

HEALTH AND SAFETY POLICY

Aim: To set out the policy for the management of health and safety within the school

ESSENTIAL MANAGEMENT POLICY FOR:

Secondary School Headteacher, all school staff and visitors

Date issued: Sept 2025 by: Joanna Franklin, Headteacher

Last review: Sept 2025 by: Joanna Franklin, Headteacher

Next review: Sept 2026

(Annually as a minimum)

Revision History

Issue Date:	Version:	Comments
1.9.20	1.0	First issue distributed to Headteacher and COO
30.8.22	2.0	Refs to local governors removed from all sections
		Ref to Audit and risk committee changed to 'Infrastructure'
		Section 3.2 & 3.4 expanded
		Bullet point added to Annex C
		Additional SET Policies included at Annex F
10.8.23	3.0	Section 3 updated as one General COP removed. 3.6 expanded to include all school specific policies/plans Annex F updated.
28.05.24	4.0	New Annex added re Line Manager responsibilities. Annexes reformatted and numbered accordingly. Trust manual handling assessment added
13.05.25	5.0	Annex C (o), Annex G updated

City Academy Norwich

HEALTH & SAFETY POLICY

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1. INTRODUCTION

This policy sets out the management structure, responsibilities and associated systems by which the Sapientia Education Trust ("Trust") provides a safe environment at City Academy Norwich for employees, students and visitors. This also applies to when staff and students are off site as part of their work or for official trips or visits.

2. GENERAL ARRANGEMENTS

2.1 The Headteacher is responsible for the day-to-day management of safety at the school. Responsibility for the supporting arrangements and associated management system is held by the Chief Operating Officer for the Trust. These responsibilities are detailed at Annex A to E.

2.2 Any member of staff who has a Health and Safety concern directly associated with their area of work should raise this through their line management. Should the employee remain concerned this should then be raised with the Headteacher.

2.3 Visitors and contractors fall under the responsibility of the employee hosting the individual or group. During term time, this will either be the School Estate Manager, Caretaker or other named individual appointed by the Headteacher. During non-term time periods, the responsibility for managing contractors onsite shall rest with the Trust Estates department.

2.4 The management system is based on Health and Safety Executive (HSE) guidance provided within HSG (65). The framework of this is set out at annex F. The school adopts the HSE system of Plan, Do, Check, Act.

3. SUPPORTING POLICY AND RISK ASSESSMENTS

3.1 Planning is primarily secured through the Policies and Risk Assessments set out at annex G together with any additional bespoke policies, plans or procedures set out in this section 3.

3.2 The school has safety codes of practice (COP) in place set out below for the six individual higher risk curriculum subjects that routinely introduce hazards through the lesson content or activity:

1. Art
2. Drama
3. Design and Technology (DT)
4. Food Technology
5. Physical Education (PE)
6. Science

3.3 The Trust provides templates of all COPs to assist the school in the production of their bespoke COPs. Responsibility for producing the school's bespoke COPs falls to:

- Individual subject Heads of Department (HOD) or
- named individuals if no HOD in post.

3.4 School safety policies and COPs will be reviewed at the start of each school year and as a result of any:

- significant change to the Management Structure and or responsibilities
- significant material change/s to the school
- critical incident

3.5 Signatures from departmental staff confirming that the applicable Higher Risk Curriculum Activities COP has been read and understood will be collected by the HOD via a control sheet every year at the beginning of the first term. Those staff members joining the school midway through a term and who are placed in a higher risk subject department will be required to read the COP and sign the control sheet before commencing work.

3.6 The SET supporting safety policies are adopted by all Headteachers within the Trust. They set out those measures which establish and maintain safe systems, buildings and people. The bespoke policies and procedures essential for the safe running of the school are identified below.

Essential school specific H&S policies/Plans include the following:

- Accessibility Plan
- Asbestos Management
- Business Continuity
- Fire Emergency Action Plan
- First Aid
- Health and Safety
- Lockdown/Bomb threat
- Premises Management Plan
- Managing Medical Conditions in school

Note: Safeguarding policies and procedures are implemented by the Headteacher in consultation with the Trust Safeguarding lead and are therefore not represented here.

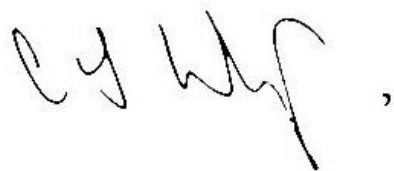
4. EMPLOYEE HEALTH AND SAFETY REPRESENTATIVES

4.1 The Trust recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside teaching time.

4.2 It is also recognised that they are entitled to certain information, for example about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Trust.

