HEALTH AND SAFETY POLICY
COMMUNITY ED C.I.C
& COMMUNITY ED ACADEMY

Community-Ed
Person Centred learning

Version	4
Policy holder	Sally Alden & Andrew McGovern
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PART 1: STATEMENT OF INTENT

Effective health and safety management is integral to our delivery. It is a fundamental foundation and vital to meeting our aims and objectives across our provision. Leaders developed this policy using guidance from the Independent School Standards and the Health and Safety Executive. Our overall objective is to provide and maintain a safe and healthy environment for our visitors, staff, students, and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive health and safety culture, with an emphasis on continually improving our performance and considering human and cultural factors.
- Ensuring that health and safety management is integral to decision-making and organisational processes.
- Adopting a sensible and proportionate approach to managing risks involves well-informed decision-making processes for higher-risk activities while ensuring that excessive time is not spent on trivial or everyday risks.
- Providing a safe and healthy working environment for our staff, students and others.
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives.
- Comply with statutory requirements and, where possible, best practices.
- Investigating and learning from accidents and work-related health incidents.
- Providing sufficient information, instruction, and training enables our staff to be competent in their roles.
- Monitoring and reviewing systems and preventative measures to ensure they are suitable, sufficient and effective.
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives.
- Collaborating with and overseeing our contractors to ensure consistent and comparable health and safety standards.

We recognise that all levels of management have direct responsibility for health and safety and for the activities and staff under their control. However, all staff have a legal and moral obligation to take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions.

This policy should be considered in relation to the articles of the UN Convention on the Rights of the Child. The Convention outlines countries' responsibilities to ensure that all children grow up as healthy as possible, allowing them to learn in school, receive protection, have their views heard, and be treated fairly. *Articles 1, 2,* and *3* are applicable to all our policies. This policy specifically references *Article 24:* Every child has the right to the best possible health.

People responsible.

Name of Operational Director: Andrew McGovern

Lead Governor for Health & Safety: Martin Reed

Name of Health & Safety Officer: Jordan McGovern

PART 2: RESPONSIBILITIES AND ORGANISATION

Introduction

To align with the Governing Body's Statement of Intent, the following responsibilities have been designated:

The Governing Body

The Governing Body is responsible for establishing suitable organisational arrangements to manage and control health and safety across the provision. Specifically, we will ensure that:

- A written policy statement is created and communicated to promote a positive attitude toward health and safety among staff and students.
- Specific people are allocated responsibilities for health, safety, and welfare, and they are informed of these responsibilities.
- A lead governor for health and safety is nominated.
- People possess adequate experience, knowledge, and training to perform their required tasks.
- Clear procedures are established to assess hazard risks and create safe systems of work.
- Sufficient funds are allocated to operate safe systems of work.
- We monitor health and safety performance and set improvement targets.
- We review health and safety policy provisions at least once a year.
- Our health and safety management considers the needs of anyone with a protected characteristic under the Equality Act.

The Operational Director

Andrew McGovern is responsible for all staff and activities under their supervision and will ensure the relevant safety policies and procedures are implemented and followed. They will:

- Be fully and visibly committed to the Governing Body's Statement of Intent for Health and Safety, ensuring a positive health and safety culture is actively demonstrated and promoted through their leadership.
- Ensure competent persons undertake appropriate risk assessments and that adequate control measures are taken on a risk basis to reasonably minimise health and safety risks to staff and anyone else affected by the activities.
- Monitor and review health and safety performance through:

1. Undertaking health and safety inspections of work areas/practices in line with relevant County Council policy and independent school standards.
2. Setting health and safety targets and objectives through appraisals and other supervisory reviews.
3. Reviewing incidents and accidents.
4. Monitoring commissioned and contracted work under their control for compliance.
5. Ensure that health and safety management in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act.

- Develop safe systems of work and procedures and ensure that they are implemented.
- Set a personal example by incorporating health and safety management into daily management practices and demonstrating safe personal working practices.
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff, students, or others.
- Ensure that all relevant training is undertaken and that all staff receive adequate information, instruction, training, and supervision to carry out their duties, with particular attention paid to new or inexperienced employees and trainees.
- Ensure that all provided work equipment is selected through a risk assessment process, is suitable, properly maintained, and has undergone all necessary tests and examinations.
- Ensure that all accidents and incidents, including near misses, violence, and aggression, are properly reported and investigated, with findings addressed without delay.
- Ensure adequate and effective arrangements are in place for consulting employees and their trade union representatives on health and safety matters that affect them.
- Ensure that information necessary to assist safety representatives in their role is provided to them as needed.
- When commissioning work through partners and contractors, ensure their selection and management align with statutory requirements and Council policy.
- Ensure they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team.
- Report to the Governing Body at least once a year on the provisions for health and safety performance.

