Harford Manor School

Foundations For Futures

Health and Safety Policy

Date approved by Governors	December 2024
Last reviewed by	
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Person(s) responsible for review:	Cathie Mcleod

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Health and Safety Policy Harford Manor School Part 1: Governing Body Statement of Intent

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.

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
- 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
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

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.

Name of Chair of Governors: Matt Ridley Date Agreed:

Review date:

Health and Safety Policy Harford Manor School Health and Safety Policy Statement

Policy Aim

The Headteacher and governors will ensure that everyone that is affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

Policy Context

Harford Manor School believes that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace. It is the intent of the Headteacher and governors of Harford Manor that a safe and healthy working and learning environment is provided and maintained for all our employees and students. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information and training and supervision is provided to ensure that staff can carry out their work safely.

This policy aims to ensure the health and safety of all employees, students, visitors, volunteers and contractors to Harford Manor School. Our school aims(above) describe our desire to be a positive, secure and happy environment. This can only happen when each individual is as safe as is reasonably practicable and feels safe and secure.

We believe that this is achieved through the co-operation of all staff, students, and visitors towards maintaining the health and safety standards.

We will ensure that health and safety issues are embedded within the curriculum at all levels where appropriate.

As a Complex Needs School, we recognise that some of our students have specific health needs. Where necessary we will ensure all relevant staff receive necessary training and that we provide essential equipment to cater for these needs and to ensure the health and safety of our employees and students.

Through induction and training all employees will be aware of safer working practices with regard to working with children and young people.

The School's Safeguarding and Child Protection principles and procedures will be adhered to at all times.

Definition of Health and Safety

We define health as achieving a combination of physical, mental and social well-being. Safety is defined as being free from danger, risk or injury.

Our approach to Best Practice

At Harford Manor School we recognise that:

- Pupils with Complex needs may be unable to meet their own health and safety needs for a variety of reasons and will require regular and in some instances intensive support.
- Staff work closely with students and young people with behaviour that challenges
- There is a need for children and young people to feel safe and secure
- A safe, healthy working environment is essential for the emotional, physical and social well-being of our employees

We are therefore committed to providing a safe and healthy working and learning environment through;

- Preventing accidents and work- related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at the school
- 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.

Roles and Responsibilities Introduction

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

The Governing Body

The Governing Body has responsibility for ensuring that suitable and adequate organisation and 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 and produce safe systems of work
- Sufficient funds are allocated to 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
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

The Headteacher

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:

- Be fully committed to the Governing Body Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- 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 and safety risks to staff and any other people who may be affected by the school's activities
- Monitor and review health and safety performance through:
- Undertaking health and safety inspections of work areas/practices in line with relevant policy
- Setting health and safety targets and objectives through appraisals and other supervisory reviews

- Reviewing incidents and accidents
- Monitoring commissioned and contracted work under their control for compliance
- Ensure that the management of health and safety 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
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people
- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees 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 and examinations
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
- Ensure information that may assist safety representatives in their role is provided to them When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy
- Ensure that 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 annually on the school's health and safety performance

Lead Governor

The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Statement of Intent for health and safety
- To scrutinise and review health and safety performance
- To provide support and challenge to the Headteacher and the Governing Body /in fulfilling their health and safety responsibilities
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented
- Health and Safety Coordinator / Premises Manager (Cathie McLeod)
- The Health and Safety Coordinator and Premises Manager have the following responsibilities:
- To coordinate and manage the annual risk assessment process for the school (CMc)

- To coordinate performance monitoring processes (CMC)
- To make provision for the inspection and maintenance of work equipment (CA)
- 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. (CA)
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors. (CMC)
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally. (CMC)

Teaching and support staff holding positions of special responsibility This includes Assistant Headteachers, School Support Manager, Site Manager.

