

## Health and Safety Policy 2025



Achievement Beyond Expectation

<b>Policy Ratified on</b>	<b>26/11/2025</b>
<b>Signed Chair of Governors</b>	<i>Angela M. Wighton</i>
<b>Signed Headteacher</b>	<i>S A Tan</i>

## Health and Safety Policy

<b>Formally adopted by the Governing Board of:-</b>	<b>Sidestrand Hall School</b>
<b>On:-</b>	<b>26/11/2025</b>
<b>Chair of Governors:-</b>	<b>A Wrighton</b>
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## **• Part 1: Statement of Intent**

1.1 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.

1.2 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
- Encouraging and supporting the personal well-being of staff and pupils through our practices and approach to school life
- 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
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives.

1.3 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**

### ***2 Introduction***

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

#### ***2.1 The Governing Body***

The Governing Body has responsibility 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, 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 targets for improvement are set.
- The school's health and safety policy is reviewed at least every two years
- 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.
- The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

#### ***2.2 The Headteacher***

2.2.1 The Headteacher will be 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:

2.2.1 Be fully committed to the Governing Body's Statement of Intent for health and safety ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership.

2.2.2 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.

2.2.3 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 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 all staff are given adequate information, instruction, training 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: 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 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.

## ***2.3 Lead Governor for Health and Safety***

The Lead Governor for Health and Safety has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent 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 in fulfilling their respective health and safety responsibilities.
- To ensure in particular that risk assessments of the premises and working practices are carried out, documented and reviewed.

## ***2.4 School Health and Safety Coordinator/Premises Manager***

The School Health and Safety Coordinator has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school for site activities.
- To coordinate performance monitoring processes related to site activities.
- 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, safety and well-being of staff, pupils and visitors.
- To ensure that site staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

## ***2.5 Teaching and support staff holding positions of special responsibility***

This includes Deputy Heads, Assistant Heads, Residential Managers, Senior Leaders, Pastoral Leads, Curriculum Leaders, Business Manager, Premises Manager, Assistant Site Managers. 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, safety and well-being risk assessments/review of the activities for which they are responsible.
- Ensure that all staff under their areas of management are familiar with the relevant 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 within the resources available to them.
- 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 resource and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health, safety and wellbeing.
- Investigate any accidents that occur within their area of responsibility.
- Perform Health and safety Inductions and ensure all related paperwork is completed for all new staff under their line management.

## ***2.6 Class Teachers***

Class teachers are expected to:

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- Exercise effective supervision of their pupils, to know the procedures eg for fire, first aid, accident/incident reporting, 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 protective clothing and guards 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 and dangerous occurrences and near misses to the relevant manager.

## ***2.7 Employee Consultation/Safety Representatives***

2.7.1 The Governing Body believes that consulting employees on health, safety and well-being matters is important in creating and maintaining a safe and healthy working environment.

2.7.2 Where in place, safety representatives of trade unions recognised by Norfolk County Council 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.

2.7.3 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.

## ***2.8 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. 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, safety and well-being systems of work and procedures including risk assessments.
- 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, 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

## ***2.9 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 requirements of the school and in particular the instructions of staff
- 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.

## **• Part 3: Procedures and Arrangements**

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

### ***3.1 Lead Governor for Health and Safety***

The lead governor with responsibility for health and safety is Duncan Mackenzie.

### ***3.2 Incident Management***

Will be the overall responsibility of Wendy Forster- Business Manager

### ***3.3 First Aid***

First aid risk assessment and the management of the provision is the responsibility of Jeanette Botwright - Senior Leader.

### ***3.4 Risk Assessments:***

NCC Risk Assessment Compliance Code P625 (Available on Infospace) will be referred to when writing risk assessments. The National College Risk Assessment training course will be undertaken by key staff

#### ***3.4.1 General Risk Assessment***

Site general risk assessment will be coordinated by Mark Smith – Premises Manager.

### **3.4.2 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 Mark Smith - Premises Manager.

### **3.4.3 Manual Handling**

Manual handling risk assessments will be carried out by Mark Smith - Premises Manager for site staff only. All other staff will undertake training via National College.

### **3.4.3 Computers and Workstations**

Computer and workstation risk assessments will be carried out by individual members of staff when undertaking the NCC on-line training module on Display Screen Equipment.

### **3.4.4 Hazardous Substances**

Premises Manager will identify hazardous substances and ensure that the appropriate assessments are available and implemented (COSHH) for site activities including cleaning. For Curriculum areas COSHH records will be kept in the appropriate area.

