

OLD BUCKENHAM HIGH SCHOOL

HEALTH & SAFETY POLICY

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HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

Old Buckenham High School

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation. It is the responsibility of everyone to make the arrangements work. This will ensure that as far as reasonably practical, that working conditions are safe and that the working life of everyone is accident free. Suggestions to improve Health and Safety are welcomed by the Headteacher.

A review of the organisation and arrangements will take place each year in time for the start of the new academic year.

Confirmed by the Chairman of the Governing Body of Old Buckenham High School

Name _____ Signature _____ Date: _____
(Chair of Governors)

HEALTH AND SAFETY POLICY

PART TWO

ORGANISATION

INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.

- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) 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.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

For example, Deputy Headteachers, Curriculum Co-ordinators, Heads of House, Heads of Departments, Clerical Managers/Supervisors, Technicians and Caretakers have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant County Council Health and Safety Code 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.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.

- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i) Report all accidents, defects and dangerous occurrences to their Head of Department.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body 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 school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. 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 do not carry out duties on behalf of the Headteacher or Governing Body.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.

- f) Act in accordance with any specific health and safety training received.
- g) Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Co-operate with appointed Trade Union Health and Safety Representative(s).

PUPILS

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

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

HEALTH AND SAFETY POLICY

PART THREE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

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

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by the Business Manager following guidance contained in [Section 3](#) of the Children's Services Health and Safety Manual.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by the Business Manager following guidance contained in [Section 3](#) of the Children's Services Health and Safety Manual.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama issued by the County Council.

Fire

A fire risk assessment will be carried out by the Business Manager following guidance contained in [Section 4](#) of the H&S Manual.

Manual Handling

Manual handling risk assessments will be carried out by the Business Manager following guidance contained in Sections [3](#) and [5](#) of the H&S Manual.

Computers and Workstations

VDU risk assessments will be carried out by the Business Manager following guidance contained in Section 6 of the H&S Manual.

Hazardous Substances

When chemicals are ordered for lessons, the teacher/technician ordering the hazardous substance must ensure that they are aware of the remedial actions that need to be taken should a spillage occur and to prevent misuse of the substance. Teachers must practice experiments to ensure they are aware of the process and potential problems prior to either demonstrating them or allowing the pupils to conduct them. Teachers/technicians need to refer to the HAZCARDS supplied by CLEAPSS (Consortium of Local Authorities for the Provision of Science Services) which are available from the Science Technician and will identify the particular hazards associated with that product. It is not the responsibility of the Science department to deal with general chemical spillages in the school.

All products used by Caretakers and Cleaners have a data sheet printed in a file in the Office and are aware that these should be checked prior to using any cleaning substances.

Violence

Assessment of the risks of violence to staff will be carried out by the Head Teacher following guidance contained in [Section 8](#) of the H&S Manual.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 1.

First Aid

The following staff are available to provide first aid:

Certificated First Aiders @ September 08 are:

Teaching staff

Philippa Dawson
Andy Dwight
Lesley Howells
Jo Hunter
Hugh Lynch
Graham McMillan
Nicole Minton
Kimberly Pigg
Martin Reid
Chris Saemezey
Chrissie Smith
Margaret Smith
Mike Smith
Hannah White

Associate Staff

Carole Bradshaw
Megan Bradsworth
Mike Cahill
Jo Cowan
Diane Green
Wendy Grunbaum
Andrea Hassan
Karen Hector
Alison King
Theresa Picksley
Sarah Pinnell
Lynda Tingey
Annette Winters
Angela Warnes

Training is recorded and kept up to date by Angela Warnes

First aiders on call are:

Angela Warnes
Jo Cowan
Lynda Tingey
Wendy Grunbaum

Appointed Persons:

In event of needing first aid assistance the First Aid room procedures should be followed (Appendix 2)

Transport to hospital:

If an ambulance is required, the person dealing with the incident will ensure that someone calls "999". An employee is not insured to transport a pupil to a casualty department unless they have business insurance but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied. Angela Warnes will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident Reporting

See Appendix 3.

Bomb Hoaxes and Bomb Alerts

Responses to bomb threats will follow guidance contained in Management Information sheet [241/01](#).

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is the main office.

The signal for evacuation of the building, should this be necessary, will be the normal evacuation procedure

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.

The position of gas and other shut off valves/stop cocks are illustrated on the school plan which can be found in the school prospectus

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Chemical Spills

Consult HAZCARDS issued by CLEAPSS but if in doubt seek guidance from the Head of Science or Science Technician. All Science teachers and technicians should follow guidance contained in the [Health and Safety Code of Practice for Science](#).

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by the Induction Tutor following the Induction Checklist and guidance contained in [Section 9](#) of the H&S Manual.