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 and safety risk assessments of the activities for which they are responsible
- Ensure that all staff under they manage are familiar with the relevant health and safety Codes of Practice, for their area of work
- Resolve health, safety and welfare 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
- 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 and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out

- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice
- 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 line manager regarding equipment and improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to their line manager and/or the site manager

Employee Consultation/Safety Representatives

The Governing Body believe that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by Norfolk County Council / the Trust will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions which could have health and safety 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.

Staff

All staff have individual responsibility 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, 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 and safety safe systems of work 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), 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

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 rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Make recommendations to the Headteacher through the student Council
- We recognise that due to their SEND many of our pupils need support in all the above areas
- Staying safe, feeling safe and health issues are key priorities of the school and the curriculum will contain content to cover health and safety issues.

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 with responsibility for scrutiny of health and safety performance is Mark Lamb.

Risk Assessment:

General Risk Assessment

General Risk Assessment will be coordinated by CMc following guidance and templates available. They will be responsible for ensuring the actions required are implemented.

Staff Dress Code:

All staff should dress appropriately for work, ensuring clothes and footwear are designed for the work involved and for working with children and young people. Staff who work in the classrooms should think of ease of movement and dignity for themselves and others. In order to ensure a safe working environment that also respects the dignity of both staff and pupils the following are not to be worn:

- Open toed sandals or shoes/flipflops
- Vest tops/strappy tops that can be pulled down.
- Staff are permitted to wear shorts, but these should be of an approximate above knee length.

Fire Safety

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by CA following guidance and templates available.

Manual Handling

Manual handling risk assessments will be carried out by CMc following guidance and templates available.

Computers and Workstations

Computer and workstation risk assessments will be carried out by CMc following guidance and templates available.

Hazardous Substances

CA will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, following guidance and templates available.

Violence to Staff

Assessment of the risks of violence to staff will be carried out by the Headteacher following guidance and templates available. This assessment cross-refers to the school's behaviour policy.

Lone Working

Assessment of the risks of lone working staff will be carried out by CMc following guidance and templates available.

Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty using health and safety curriculum Codes of Practice available.

Caretaking Code of Practice

Assessment of the risks to Caretakers will be assessed by C A following the Caretaking Code of Practice guidance available.

Driving for Work

Assessment of the risks of driving for business will be carried out by CMc following guidance and templates available.

Handling Money

Assessment of the risks of handling money (if applicable) will be carried out by FW following guidance and templates available.

Home Working

Assessment of the risks of staff working from home will be carried out by CMc following guidance and templates available.

Consultation with Employees

Union-appointed safety representatives are – not appointed at present

Consultation with employees not represented by a union is provided through HR

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the site manager.

Any problems or defects regarding plant and equipment should be reported to CA.

Information, Instruction and Training

Information and Advice

A Health and Safety Law Poster is displayed in the staffroom.

Health and safety advice is available from the headteacher/health and safety coordinator.

Health and Safety Training:

Induction

Health and safety induction training will be provided for all new employees and for work experience placement students by Cathie McLeod and Kerry Locke following guidance and templates available. This covers the following areas as a minimum:

- Fire arrangements for the workplace, including assembly point, exit routes, fire alarm sounder and specific details as they relate to the premises
- First aid arrangements – first aid contacts and location of first aid equipment
- Details of asbestos containing materials which are relevant to the place(s) of work
- Welfare facilities – toilets, kitchen, rest areas
- Incident reporting requirements
- Display Screen Equipment assessment
- Staff responsibilities (general, specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning and delivery).
- Relevant risk assessments which apply to the work and safe working practice
- Arrangements for competency development such as mentoring, job shadowing, training courses and what work tasks cannot be carried out until the required competency level is achieved.
- Means to report building defects and Premises Headteacher/line manager information
- Premises security and any lone working requirements
- Pupil safety and safeguarding

Short health and safety e-learning modules are provided which cover core subjects including manual handling, display screen equipment and fire. Use of these courses may not necessarily replace the need for staff to attend a formal training course or receive further instruction and information, for example, lifting techniques for manual handling.