Lead Governor for Health and Safety

The Lead Governor for Health and Safety –Martin Reed 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 health and safety performance.
- To provide support and challenge to the Operational Director in fulfilling their health and safety responsibilities.
- To ensure that risk assessments of the premises and working practices are conducted and documented.
- To coordinate and manage the annual risk assessment process for the AP and school
- To oversee risk assessments of activities and staff's understanding of them.

Health and Safety Officer

Health and Safety Officer – Jordan McGovern

The Provisions Health and Safety Officer has the following responsibilities:

- To coordinate performance monitoring processes.
- To make provision for the inspection and maintenance of work equipment.
- To coordinate PAT testing and fire safety inspections
- To manage the keeping of records of all health and safety activities, including management of building fabric and building services in liaison with contractors.
- To advise on situations or activities potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and across the provision generally.
- Make sure staff driving work vehicles follow the transport policy.

Teaching and support staff holding positions of individual responsibility

This includes all SLT members

- They will apply the Health and Safety Policy and the relevant Health and Safety Codes of Practice in their own area of work and be directly responsible to the Operational Director or Headteacher for applying health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff they manage are familiar with the relevant health and safety codes of Practice for their area of work.
- Address health, safety, and welfare issues referred by staff, or escalate any problems to the Operational Director that cannot be satisfactorily resolved with the resources available.
- They must carry out regular inspections of their areas of responsibility to ensure the safety of equipment and activities and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision enables other staff and students to avoid hazards and contribute positively to their health and safety.
- Investigate any accidents that occur within their area of responsibility.

Teachers/Tutors

Teachers are expected to:

- They must effectively supervise their students, know the procedures for fire, first aid, and other emergencies, and implement them.
- Understand and apply the students' individual risk assessments and behaviour management plans in practice.
- Follow the specific health and safety measures to be implemented in their teaching areas, as outlined in the relevant Code of Practice, and ensure they are applied.
- Provide clear oral and written instructions and warnings to students when needed.
- Adhere to safe working procedures.
- Mandate the use of protective clothing and guards when necessary.
- Make recommendations to the Operational Director or manager regarding equipment and improvements to tools, transport, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process.
- Report all accidents, defects and dangerous occurrences to their manager.

Employee Consultation/Safety Representatives

The Governing Body believes that consulting employees on health and safety issues is vital for creating and maintaining a safe and healthy working environment.

Safety representatives from trade unions recognised by Norfolk County Council will be consulted on all health and safety matters that may affect staff, as well as on the provision of health and safety information and training. The governing body will also consult non-union staff directly.

Before making any decisions that could affect staff health and safety, the governing body will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

Staff

All staff members have a personal responsibility to take reasonable care for their health and safety, as well as for others who may be affected by their actions or inactions. In particular, they must:

- Follow the health and safety policy and procedures at all times.
- Complete and explain to students all risk assessments for each activity before the activity starts.
- Co-operate with managers to comply with relevant health and safety systems and procedures.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Wear, use, store, maintain and replace personal protective equipment as appropriate.
- Not intentionally misuse anything provided in the interests of health, safety and welfare.
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle issues), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises.
- Attend all training relevant to their role.
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Students

Students, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the health and safety of themselves and those around them.
- Listen to and follow the risk assessment for each activity before it starts.
- Maintain dress standards that align with safety and hygiene.
- Adhere to all health and safety rules, especially the instructions provided by staff during emergencies.
- Use and do not wilfully misuse, neglect, or interfere with things provided for their health and safety.

PART 3: PROCEDURES AND ARRANGEMENTS

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

Lead Governor for Health and Safety

The lead governor responsible for health and safety is Martin Reed

Risk Assessment:

General Risk Assessment

- Andrew McGovern will coordinate the general Risk Assessment.
- Sally Alden will be responsible for ensuring that the required actions are implemented.

Fire Safety

The operational director will carry out a fire risk assessment and develop local fire safety procedures for the premises, following guidance and documentation from the service provider

Manual Handling

Individual staff will carry out manual handling risk assessments (as appropriate).

Computers and Workstations

Individual staff members will carry out computer and workstation risk assessments with support from the service provider.

Hazardous Substances

Staff will follow COSHH procedures for hazardous substances. COSHH Sheets will be the responsibility of the Health & Safety Officer.

Violence to Staff

Sally Alden will assess the risks of violence to staff. This assessment cross-references the Community Ed's behaviour policy.