### **3.4.5 Behaviour Management**

Assessment of the risks of abusive/violent behaviour (voluntary/involuntary) to staff/others will be carried out by the Pastoral Leads. This assessment cross –refers to the school's behaviour policy and should consider behaviour related risks. Staff in high risk areas are issued with 3 break point lanyards. It is up to staff to request these if needed.

### **3.4.6 Lone Working**

Assessment of the risks of lone working staff will be carried out by individual staff and their line manager..

### **3.4.7 Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by Curriculum Leaders and subject teachers. All class based staff to be aware of risk assessments for curriculum activities.

### **3.4.8 New & expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. These risk assessments will be reviewed during the pregnancy as needed. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:-

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to the antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks) the pregnant woman should inform her antenatal carer and GP as this must be investigated promptly.
- Covid 19

### **3.4.9 School Caretaking and Site Management**

Assessment of the risks to Premises Staff, contractors (including Construction related activities- CDM) and others working at the site will be assessed by Premises Manager. This should include consideration of all activities including working at height, potential “hot works” and maintenance activities.

### **3.4.10 Driving for Work**

Formal assessments of the risks of driving for work will be carried out by an external contactor .

### **3.4.11 Cash Handling**

Assessment of the risks of handling money will be carried out by members of the finance team. Where possible transactions will be cashless. Cash will be collected via the Barclays cash collection system where possible. Money coming into school via registers is recorded in a log book in reception and then passed to the finance office for posting to STAR and banking. Monies will be kept in a locked safe.

### **3.4.12 Health and Well-being**

Assessment of the risks relating to mental health, infection control and well-being will be carried out by the Headteacher or Business manager by utilising support available through the Health, Safety and Well-being team and with advice from HR provider.

## ***3.5 Consultation with Employees***

Currently there are no Union-appointed safety representatives as no-one has come forward to undertake this role. Consultation with employees is provided as needed through SLT meetings, staff meetings, team meetings and via Pastoral Leads and Residential managers.

## ***3.6 Safe Plant and Equipment and Site***

3.6.1 Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors through the NPS Building Maintenance Partnership (BMPP6) scheme. Equipment not covered under BMPP6 is checked/checks arranged by Premises Manager.

3.6.2 Routine local testing of emergency lighting, fire alarm call points (weekly), flushing of infrequently used water outlets(weekly) and monthly water temperature monitoring will be carried out and recorded by site staff. Monthly emergency lighting tests are done as part of BMPP and risk assessments of all of the above prepared by BMPP.

3.6.3 Any problems or defects with plant and equipment should be reported as soon as possible to the Premises Manager using the form on the gdrive

3.6.4 The site (woodland areas) will be inspected monthly for hazards.

### ***3.7 Inspection and testing of Equipment***

3.7.1 Portable electrical appliances are inspected annually by fully qualified and authorised personnel as part of BMPP.

3.7.2 Outdoor and indoor play equipment is inspected annually as part of BMPP arranged contracts.

3.7.3 Ladders and access equipment is inspected annually by Premises Manager and checked before each use as per the Risk Assessment.

3.7.4 Vehicles are serviced/inspected in accordance with NCC guidelines (every 10 weeks by an external approved checker) and MOT annually. Site staff carry out weekly checks and these are recorded. Vehicles are checked before each use by the driver as per the NCC guidelines and covered on the minibus driver training.

### ***3.8 Selection and Management of Contractors***

Contractors are selected and managed following guidance and documentation on NCC Infospace. All contractors are given an information leaflet on their first visit to the site and their movements and whereabouts on site are strictly supervised by site staff. All contractors must complete a contractor's worksheet.

### ***3.9 Management of Asbestos***

The asbestos register is held at Reception with a signing sheet to declare it has been read. Duty site staff are responsible for reminding contractors who may be working in areas where asbestos has been identified to sign the register. The premises manager notifies changes to the register to NPS.

### ***3.10 Gas***

3.10.1 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

3.10.2 Gas pipework, appliances and flues are regularly maintained as part of BMPP.

3.10.3 All rooms with gas appliances are checked to ensure they have adequate ventilation as part of BMPP arranged contract.

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3.8.4 If there is a slight smell of gas ensure gas appliances are turned off and open windows. Do not turn on electrical appliances (including lights) and report to site staff immediately.

### ***3.11 Information, Instruction and Training***

#### **3.11.1 Information and Advice**

The Health and Safety Law Poster is displayed in Reception and in Strands shop. Health and safety advice is available from the head teacher/health and safety coordinator or by contacting NCCHSW team at [healthandsafety@norfolk.gov.uk](mailto:healthandsafety@norfolk.gov.uk).

