and templates available.

Safe Plant and Equipment
Plant and equipment will be inspected, maintained and, where necessary, tested byappropriate 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 becarried out by the Vicky Brosnihan, Rebecca Pollington or Andrew Hatcher.

Any problems or defects regarding plant and equipment should be reported to Vicky Brosnihan, Rebecca Pollington or Jon Wheater.

Information, Instruction and Training

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

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 workexperience placement students by Vicky Brosnihan and/ or Callum Richards.

following guidance and templates available. This covers the following areas as aminimum:

- Fire arrangements for the workplace, including assembly point, exit routes, fire alarmsounder and specific details as they relate to the premises.
- First aid arrangements – first aid contacts and location of first aid equipment.
- Details of asbestos containing materials which are relevant to the place(s) of work
- Welfare facilities – toilets, kitchen, rest areas.
- Incident reporting requirements.
- Display Screen Equipment assessment
- Staff responsibilities (specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning anddelivery).
- Relevant risk assessments which apply to the work and safe working practice
- Arrangements for competency development such as mentoring, job shadowing, trainingcourses and what work tasks cannot be carried out until the required competency level is achieved.
- Means to report building defects: see either Vicky Brosnihan or Rebecca Pollington in the office
- Premises security and any lone working requirements.
- Pupil safety and safeguarding

Short health and safety e-learning modules are provided which cover core subjects includingmanual 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 trainingin the following areas:

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Management for Headteacher: Callum Richards
- Health and Safety for Managers: Callum Richards
- Premises Management 1 – General: Callum Richards
- Premises Management 2 – Asbestos: Callum Richards
- Premises Management 3 – Fire Safety Risk Assessment: Callum Richards
- General Risk Assessment: Callum Richards

Curriculum/Subject Specific Health and Safety Training

Primary PE and School Sport

- Risk Management in PE (subject leaders): Jon Wheater
- Ensuring Pupils are Safe in PE (primary teachers and coaches): relevant staff

Occupational Risks

- Emergency First Aid at Work: All staff
- Paediatric First Aid (for schools with children up to age 5): Rosie Horne, Jon Wheater.
- Moving and Handling of Disabled Pupils: N/A

Health and Well-Being

- Well-Being Facilitators: Jon Wheater

Training Records and Training Needs Identification Health and safety training records are held by: Callum Richards and Vicky Brosnihan.

Training needs will be identified, arranged and monitored by: Vicky Brosnihan

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 in the accident book or on the First Aid Record of Treatment form.

Supporting Pupils with Medical Conditions

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

Vicky Brosnihan and / or Rebecca Pollington are responsible for management ofadministration of medicines to pupils.

Site Security and Visitors

All visitors must report to the School Officewhere 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:

- All visitors are identified by wearing a 'visitor' lanyard
- All contractors to read site H&S sheet, including asbestos register
- School playground is manned by a member of staff at the start of the day and endof the day to ensure pupil safety
- Children are seen out at the end of the day by their class teachers and teaching assistants
- School site is secured by locking the gates and doors from 8:45 am – 3.10 pm

On-Site Vehicle Movements
The risks of persons and vehicles coming into contact will be controlled by thefollowing measures:

- Grounds maintenance vehicles access the site from the front gates (Carleton Rode) or the side gates off the track (Forncett).

Selection and Management of Contractors / Construction & Refurbishment works Contractors and Construction Projects are selected approved and managed by NPS

Management of Asbestos
The asbestos register and asbestos management plan is held at: School Office. Office staff are responsible for ensuring that contractors who may be working in areas where asbestoshas 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, willbe organised following guidance produced by the Outdoor Education Advisers Panel andadopted by Norfolk County Council. All Level 2 and Level 3 off-site visits are entered onto EVOLVE.

Occupational Health
Access to occupational health services is via HR Solutions with information freely availableto staff.

Emergency Procedures – Fire and Evacuation

Fire extinguishers are maintained and checked by: NPS Contractor

Emergency evacuation procedures will be tested once every term.