4.3 Health and Safety is a standing item on the agenda at Trust Infrastructure Committee meetings and at consultation meetings with employee representatives. The Trust Health and Safety Manager and/or Health and Safety Officers (HSO) will attend and report at these meetings.

Document author- C Lloyd, Health and Safety Manager, Sapientia Education Trust



Signature.....

Adopted by: Joanna Franklin Headteacher, City Academy Norwich

Signature:  Date: Sept 2025.....

THE TRUST CHIEF OPERATING OFFICER

The Chief Operating Officer (COO) has the following responsibilities:

- (a) Ensure safety policies are in place for individual schools as appropriate to the risks presented at the School.
- (b) Ensure the availability and provision of support to the School through the Trust Health and Safety Team and the Trust Estates Manager.
- (c) Ensure arrangements are in place to support schools through any contracted safety related inspection, servicing and maintenance.
- (d) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.

THE TRUST HEALTH AND SAFETY TEAM

The Trust Health and Safety Team has the following responsibilities:

- (a) To support the Chief Operating Officer in fulfilling their responsibilities.
- (b) To advise and support all staff in carrying out their health and safety responsibilities.
- (c) To provide support to Headteacher in fulfilling their responsibilities through:
 - The provision of health and safety advice and guidance which may include site visits.
 - Attendance at meetings on the invitation of the Headteacher.
 - The investigation of any accident which requires reporting to the HSE and any other safety related event of serious nature.
 - The provision of policy documents and core risk assessment templates and support where required
 - Examination of school documentation to ensure annual reviews are being carried out.
 - Review of the trips and visits risk management documentation created by the school Educational Visits Co-ordinator (EVC) or trip leader for high risk activity and/or residential trips.
 - Safety inspections and audits.
- (d) To carry out a termly health and safety inspection and provide a copy of the inspection report to the Headteacher the COO and the Trust Estates Manager. A representative of the Health and Safety Team will attend local school meetings with employees and or union representatives as required to discuss health and safety matters.

THE HEADTEACHER**The Headteacher has the following responsibilities:**

- (a) Ensure there is a health and safety policy in place for the school together with all essential school specific H&S policies as detailed in section 3 above.*
- (b) Ensure the policy is communicated adequately to all relevant persons at the school.
- (c) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- (d) Ensure appropriate information on significant risk activities is given to visitors and contractors if part of an arrangement made by the school.
- (e) Ensure appropriate consultation arrangements are in place for school staff and their trades union representatives.
- (f) Ensure that all School staff are provided with sufficient information, instruction and training to enable them to perform the tasks required of them.
- (g) Make or arrange for risk assessments of the school and of any potentially hazardous activities to be undertaken.
- (h) Ensure safe systems of work are in place at the school or during an off-site visit as identified from risk assessments.
- (i) Sufficient funds are set aside with which to operate safe systems of work.
- (j) Ensure that emergency procedures are in place.
- (k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- (l) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- (m) Ensure that all accidents are investigated, and any remedial actions required are taken or requested.
- (n) Health and safety performance is monitored both actively and reactively.
- (o) Ensure arrangements are in place for a safety inspection of the School once a term.

*** Whilst this document is concerned only with H&S matters, Headteachers also have a duty to ensure that the school has all of the applicable policies listed in [Academy trust governance guide](#)**

LINE MANAGERS**A Line Manager has the following responsibilities:**

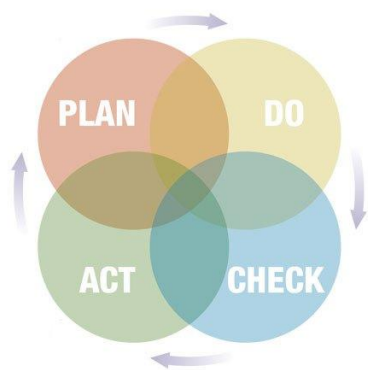
- (a) To comply with Health and Safety legislation.
- (b) Ensure all employees under their control are given a workplace induction, and any other information that they will require to fulfil their role including but not limited to: risk assessments, codes of practice, site rules, procedures, emergency plans and safe systems of work.
- (c) Ensure the training needs of employees under their control are identified and implemented.
- (d) Where responsible for a high risk curriculum subject department or otherwise responsible for activities involving hazardous equipment or other hazardous activities, maintaining records of individual student or employee competence as assessed by either the Line Manager, a member of their staff or an accredited training body.
- (e) Ensure that the work area they are responsible for is a safe working environment for their employees and if not, that any unsafe conditions or hazards are reported to the Headteacher or designated person immediately.
- (f) Ensure that emergency procedures and safe systems of work are complied with.
- (g) Ensure that appropriate checks of equipment under their control are undertaken and recorded in line with trust policies and codes of practice.
- (h) To comply with any assistance reasonably requested by Trust Health and Safety personnel during inspections and accident investigations.
- (i) Identifying specific employee issues and liaising with Human Resources as required.