The following staff have received or will receive training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- [Health and Safety Awareness \(Headteacher or Managers\)](#)
Business Manager – Autumn term 08.
- [Premises Management, Health, Safety and Risk Management - Part 1](#)
Business Manager – July 08
- [Premises Management, Health, Safety and Risk Management - Asbestos - Part 2](#)
Business Manager - July 08

Curriculum/Subject Specific Health and Safety Training

- [CLEAPSS Health and Safety Management for Heads of Science](#)
Wayne Armstrong will go on this course in 2009.
- [CLEAPSS Health and Safety for Laboratory Technicians](#)
Sharon Allen – 16th October 2008

Curriculum/Subject Specific Health and Safety Training

- [CLEAPSS Health and Safety Management for Heads of Design and Technology Departments](#) (available from Autumn 08 onwards)

-
- [CLEAPSS The D&T Technician: operating in the prep room and workshops safely and effectively](#) (available from Autumn 08 onwards)
-

- [DATA accreditation standards for Design & Technology](#)

Nothing current

- [CIEH Level 2 Award in Food Safety \(formerly Foundation Certificate in Food Hygiene\)](#)
-

- [AfPE \(BAALPE\) Risk Management in PE](#)

Kimberly Pigg 29th November 2007

- [Educational Visits Co-ordinator](#)

Lesley Howells – planned for January 09

- [First Aid at Work and Appointed Persons](#)
-

Caretaking

- [School Caretaker - Health and Safety Awareness \(Norfolk County Services\)](#)

Mike O Shea – July 2006
Ray Lawes – March 2008

- [Safe Use and Inspection of Ladders and Stepladders \(Norfolk County Services\)](#)
-

- [Safe Use and Inspection of Portable Tower Scaffolding \(Norfolk County Services\)](#)

Mike O Shea - 2003

- [Swimming Pool Plant Operation](#)
-

Health and Well-Being

- [Well-Being Facilitator\(s\)](#)

Karen Hector Facilitators preparation day 14th November 2006
Karen Hector – Well Being Conference 20th June 2008

- [Asthma Link Person](#)

Angela Warnes has received relevant training for 2008/09 in asthma.

- [Raising Awareness of Chronic Medical Conditions: Asthma, Diabetes, Epilepsy](#)

School nursing team have delivered training sessions to all “on call” first aiders and other relevant staff for 2008/9 in Epipen procedures, diabetes, epilepsy, asthma and seizures

Minibuses

- Minibus Driver Assessments are coordinated by the Business Manager and driving licences are checked in accordance with NCC guidance and no person shall drive the minibus unless they comply with regulations

[Training records](#) are held by the Business Manager and INSET Co-ordinator

The Health and Safety Co-ordinator, in conjunction with the INSET Co-ordinator, will identify training needs.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing will be inspected on an annual basis. A H & S monitoring spreadsheet will identify actions to follow up. This is held with the Business Manager.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out following guidance contained in [Section 15](#) of the H&S Manual.

The ICT Technician will carry out annual portable appliance testing.

Equipment Maintenance - Curriculum

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in H&S Codes of Practice for [Design & Technology](#), [Science](#), [Art](#), [PE](#) and [Drama](#).

Ladders and Access Equipment

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the [Caretaking Code of Practice](#) and [Section 25](#) of the H&S Manual.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by the Business Manager

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff following guidance contained in [Section 16](#) of the H&S Manual.

Performance Monitoring

Performance monitoring will be co-ordinated by the Business Manager following guidance contained in [Section 16](#) of the H&S Manual.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The premises Health and Safety Committee meets to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Committee members are:

Andy Cowan
Sharon Allen
Sarah Jones
Deborah Rushen
Graham Hodson
Margaret Bailey
Martin Ungless (Chair)

The teaching Trade Unions appointed Safety Representative on the staff is:

Terry Sloman – Teaching staff
Sharon Allen – Non teaching staff

Communication of Information

The Business Manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in the Foyer

Health and safety advice is available from the Business Manager or [Paul Commins](#) (Children's Services Health and Safety Adviser).

PREMISES MANAGEMENT

Supervision of pupils

Science Laboratories

Pupils are not allowed in these rooms unless under the direct supervision of a teacher or cover supervisor and the laboratories should not be timetabled for class use other than science lessons. The Head of Science requires advance notice if the rooms are to be used for non science lessons in order that they can be made safe. Unless teachers are appropriately qualified or trained and have the approval of the Head of Science or his delegate they should only use the stools, benches and appropriate visual aid equipment as for normal classroom teaching. The Head of Science should ensure that laboratories are left so that they can be safely used in this way. Copies of the Health and Safety regulations for Old Buckenham High School laboratories and other reference documents are available in the Science Department prep room and the Health and safety Folder in the school office.