Risk Assessment of Curriculum Activities

Relevant teachers/tutors will carry out risk assessments for curriculum activities; a member of the SLT will sign off all risk assessments.

Individual Risk Assessments and Behaviour Management Plans

All Staff will follow individual risk assessments and behaviour plans. The Operational Director will amend risk assessments and behaviour plans in response to concerns or incidents. Staff will follow the behaviour plans when planning lessons and

managing behaviour. All staff need to have an in-depth knowledge of the behaviour management policy and apply it in practice.

Consultation with Employees

The Operational Director and the Governing Body consult with employees where necessary.

Safe Plant and Equipment

Plant and equipment will be inspected, maintained, and tested by appropriate contractors as necessary; the Health & Safety Officer will manage this

All electrical equipment will undergo annual PAT testing by a qualified contractor.

Ensure Fire Safety will monitor routine local testing of emergency lighting and fire alarm call points. The Health and Safety Officer will also flush infrequently used water outlets and monitor monthly water temperature.

Any issues or defects with the plant and equipment should be reported to the Operational Director.

Information, Instruction and Training:

Information and Advice

The Health and Safety Law Poster is displayed in the office and the corridor.

Health and safety advice is available from the Operational Director /health and Safety Officer.

Health and Safety Training:

Induction

Health and safety induction training will be provided for all new employees. This will include all staff who have completed Level 1 in Health and Safety. The Health and Safety Officer will assess work experience or volunteers' placements. Staff and governors will complete up-to-date Health and Safety training annually.

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Awareness for Governors: Martin Reed
- Health and Safety Management for Operational Director: Andrew McGovern

External activities

- Risk Management and Assessment to be provided by all external service providers.
- All activities will follow the individual risk assessments of the students attending, as well as the activity assessment and the venue's own risk assessments.

Occupational Training

- First Aid at Work: First Aid Officer: 12 staff have completed First Aid at Work, and a full list is displayed in the office.
- Health and Safety Level four: H&S Officer: Jorden McGovern
- Emergency First Aid at Work: All staff
- Norfolk Steps training: All teachers, all staff
- Fire Safety Officer: Jorden McGovern
- Fire Safety level 1: All staff

Training Records and Training Needs Identification

- The Community Ed Secretary holds health and safety training records; these are also recorded on the SCR.
- The Operational Director/Headteacher will identify, arrange, and monitor training needs.

Incident Reporting and Investigation

All accidents and cases of work-related ill health involving employees (or non-employees, where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded using the incident reporting procedure.

Minor injuries to non-employees (i.e., students and visitors) for which first aid is provided will be recorded using the appropriate procedure, and the secretary will maintain the records.

Sally Alden will investigate incidents and act on findings to prevent a recurrence.

First Aid

The first aid station is in the office at both the AP and the school, where first aid supplies are kept. The secretary maintains a list of employees available to provide first aid. All records of students who needed first aid will be documented in the school management system. In the AP, all first aid will be recorded in the first aid book, and student information will be shared with the relevant individuals responsible for their placement.

Managing Medicines

Staff will administer prescribed medication to students in accordance with this policy. Medicines are stored securely and in compliance with specific requirements, such as temperature. All parents and caregivers must complete an authorisation form for the administration of prescription medication and grant (or deny) permission to administer paracetamol for pain relief. This will be managed solely by the trained first aider:

Andrew McGovern and Kate White are qualified and responsible for controlling the administration of medicines to students

Site Security and Visitors

All visitors must book an appointment. They will then be asked to sign the visitor book and wear a visitor badge.

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

- Safeguarding and Child Protection Policy
- Keyholders logged and restricted during the holidays
- Visitors are always escorted.

Selection and Management of Contractors

Contractors are selected and managed in accordance with Community Ed's policies and procedures.

Educational Visits

Educational visits, including residential visits and any Community Ed-led adventure activities, will follow the same guidelines as external activities and the main policy.

Emergency Procedures – Fire and Evacuation

- The secretary/Fire Safety Officer checks the escape routes.
- Fire extinguishers are maintained and checked by the service provider
- Alarms are tested by the Secretary/Health & Safety Officer.
- Emergency evacuation procedures will be tested once every term and for new starters in September or upon joining.

Monitoring

The Health and Safety Officer will conduct routine inspections of the premises to ensure safe working practices are followed.

The Health and Safety Officer or nominated staff will inspect individual departments and specific work areas.

Review of Policy

This policy will be reviewed at least once a year, and more frequently if concerns arise or operational or organisational changes occur.

Other relevant departmental advice and statutory guidance

Keeping Children Safe in Education 2026

The Independent School Standards

Health and Safety Executive

Working together to safeguard Children 2018

Equality Act 2010