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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:

Caister Primary Federation has adopted the health and safety management system provided by Norfolk County Council and therefore expects all schools within the federation to follow the Caister Primary Federation policy, our commitments, codes and guidance provided.

The following responsibilities have been assigned at our schools.

The Governing Body

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
- 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

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- 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
- 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

Lead Governor/Trustee for Health and Safety

The Lead Governor 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
- To ensure that suitable risk assessments of the premises and working practices are carried out, documented and reviewed

The Head of School/Executive Headteacher (or equivalent)

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 Our Commitments, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.

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Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health, safety and well-being risks to staff and any other people who may be affected by the school's activities.

- Monitor and review health and safety performance through:

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

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

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

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

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

- Ensure that accidents and incidents (including near misses and instances of abusive and violent behaviour) are reported and investigated, and the findings acted upon without delay

- Ensure information that may assist nominated safety representatives is provided to them

- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and the relevant procurement and contract management processes

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

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

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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.

Teaching and support staff holding positions of special responsibility

This includes Deputy/Assistant Headteachers, Business Managers, Caretakers/Site Managers

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

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- Ensure the provision of sufficient information, instruction, training, resource and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health, safety and well-being

- Investigate any incidents that occur within their area of responsibility

Teachers

Teachers are expected to:

- Exercise safe and effective supervision of their pupils, to know the related procedures, e.g., fire, first aid, control measures within lessons, and other emergencies and to implement them

- Follow the health, safety and well-being measures in their own teaching areas as described in the relevant procedures

- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures

- Require the use of appropriate protective clothing and machinery guards etc., where necessary

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

- Integrate all relevant aspects of health, safety and well-being into the teaching process

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

Employee Consultation/Safety Representatives

The Governing Body 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.

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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 federation'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 for Health and Safety

The lead governor with responsibility for scrutiny of health and safety performance is Mr George Burrage

Incident Management

Incident management will be the overall responsibility of: Mrs Jilly Peace

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

Risk Assessment

Risk Assessment of work-related activities, site safety, infection control and security will be coordinated by Mrs Jilly Peace. 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 Mrs Jilly Peace.

Manual Handling

Manual handling risk assessments will be carried out by Mrs Jilly Peace.

Computers and Workstations

Computer and workstation risk assessments (Display Screen Equipment- DSE) will be carried out by Mrs Jilly Peace.

Home Working

Assessment of the risks of staff working from home will be carried out by Mrs Jilly Peace.

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Hazardous Substances

Mrs Jilly Peace 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 Mrs Jilly Peace. 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 Mrs Jilly Peace.

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 Mrs Jilly Peace. 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 Mrs Jilly Peace.

Cash Handling

Assessment of the risks of handling cash will be carried out by Mrs Jilly Peace.

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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 Mrs Jilly Peace or by utilising support available through the Health, Safety and Well-being team.

Consultation with Employees

Union appointed safety representatives are TBA

Consultation with employees not represented by a union is provided through Mrs Jilly Peace.

Safe Plant and Equipment

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

*Plant and equipment likely to need formal inspection and maintenance in a school premises includes:

Hot and cold-water services (legionella)
Condition monitoring of identified asbestos containing materials
Boilers and heating plant
Fire safety equipment
Electrical installations
Portable electrical equipment (PAT testing)
Catering equipment (appliances)
Gas installations and appliances
Lifting equipment
Local exhaust ventilation (LEV) equipment
Outdoor play equipment
Door closers / seals / Glazing and finger guards
PE equipment
Technology workshop equipment
Ventilation and air extraction systems
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. Mr Mark Reid & Mr Paul Wright.

Any problems or defects relating to plant and equipment should be reported to Mrs Andrea Dix

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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, Miss Gemma Smith (CIS & CJS), Mrs Cat Barnard (Rollesby), Mrs Donna Walker (Hemsby) & Mrs Carol Kemp (CPF work experience placement students)

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.

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

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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)
- 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): Not Applicable
- Basic Tree Survey and Inspection (LANTRA): Norse Commercial Services Ltd
-

Health and Well-being

- Well-being Facilitators (or equivalent): Mrs Jilly Peace

Minibuses

- Norfolk County Council Minibus driver assessment:
  Mr Jonathan Rice
  Mr Nigel Murphy
  Mr Paul Wright
  Mr Mark Parslow-Williams
  Mrs Katie Stone
  Mrs Diane Howlett
  Mrs Gemma Smith
  Mr Dan Bartrum
  Miss Helen Dilley
  Mrs Lucy Wright

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Ms Natalie Daniels
Mr David Brodey
Miss Laura Brown
Mrs Fiona Forbes
Miss Jenna McCormack

NCC Health and Safety e-Learning Courses

The courses below can be found via Norfolk Services for Schools. Current e-Learning courses available:

- Health and Safety and Fire Prevention Awareness
- Display Screen Equipment
- Supporting Evac Chair Users with Dignity
- Personal Safety
- Driving Safely for Work
- Understanding Mental Health

Training Records and Training Needs Identification

Health and safety training records are held by: Mrs Andrea Dix

Training needs will be identified, arranged and monitored by: Mrs Andrea Dix

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. OSHENS

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

Mrs Jilly Peace will investigate all incidents and act on findings to prevent a recurrence.

First Aid

First aid box/es is/are kept at Medical Room, office, kitchen & classrooms

The following staff are available to provide first aid:

Please see attached appendices.

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Supporting Pupils with Medical Conditions

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

Ms Gemma Cambridge is responsible for management of administration of medicines to pupils.

Selection and Management of Contractors

Contractors and construction projects are selected, approved and managed by the site manager of each school.

Management of Asbestos

The asbestos register and asbestos management plan are held at: each school Office and managed by: Mrs Andrea Dix

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 Norfolk County Council.

Emergency Procedures – Fire and Evacuation

Escape routes are checked: by the site manager weekly

Fire extinguishers are maintained and checked by Churches Fire annually
Alarms are tested by the site manager monthly

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 the site manager
Inspections of individual departments and specific work areas will be carried out by relevant teaching staff or nominated staff.

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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: P Patel

Name of Headteacher: Mr Jonathan Rice

Date: 22nd October 2025

Review date: October 2026

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Date	Section	Details of Change
02/10/25	Page 7	Lead Governor for Health and Safety changed from Mr Callum Beales to Mr George Burrage
02/10/25	Page 10	Induction Remove 'Mr Mark Parslow-Williams (CIS)' Amend Miss Gemma Watling to Mrs Gemma Smith and add (CIS)
02/10/25	Page 11 & 12	Minibus driver assessment training updated
02/10/25	Page 13	Supporting Pupils with Medical Conditions Remove Miss Kate Moss and change to Ms Gemma Cambridge
02/10/25	Page 14	Review of Policy Name of Chair of Governors/Trust Board: Remove Mr D Wells Amend Date 22/10/25 and Review date October 2026

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