#### **3.11.2 Occupational Health**

The Education Support Partnership provides free advice to staff and has a confidential free support helpline. Tel: 08000 562561 [educationsupportpartnership.org](http://educationsupportpartnership.org).

#### **3.11.3 Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. A wellbeing committee is in place which meets regularly. Staff have access to free wellbeing training via Hays <https://educationtraining.hays.co.uk/wellbeing-first/>

#### **3.11.4 Health and Safety Training:**

##### **3.11.4.1 Induction**

Health and safety induction training will be provided for all new employees by their line managers and for work experience placement students by Curriculum Lead for Preparing for Adulthood using the NCC Infospace health and safety induction form.

All employees will be directed to the on-line training provided by the National College which includes the following areas:

- Fire awareness in Education
- Manual handling
- Food Safety and Hygiene Level 2
- COSHH
- Slips, trips and falls
- Food Allergy Awareness
- Infection Prevention and Control

Key employees have training in the following areas:-

#### **3.11.4.2 Strategic Health and Safety Management and Premises Management Training**

- Health and Safety Leadership for Head teachers and Managers
- Safe Management of Premises - General
- Safe Management of Premises – Asbestos
- Safe Management of Premises– Fire
- Risk Assessments – essential risk management
- Certificate in role of a Health and Safety Link Governor in Special Schools (e-learning via the National College)

#### **3.11.4.3 Curriculum/Subject Specific Health and Safety Training Secondary Science:-**

- CLEAPSS Health and Safety Management for Heads of Science
- CLEAPSS Health and Safety for Science Technicians

#### **3.11.4.4 Design and Technology**

- Using Machinery for Special Schools (National College)
- Certificate in PUWER (National College)

#### **3.11.4.5 Primary and Secondary PE and School Sport**

- Risk Management in PE and School Sport
- Safe Supervision of Curricular Swimming Lessons
- Supporting the Learning Poolside

#### **3.11.4.6 Outdoor Education**

- Educational Visits Coordinators

#### **3.11.4.7 Occupational Risks**

- First Aid at Work (see up to date list on Staff Only, Educational Visits)
- Emergency First Aid at Work (see up to date list on Staff Only, Educational Visits)
- Manual Handling: all staff (online through National College)
- ***Moving and Handling of Disabled Pupils:*** not relevant at present
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training
- Norfolk Steps Step on or Step Up Training
- Display Screen Equipment (via NCC)

#### **3.11.4.8 Caretaking**

- IOSH Working Safely
- Ladder Training
- Raising Awareness of Asbestos

#### **3.11.4.9 Health and Well-Being**

- Well-Being Facilitators

#### **3.11.4.10 Minibuses**

- Norfolk County Council Minibus driver training

#### **3.11.4.11 Training Records and Training Needs Identification**

Health and safety training records are held by the Heads PA.

Health and safety training needs will be identified as part of performance management or as and when necessary.

### ***3.12 Incident Reporting and Investigation***

3.12.1 All accidents, near misses and cases of work-related ill health involving employees (or non employees where the injury is caused by a defect in a work activity, equipment or premises and where the non employee is taken directly to hospital) must be recorded on the Norfolk County Council online incident reporting system – OSHENS - on the day it happens. Those involving pupils must ALSO be logged on Arbor under the pupil's name and may need recorded on CPOMS. OSHENS incidences will be investigated by the School Business Manager(SBM) and the Pastoral Leads. SBM summarises all OSHENS incidents into a database saved onto the SLT drive for SLT to review. Governor with H&S lead and governor with behaviour lead have site of these during monitoring visits with SBM

3.12.2 Minor injuries to pupils where first aid is given will be reported on the First Aid section of Arbor. Regular monitoring will take place by the Senior leader for Medical , sensory and complex needs – J Botwright.

3.12.3 First aid incidences involving contractors are logged on the contractor's worksheet with a copy being given to the SBM to monitor. Other visitors first aid incidences are logged in a book in reception and monitored by the SBM.

3.12.4 RIDDOR reporting is done by NCC on the school's behalf, reported to them by the SBM via OSHENS.

### ***3.13 First Aid***

An up to date list of all first aiders and locations of first aid boxes is held in GDrive Staff share. A duty rota exists for all first aid staff and duty first aider has a radio to respond promptly to issues. J Botwright (Senior Leader) oversees first aid including setting rota, ensuring first aid boxes are maintained correctly, liaising with first aid staff and first aid policy.