Workshops (rooms 1 and 2)

Pupils are not allowed in these rooms unless under the direct supervision of a teacher or cover supervisor. Unless teachers are appropriately qualified or trained and have the approval of the Head of Technology or his delegate they should only use the stools, benches and appropriate visual aid equipment as for normal classroom teaching. The Head of Technology should ensure that workshops are left so that they can be safely used in this way. Copies of the Health and Safety regulations for Old Buckenham High School and other reference documents are available in the technology Department office and the Health and safety Folder in the school office.

Art (rooms 16 and 17)

Pupils are not allowed in these rooms unless under the direct supervision of a teacher or cover supervisor. Non specialist art teachers should only use equipment and materials as approved by the Head of Department. Copies of the Health and Safety regulations for Old Buckenham High School and other reference documents are available in the Art room and the Health and safety Folder in the school office.

Home Economics- Food Technology (rooms 18 and 20)

Pupils are not allowed in these rooms unless under the direct supervision of a teacher or cover supervisor. Non specialist Home Economics and Food Technology teachers should only use equipment and materials as approved by the Head of

Department. Copies of the Health and Safety regulations for Old Buckenham High School and other reference documents are available in room 20 and the Health and safety Folder in the school office.

Physical education (Gymnasium, Hall, Swimming Pool, Hard Courts, Playing Fields)
There are many hazards associated with teaching any aspect of Physical education. All activities must have the approval of the Head of Physical Education Department. Teaching and coaching staff must be familiar with the relevant section(s) of the Physical Education Office and Health and Safety Document a copy of which is kept in the Physical Education Office .

Expressive Arts (Drama room, Music Room, Practice rooms, Hall and stage areas)
There are particular hazards associated with drama and music. These are outlined in a Health and Safety Document which is kept by Mr Lynch. A copy of the document is kept in the health and Safety Folder in the school office.

Security and Visitors

All visitors must report to Reception where they will be asked to sign the visitors book

Vehicles on Site/Parking

Cars must be parked in designated areas.

Building Maintenance

General building maintenance is carried out by building maintenance contractors appointed by the school

The Business Manager will be responsible for ensuring that all identified general building maintenance is carried out by either NPS or other contractors.

Asbestos

The asbestos register is held in reception and the Business Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to NPS Property Consultants Limited.

Control of Contractors

All contractors must report to reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Business Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

Outside Lettings

Lettings are managed by the Business Manager following [County Council guidance](#).

OTHER PROCEDURES

Managing Medicines

Prescribed medication will be administered to pupils following guidance contained in [Section 11](#) of the Health and Safety Manual.

Angela Warnes, Lynda Tingey, Jo Cowan and Wendy Grunbaum have been nominated as responsible persons for control of administration of medicines to pupils.

Educational Visits

Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the [Children's Services guidance document](#). The Educational Visits Co-ordinator is Lesley Howells.

Minibuses

Operation of minibuses will be carried out in accordance with the school's mini bus policy and following guidance contained in [Section 29](#) of the H&S Manual.

Critical Incident Management

The County Council's [Critical Incident Management](#) guidelines are followed and staff are made aware of the advice given.

Staff Well-Being

The [Well-Being Facilitator](#) for the Norfolk Well-Being Programme is Karen Hector

Asthma Policy

The school's Link Person for the [Norfolk Schools Asthma Policy](#) is Angela Warnes

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

Appendix 1

FIRE AND EVACUATION PROCEDURES

THE SIGNAL FOR A FIRE IS A REPEATED RINGING OF THE FIRE BELL

The school will immediately start evacuation unless other instructions are given by the Head or Assistant Head.

A FULL FIRE DRILL WILL TAKE PLACE WHENEVER THE FIRE BELL RINGS

ASSEMBLY POINT – SCHOOL PLAYING FIELD

Pupils to line up in their **HOUSES** as shown in the diagram.