Staff and governors named below have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Premises Management 1 – General:
- Premises Management 2 – Asbestos:
- Premises Management 3 – Fire Safety Risk Assessment:

Curriculum/Subject Specific Health and Safety Training

Primary and Secondary PE and School Sport

- Risk Management in PE (primary and secondary subject leaders): (CMc)
- Ensuring Pupils are Safe in PE (primary teachers and coaches):
- Safe Supervision of Swimming:

Outdoor Education

- Educational Visits Coordinator: (CMc)

Occupational Risks First Aid at Work:

- Cheryl Frost-Cordy, Caroline Allcock, Molly Forder, Ian Shorten, John Gray, Tracy Hindley Emergency First Aid at Work:

Paediatric First Aid (for schools with children up to age 5):

- Molly Forder

Manual Handling:

- Cathie McLeod, Allan Ashley, Ratna Shama, Jenna Humphrey

Moving and Handling of Disabled Pupils:

- Cathie McLeod,, Ratna Sharma, Allan Ashley

Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training:

- Julie Pritchard

Norfolk Steps training tutors:

- Colin Wheelhouse, Kerry Locke, Ella Whitworth, Maz Mason

Norfolk Steps training

September 2024 Step On followed by class specific Step Up training delivered to all staff exceptions:

- Cathie McLeod, Chris Allcock, Anna Brown, Francis Burchell

Caretaking/Site Management

- IOSH Working Safely (Norse Commercial Services): Chris Allcock findings to prevent a recurrence.

First Aid

First aid box/es are kept in each classroom, the Kitchen, the medical room, the Resource room and on the buses. They are checked regularly by the First Aiders.

The following employees are available to provide first aid:

- Ian Shorten, Molly Forder, John Grey, Tracy Hindley

Supporting Pupils with Medical Conditions

Prescribed medication will be administered to pupils following guidance and documentation on Norfolk Schools.

Cathie McLeod is responsible for management of administration of medicines to pupils.

Site Security and Visitors

All visitors must report to the front reception where they will be asked to sign the visitors book and wear a visitors' badge.

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

- Contractors to be accompanied by Site Manager if children are on site.
- Visitors to be met by Class staff and office informed if visitors are due
- Pupils should be supervised at all times
- Supervision may be discreet for some students who may be involved in independence programmes, but supervision MUST BE THERE.

On-Site Vehicle Movements

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

- Parking badges for staff.
- Parking only in designated areas.

Selection and Management of Contractors / Construction & Refurbishment works

Contractors and Construction Projects are selected approved and managed by CA Guidance and templates available

- Norse Commercial Services: IOSH Working Safely:(C A)
- Norse Commercial Services: Ladder Training: (C A)
- Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate: (C A)

Health and Well-Being

- Well-Being Facilitators: (C Mc)
- Raising Awareness of Chronic Medical Conditions: Asthma, Diabetes, Epilepsy

School Nurse delivers additional training as and when needed Epilepsy (medazalem) Training (September2024)

- Jo Eglen, Kayleigh Bush

Allergy awareness training online July – September 2024

- Tracy Howes, Ruth Crawford,Mollie Forder,John Gray, Tracey Hindley, Allan Ashley

Gastro CareTheory/practice; Oct 2024

- Jo Eglen, Kayleigh Bush, Allan Ashley, Ratna Sharma, Kirsty Tye

Diabetes

- Tracey Howes, John Gray, Cathie McLeod, Leah Kelmsley, Claire Bromley, Ian Shorten

Minibuses

Norfolk County Council Minibus driver training:

- Kerry Locke, Bev Walker, Ian Shorten, Tracy Hindley, Sam Frost-Cordy, Chris Allcock, Manu Burton, John Gray.

