



HEALTH AND SAFETY POLICY

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

ESSENTIAL MANAGEMENT POLICY FOR:

Primary school Headteacher, all school staff and visitors.

Date issued: 27th August 2020 by G.McCurley, Health and Safety Officer.

Last review: 26th August 2025 by S. Underhill, Headteacher.

Next review: August 2026.

Revision History

Issue date	Version	Comments
27.8. 20	1	First issue
4.1.21	2	No significant changes
20.1.22	3	Reference to local governors removed
21.9.23	4	Section 3 revised
2.9.24	5	New annex added for line manager responsibilities.
4.9.25	6	Annex G updated to reflect the standard SET policy.

HEALTH AND SAFETY POLICY

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All annex G documents bespoke to the school may be found here [Health and Safety - Wymondham College Prep School](#)

All SET policies may be found here [Health and Safety - SET Policies](#)

1. INTRODUCTION

1.1 This policy sets out the management structure, responsibilities and associated systems by which the Sapientia Education Trust (SET) provides a safe environment at the Wymondham College Prep School (WCPS) for employees, pupils and visitors. This also applies to when staff and pupils are off site as part of their work or for official trips or visits. Underwood Hall and the associated occupancy is part of the Prep School for the purposes of this policy.

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 SET. 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. For contractors, this will be the responsibility of the Trust's Estate Manager.

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 bespoke policies, plans or procedures set out in section 3.

3.2 There are also two safety codes of practice (COP) which are bespoke to the School-

- Management of Safety in Underwood Hall - this sets out the arrangements and measures to provide a safe environment within the hall or residence.
- Code of Practice for the curriculum and other activities that may introduce hazards through the lesson content or activities.

3.3 School safety policies will be reviewed by the Headteacher 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 to the School.
- Serious accident/incidents as defined in the SET accident incident policy.

3.4 Signatures from staff confirming that the COPs have been read and understood, will be collected by the Headteacher via a control sheet each school year at the beginning of the first term. Those staff members joining the school midway through a term will be required to read the COP and sign the control sheet before commencing work.

3.5 The SET safety policies are generic in nature to all schools within the Trust. They set out those measures which establish and maintain safe systems, buildings and people. The essential day to day measures which employees must follow are set out within the School COP for the Management of Risks. Policies and risk assessments relating to boarding are bespoke rather than generic in nature. Essential school specific health and safety policies/plans include-

- Accessibility plan.
- Business continuity.
- Fire Policy and emergency action plan.
- First aid.
- Health and Safety.
- Lockdown/bomb threat.
- Premises management plan.
- CCTV policy.
- Ancillary Contract and Unchecked Staff Policy.
- General Emergencies Policy.
- Premises and Facilities Policy.
- Safety of Pupils Policy
- Security and Access Policy
- Off site Visits Policy.

3.6 The School and Underwood Hall are located on the Wymondham College Campus; some of the College grounds and facilities are used by the School. It is therefore appropriate that an objective of the management of safety by Wymondham College is that any risks to WCPS staff, pupils and visitors through the operation of the College are addressed within College Policies and Risk Assessments. Examples would be in relation to traffic, security and campus wide emergencies such as a lock down. This objective is to be achieved by-

- the Health and Safety Officer for Wymondham College being the lead for the composition and review of both the College and WCPS policies and risk assessments
- the reporting and auditing of Health and Safety for both establishments through the SET Infrastructure Committee
- the strategic lead by the SET Chief Operating Officer as set out at annex A

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 for the Trust Infrastructure

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Committee meetings and at consultation meetings with employee representatives. The Trust Health and Safety Manager and/or Health and Safety Officer will attend and report at these meetings.

Document author- G McCurley, Health and Safety Officer, Sapientia Education Trust

Signature.....

Adopted by S Underhill, Headteacher, Wymondham College Prep School.

Signature.....

Date.....

The SET Chief Operating Officer

The Chief Operating Officer 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 SET Health and Safety Officer and the SET Estate 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
- (e) Ensure any risks presented to School staff, pupils or visitors through the operation of Wymondham College are addressed by the College safety management system.