IF THE ALARM BELL IS RUNG:-

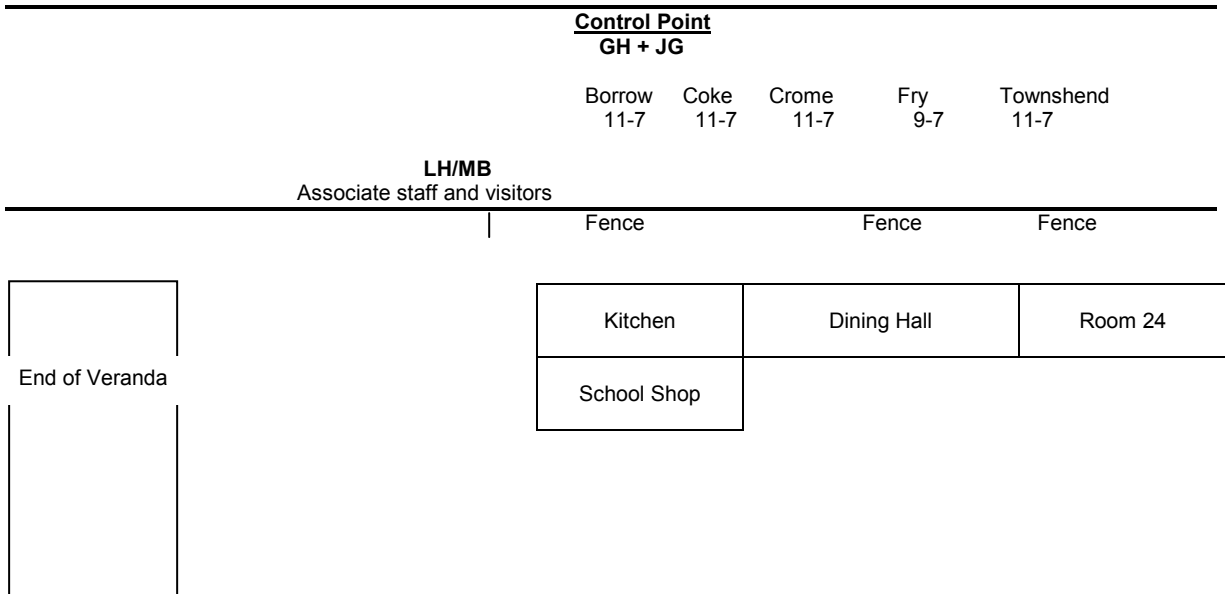
Make sure all windows and doors are closed.

Classes walk to their assembly point under the direct supervision of any teacher. Anyone not in class – including breaks or lunchtime – to go automatically to their assembly point.

Heads of House to collect registers from the office staff at the control point and distribute them to the Form Tutors. When the register has been taken the **Heads of House** report back and give the registers to the **Assistant Head (JG)**.

Heads of House will dismiss their house on instruction from the **Head or Assistant Head**.

All non Form Tutors, associate staff and visitors will report to the **Assistant Head (LH)**. The kitchen Cook supervisor will report to the **Assistant Head (LH)** on behalf of the kitchen staff.



FIRST AID ROOM PROCEDURES **(PUPILS)**

- If a child feels ill, they should report to the nearest member of staff.
- Exercising judgement, the child may then be referred to the main office (accompanied if necessary).
- The office staff should quickly check name, form and contact details then contact the first aid room. The child should be referred to the medical room, accompanied if necessary.
- First aid room staff will then assess the situation, provide basic treatment where appropriate and contact parents if necessary. The main office must be kept informed of progress especially when parents have been asked to collect the child.
- Parents should report to the main office, who will contact the first aid room. The first aid room staff will decide whether the child can be sent or accompanied to reception or whether a member of the office staff should bring the parents to the first aid room.
- First aid room staff will be responsible for informing the Form Tutor and any siblings of the child in the School.
- Records of all referrals and details of all action will be kept by the first aid room staff.
- The school follows County Procedures when dealing with First Aid issues.

Appendix 3

INCIDENT REPORTING AND INVESTIGATION

All incidents will be reported in accordance with guidance contained in [Section 12](#) of the departmental health and safety manual.

The Norfolk County Council Incident Report Form Book is locked in the main office with the Business Manager

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To comply with the Data Protection requirements, individual incident reports will be removed from the Incident Book, passed to the Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

Minor accidents to pupils and visitors will be reported on the premises' 'Non-Employee Accident Record'. This book is held in the medical room with Angela Warnes

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Investigation of Incidents and Remedial Action

The Business Manager will investigate all incidents and make appropriate recommendations to the Head Teacher to prevent a recurrence.

Reporting

The person responsible for recording and reporting of incidents to County Hall and maintaining records is the Business Manager

Governor Approval	3 rd December 2008	
Issued for publication	4 th December 2008	Margaret Bailey
Next review date	Autumn 2009	

HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

Old Buckenham High School

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation. It is the responsibility of everyone to make the arrangements work. This will ensure that as far as reasonably practical, that working conditions are safe and that the working life of everyone is accident free. Suggestions to improve Health and Safety are welcomed by the Headteacher.

A review of the organisation and arrangements will take place each year in time for the start of the new academic year.

Confirmed by the Chairman of the Governing Body of Old Buckenham High School

Name MR. C.J. TALBOT Signature  Date: 14 December 2008
(Chair of Governors)