### ***3.14 Supporting Pupils with Medical Conditions***

Prescribed medication will be administered to pupils following guidance and documentation on NCC Infospace.



J Botwright is responsible for management of administration of medicines to pupils and policies and procedures for supporting pupils with medical conditions.

### ***3.15 Infection prevention and Control***

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing – Wash hands well with liquid soap and warm water and dry with paper towels

- Always wash hands after using the toilet, before eating or handling food and after handling animals.
- Cover all cuts and abrasions with correct waterproof dressings.

Coughing and sneezing – Cover mouth and nose with a tissue.

- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective clothing (PPE) – wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids.

- Wear goggles if there is a risk of splashing to the face
- Use the correct PPE when handling chemicals

Cleaning of the environment – Clean the environment frequently and thoroughly

- Fogging machine to be used periodically throughout the premises but more often during times of coughs/colds/viruses.

Cleaning of body and body fluid spillages – clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear PPE.

- Use a cleaning product that combines both detergent and disinfectant and use as per manufacturers instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages- use disposable paper towels and discard clinical waste as per below

Clinical Waste – always segregate domestic and clinical waste in accordance with local policy

- Remove clinical waste with a registered waste contractor
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Laundry – wash laundry in a separate dedicated facility

- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear PPE when handling soiled linen
- Bag pupils soiled clothing to be sent home (never rinse by hand) or destroy following agreement with parents/carers

Animals- wash hands before and after handling any animals

- Keep animals living quarters clean and away from food areas
- Dispose of animal waste regularly and keep litter boxes away from pupils
- Supervise pupils when playing with animals

### ***3.16 Site Security and Visitors (see Visitor and Intruder Security Policy)***

3.16.1 All visitors must report to Reception where they will be asked to register via Inventory and be issued with a visitor's badge which must be worn at all times. All staff are encouraged to challenge anyone not wearing a badge.

Lanyard colours indicate:-

Red – must be accompanied at all times as no DBS in place

Blue – DBS check in place

Staff to wear their badges on lanyards at all times

3.16.2 Other arrangements to ensure the security of pupils and employees on site are:

- Video entry systems
- CCTV
- Inventory secure entry system
- Coded door locks in relevant areas
- Regular revision of gate and lock codes

### ***3.17 On-Site Vehicle Movements***

The risks of persons and vehicles coming into contact will be controlled by the following measures:

- Onsite signage
- Supervision by site staff
- Designated walkways and zebra crossings for staff/pupils
- Designated safe walking area and strictly supervised procedures for pupils when leaving and boarding transport in the mornings and afternoons.
- Traffic calming measures

### ***3.18 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. Amanda Barley and Simon White are Education Visits Coordinators. Kat Wadsworth is the EV administrator. All staff must follow the school policy and procedures regarding educational visits which are available on G drive , Staff share.

### ***3.19 Emergency Procedures – Fire and Evacuation***

3.19.1 Escape routes are checked and recorded weekly by members of the site staff. Issues are raised with staff members by email and reported to H&S governor as part of their check

3.19.2 Fire extinguishers are maintained and checked annually via the BMPP and checked and recorded monthly by a member of the site staff.

3.19.3 Alarms are tested weekly and the check recorded by a member of the site staff in term time.

3.19.4 Emergency evacuation procedures are tested once every term by site staff.

3.19.5 Evacuation procedures can be found in the googledrive

### **3.20 COSHH**

3.20.1 An up to date COSHH register is maintained by the Premises Manager for site chemicals . All new products must be authorised by the Premises Manager who will ensure COSHH information has been obtained. Quick reference COSHH boards are displayed in appropriate areas throughout the school. Full COSHH datasheets are located in the site office.

3.20.2 If you suspect a pupil or member of staff has come into contact with a COSHH substance report this to a 3 day first aider immediately and then consider reporting on OSHENS.

3.20.3 Online training for COSHH is via the National College.

3.20.4 Curriculum COSHH sheets are maintained by curriculum staff and kept in the appropriate curriculum area eg workshops, science, food tech, art and design.

### **3.21 Cliff Erosion**

3.21.1 As part of the ongoing monitoring of cliff erosion the Premises Manager will use the school drone to check the cliff at least monthly and more often during adverse weather (where weather conditions allow safe use of the drone) . Any changes will be reported to NPS.