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 trips and visits risk management documentation created by the school Educational Visits Co-ordinator (EVC) or trip leader for high risk activity and 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 and those documents identified at section 3.
- (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](#)**

A Line Manager has the following responsibilities:

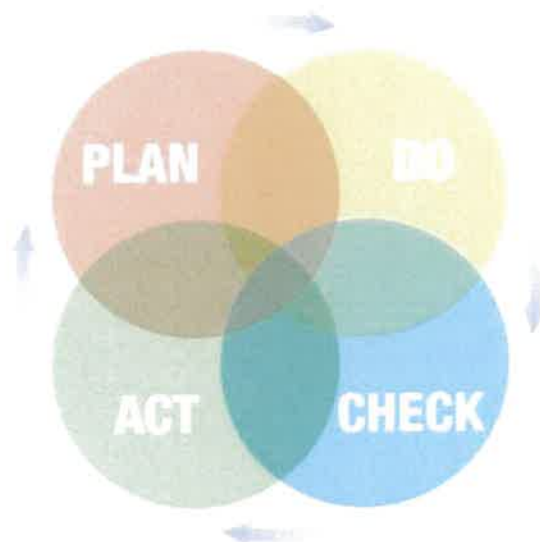
- a. To comply with Health and Safety legislation.
- b. Ensure all employees under their control are given a workplace induction, and any other information that they will require to fulfil their role including but not limited to risk assessments, code/s of practice, site rules, procedures, emergency plans and safe systems of work.
- c. Ensure the training needs of employees under their control are identified and implemented.
- d. Where responsible for activities involving hazardous equipment or other hazardous activities, maintaining records of individual employee competence.
- 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

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 which are of a 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 all 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 Management System



Health and Safety Guidance 65 (April 2014)

How safety is managed by the School		How safety is processed by the SET and School
PLAN	<p>School and supporting SET policies, curriculum code of practice for higher risk subjects.</p> <p>Defined responsibilities to support safe management.</p> <p>Planning for new activities and processes includes safety.</p> <p>Planning of off site visits.</p>	<p>Designated Health and Safety Officer (HSO) is employed.</p> <p>Off site visits are subject to a safety approval process.</p> <p>Staff safety aware through information, promoted safety culture, training.</p> <p>Staff have access to advice from HSO.</p> <p>Annual review of policy and risk assessments.</p> <p>Safety is a standing item on the agenda of the SET Infrastructure Committee meetings.</p> <p>Safety is a standing item on the agenda during SET employees consultation meetings.</p> <p>Safety is established with arrangements for equipment procurement, use of contractors and the allocation of works contracts.</p>
DO	<p>Risk assessment process, central to establishing safety arrangements.</p>	<p>Risk assessments maintained for the School site and higher risk areas/activities.</p> <p>Infrequent or unusual events or activities are subject to risk assessment.</p> <p>Records maintained of significant findings from risk assessments.</p> <p>Curriculum and boarding Codes of Practice.</p>

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CHECK	<p>Routine of safety inspections</p> <p>Accident and near miss reporting system</p> <p>Accident investigation policy</p> <p>Line management of staff</p>	<p>Review arrangements in place for policy and risk assessments</p> <p>Records maintained of accidents to support identification of trends or repeat incidents</p> <p>Fire and lock down drills undertaken</p> <p>Routine of once a term building inspections</p> <p>Routines of teaching observation</p>
ACT	<p>Accident data and investigations are reported to the SET Infrastructure Committee and the Local Governing Body as required and overseen by the HSO. Systems for post incident review and the development of action plans.</p> <p>Systems to ensure improvement is made to processes.</p>	<p>Action plans evolving from investigations are progressed and improvements implemented</p> <p>Risk assessments reviewed post incident by HSO</p>

Health and Safety Policies
Supporting Health and Safety Policies and Standing Risk Assessments

School health and safety policies
Health and Safety
CCTV
Fire
First Aid
General Emergencies
Lockdown
Bomb threat
Premises and Facilities
Safety of Pupils
Ancillary, Contract and Unchecked Staff
Security and Access
Off site visits
Public Use of Buildings and Facilities
Business Continuity and Incident Management Plan
School codes of practice
Curriculum and Activities
Underwood Hall
SET Policy applicable to safety at the school
Accident reporting
Allergies and anaphylaxis
Animals in education
Buildings and facilities management
Control of substances hazardous to health
Driving for work
DSE and workstations
Emergency automatic adrenalin injector and salbutamol inhalers in school
Infection control
Lone Working
Management of contractors
Managing medicines in schools
Risk assessment
School swimming and water safety
Security and control of visitors, contractors and agency staff
Supporting pupils with medical conditions
School risk assessments
School workplace - buildings, equipment and facilities
Breakfast/after school club
Fire
Boarding
Event
First Aid

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Foreseeable crises
Play
Security and Access
Traffic
Legionella
Trees
Caretaking/cleaning
Higher risk curriculum activities (in the code of practice)
Stress and wellbeing.
Trips and visits
SET risk assessments relevant to safety at the school
Driving for work
COSHH
Footwear
Infection control
Lone working
Manual handling
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.