Training Records and Training Needs Identification

Health and safety training records are held by: Cathie McLeod

Training needs will be identified, arranged and monitored by: Cathie McLeod

Incident Reporting and Investigation

All accidents 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 nonemployee is taken directly to hospital) must be recorded on the Norfolk County Council online incident reporting system OSHENS.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept in the pigeon holes in the staff room

Colin Wheelhouse will investigate all incidents and act on findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 2. Please add updated one First Aid

First Aid should be given, but only as far as knowledge and skill permit. The patient should be reassured and, only if necessary, removed from danger.

In the event of needing first aid assistance, assess the situation, does the injury require the named First Aider or can injury /illness be treated by personnel with emergency First Aid at work training?

If circumstances necessitate it a First Aider should be summoned immediately to tend to the patient.

First Aid Room

The First Aid room is in the Primary Department

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis.

No casualty should be allowed to travel to hospital unaccompanied. Heads of Dept will designate an accompanying adult/adult in emergencies where parents cannot be contacted.

If a student has challenging behaviour phone A&E to inform them before arrival and ask for them to be seen quickly. Phone parents/carers to inform them. If a student has a Care Plan, take a copy to the hospital with them.

Reporting Accidents

All accidents must be reported. The person responsible for the recording and reporting of accidents is the Headteacher.

The Accident Sheets are located at: Staff Room Pigeon Holes upload to CPOMS

Procedures laid down in the Departmental Health and Safety Manuel must be followed at all times.

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.

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 the National Gas Emergency Service (National Grid) on 0800 111 999.

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.

Monitoring

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by C A

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.

Policy Monitoring and Reporting.

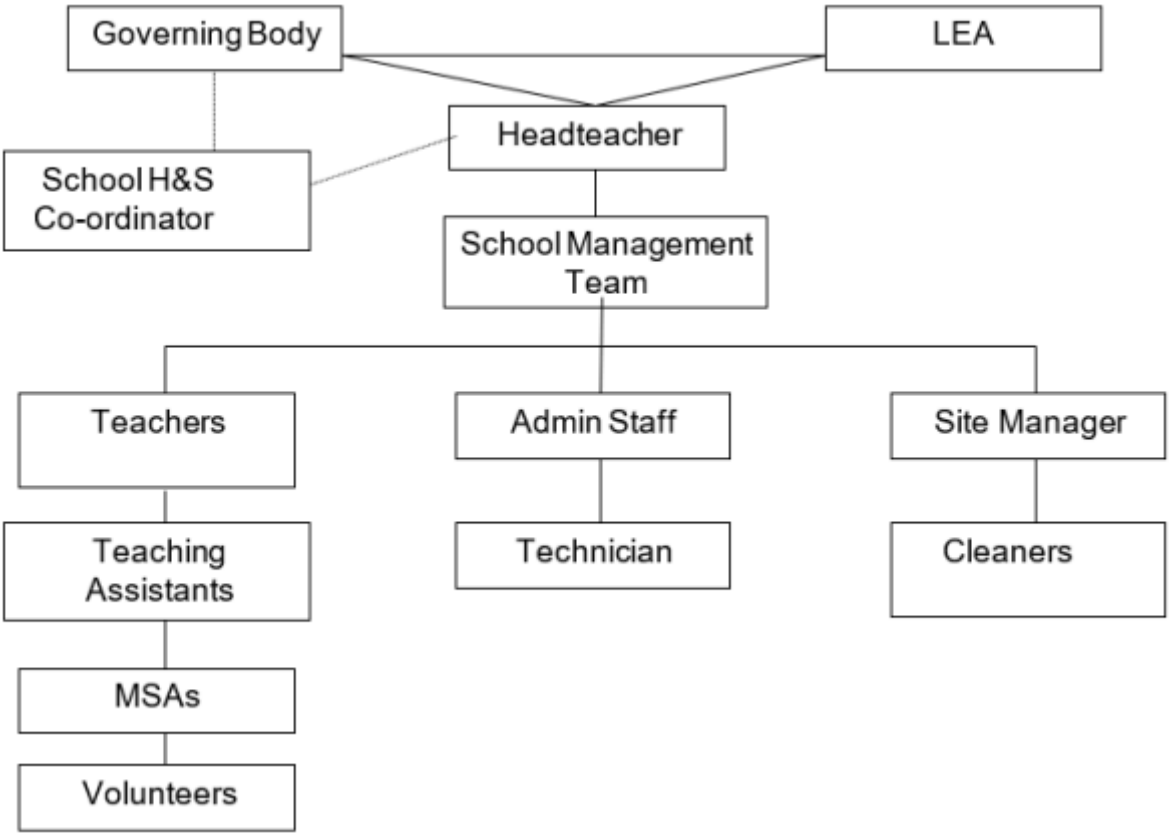
This policy is monitored and updated by the Premises, Action, Safety and Health (PASH) committee.