RESPONSIBILITIES OF ALL EMPLOYEES

Employees have the following responsibilities:

All staff employed at the School must:

- (a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- (b) Work in accordance with the school safety policies.
- (c) Act in accordance with any specific health and safety training or information received.
- (d) Report all accidents, near misses and defects.
- (e) Co-operate with the employer and other persons with regard to health and safety.
- (f) Inform their Line Manager of any potential hazards to health and safety. In particular, those presenting serious or imminent danger.
- (g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- (h) Exercise good standards of housekeeping and cleanliness.
- (i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- (j) Co-operate with any appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive and other organisations.
- (k) Not undertake or allow any new or unusual event or activity which exposes people, equipment or buildings to risk, without the permission of an appropriate senior manager.
- (l) Undertake and record a risk assessment for any work or activity which may present a hazard to any person and is not already covered by such an assessment.
- (m) Apply the control measures of any risk assessment appropriate to the work undertaken and follow any relevant safe system of work which may exist within the School.



Health and Safety Guidance 65 (April 2014)

	How safety is managed by the school	How safety is processed by the Trust and the school
PLAN	School and supporting Trust policies, curriculum code of practice for higher risk subjects. Defined responsibilities to support safe management. Planning for new activities and processes includes safety. Planning of off site visits.	Designated Health and Safety Team is employed. Off site visits are subject to safety approval process. Staff safety aware through information, promotion of safety culture and training. Staff have access to advice from the H&S team. Annual review of policy and risk assessments. Safety is a standing item on the agenda of Trust Infrastructure Committee meetings. Safety is a standing item on the agenda during Trust employees consultation meetings. Safety is established with arrangements for equipment, procurement, use of contractors and allocation of works contracts.
DO	Risk assessment process, central to establishing safety arrangements. All employees are provided with online H & S training.	Risk assessments maintained for school site and all higher risk areas/activities Trust subscribes to CLEAPSS for Science and Technology model risk assessments and advice. Infrequent or unusual events or activities are subject to risk assessment Records maintained of significant findings from risk assessments Curriculum Codes of Practice in place for higher risk teaching departments
CHECK	Routine of safety inspections Accident and near miss reporting system Accident investigation policy Line management of staff.	Review arrangements in place for policy and risk assessments Records maintained of accidents to support identification of trends or repeat incidents Fire drills and table top scenario exercises undertaken Routine building inspections undertaken Routines of teaching observation
ACT	Accident data and investigations are reported to the Trust Infrastructure Committee and the Trust SLT as required by the Health and Safety Team. Systems for post incident review and the development of action plans. Systems in place to ensure improvement is made to processes.	Action plans evolving from investigations are progressed and improvements implemented Risk assessments reviewed post incident by a member of the School SLT. Serious incidents are investigated by the H&S Team.

Supporting Health and Safety Policies and Core Risk Assessments

School health and safety policies
Health and Safety
School codes of practice
Higher Risk Curriculum Subjects
Trust Policy applicable to safety at the school
Accident reporting
Allergies and Anaphylaxis
Animals in Education
Asbestos Management
Control of substances hazardous to health
Driving for work
DSE and workstations
Electrically powered gates
Emergency salbutamol inhaler in school
Fire Management
First aid
Infection Control
Lone Working
Management of contractors
Managing medicines in schools
Off site visits and trips
Premises and facilities management
Risk assessment
School Swimming and Water Safety
Security and control of visitors, contractors and agency staff
Supporting pupils with medical conditions
Core School risk assessments
Asbestos
Caretaker/Site Manager
Fire
First Aid
Higher Risk Curriculum activities (templates in COPs)
Legionella
School (Workplace)
Social Time (Play)
Stress and Wellbeing
Traffic
Trips and Visits
Trust risk assessments relevant to safety at the school
COSHH
Driving for work
Footwear
Infection Control
Manual handling
Lone working
Trust risk assessment templates
SET risk assessment templates for a range of activities likely to take place in school or whilst carrying out duties offsite can be found on the SET Gateway H&S page.