3.21.2 NCC will undertake periodic drone footage to monitor the movement.

3.21.3 Site staff in consultation with SLT will make a judgement as to whether the school needs to be evacuated and the National Gas Emergency Service informed.

### **3.22 Smoking and vaping**

**Smoking and vaping are** not permitted anywhere on the school premises including in school and private vehicles. Clear signage to this effect appears around the site.

### **3.23 Allergy Awareness**

3.23.1 We have many pupils with allergies and intolerances and as such are an allergy aware site. Staff undertake annual training on allergy awareness via the National College, posters raising awareness are on display around the site, lists of pupils with allergies and intolerances are

circulated to staff and stored in the gdrive, allergy awareness is part of the curriculum, the front page of every pupils MIS record clearly states allergies etc as a pinned item

3.23.2 Allergy info is shared on the school website, parents are regularly reminded that we are an allergy aware site and we hold emergency epipens in school. The school policy on Allergy Awareness is available to staff on the Gdrive and updated by J Botwright.

### ***3.24 Use of Vehicles***

3.24.1 Only those persons authorised and in possession of the appropriate license are to drive vehicles on school business. To drive a minibuss or other school owned vehicle, the necessary qualification must first be obtained from NCC.

3.24.2 To be able to drive a school vehicle (or use your own vehicle for business use) staff must be signed up to the Driver Check service which periodically checks driving licences.

Use of own vehicle in connection with school business is only permitted if:-

- a) A valid license is present
- b) The employee has ensured business use cover is part of their personal vehicle insurance cover.
- c) The necessary driver assessment has been undertaken if the employee is driving more than on average once a month.

S Wright administers the driving for work system

### ***3.25 Animals in School***

Staff bringing animals into school must follow the associated risk assessments and have regard to the Animals in School Policy. Dogs must not be brought onto site in term time without prior permission/consent from the Headteacher.

### ***3.26 Electrical Equipment***

3.26.1 All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

3.26.2 Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

3.26.3 Any potential hazards should be reported to the Premises Manager immediately.

3.26.4 Permanently installed electrical equipment is connected through an isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine.

3.26.5 Fixed wire testing is done every 5 years as part of BMPP6.

3.26.6 Portable appliances must pass an annual PAT test and will be clearly marked with a dated sticker. Staff bringing in their own electrical devices must have them electrically checked (PAT) before using them in school to comply with insurance regulations.

### **3.27 PE equipment**

3.27.1 Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely before every use with regards to the PE dept risk assessment.

3.27.2 Any concerns about the condition of the gym floor or equipment are to be reported to the Premises Manager.

3.27.3 PE equipment is annually inspected by an external contractor.

### **3.28 Working at Height**

3.28.1 Work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work

3.28.2 The Premises Manager retains ladders for working at height and there is a log kept of all ladder checks

3.28.3 Pupils and non-ladder trained staff are prohibited from using ladders

3.28.4 Staff wear appropriate footwear and clothing when using ladders

3.28.5 Contractors are expected to provide their own ladders for working at height.

3.28.6 Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.

3.28.7 Access to high levels, such as roofs, is only permitted by trained persons.

### **3.29 Manual handling**

3.29.1 It is up to individuals to determine whether they are fit to lift or move equipment and furniture.

3.29.2 All staff are required to undergo manual handling training via the National College.

3.29.3 If an individual feels that to lift an item could result in injury or exacerbate an existing condition they will ask for assistance.

3.29.4 The school ensures that the proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

### **3.30 Monitoring**

3.30.1 Routine inspections of the premises to ensure safe working practices are being followed will be carried out by the Premises Manager and recorded. The H&S governor will perform periodic inspections of the site with clear focus areas each term. ( at least 3 visits per year)

3.30.2 Inspections of individual departments and specific work areas will be carried out by Heads of Department and classroom staff on regular basis.

### **3.31 Review of Policy**

This policy will be reviewed at least every 2 years and more frequently in the light of experience, or because of operational or organisational changes.

### **3.32 Linked Documents**

Staff Handbook  
 Staff Code of Conduct  
 Induction Process  
 Behaviour policy  
 Evacuation procedures  
 Lone working policy  
 Violence at Work compliance code  
 Visitor and Intruder Policy  
 Driving for work guidance  
 First Aid Policy  
 Administration of Medicines in Schools  
 Supporting Pupils in School with Medical Conditions  
 Educational Visits Procedures  
 OSHENS guidance and procedures  
 Risk Assessments  
 COSHH sheets  
 Governors Health and Safety Inspection Schedule  
 Animals in School Policy  
 Manual handling guidance