This policy is to be monitored and reviewed at least every two years and more frequently in the light of experience, or because of operational or organisational changes.

Last Reviewed October 2024 Next Review September 2026

Appendix 1

Harford Manor SCHOOL HEALTH AND SAFETY ORGANISATIONAL CHART



Appendix 2 FIRE AND EVACUATION PROCEDURES (School Building)

(Please see addendum for COVID Fire Evacuation Procedures)

- Fire notices are displayed at the entrance and each room

- Escape routes are checked by Chris Allcock, Cathie McLeod quarterly
- Fire Extinguishers are maintained and checked by T and P Fire every year
- Alarms are tested by T and P Fire quarterly

Emergency evacuation procedure will be tested once every term.

PREMISES EVACUATION ARRANGEMENTS in case of an alarm being activated are as follows:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm. They should then notify the main office of the exact location.
- The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.
- Office staff will alert the on-call person to go to the zone where the alarm has been set off to investigate if there is a fire or false alarm. The designated person will contact the office if there is a genuine fire or false alarm. Office will dial 999 if there is a fire.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly point.

The assembly areas are:

- Secondary Field
- Front of school

The Headteacher (or Assistant Head in the HTs absence) will undertake supervision of the assembly areas.

Immediately pupils arrive at the assembly area, they must stand in their class groups while staff check their registers. Registers, class lists, first aid boxes and contractors' book etc. will be taken out to the assembly point by Office staff. In the event that classes are still in possession of their register, they will bring this out as they evacuate. The result of this check must be reported to the person in charge as soon as it is completed.

The Site Manager will take a mobile phone and sweep the building.

The HT will liaise to check that all pupils, staff, visitors and volunteers have been evacuated.

The Assistant HT will liaise with the Fire Brigade on their arrival.

When the Headteacher is satisfied that it is a false alarm, he/she will direct staff, pupils and visitors to return to the building.

If the building cannot be reoccupied following an evacuation, pupils will be evacuated to the nearest available safe, enclosed space and arrangements made to contact parents. The local cluster high school has agreed to offer space in this eventuality: Hewett School

Appendix 3

INCIDENT REPORTING AND INVESTIGATION (School Building)

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 is to be completed on-line.

Minor accidents to pupils, visitors and staff will be reported on the premises Administration of First

Aid Forms. These forms are held at Staff Room Pigeon Holes

Investigation of Incidents and Remedial Action

Colin Wheelhouse will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence.

Reporting

The person responsible for recording and reporting of incidents to County Hall and maintaining records is Colin Wheelhouse.

Appendix 4 Harford Manor Governing Body 2024 - 2026

Health and Safety Procedural calendar – When monitoring should take place (Name of specific check and key staff responsible)

September	October	November	December
Codes of Practice – Prim, Secondary, DT, Science, Food Tech, PE, Art, Drama. (CMc) Procedural arrangements in School Caretaking (CA) Fire Drill (CA) AT SOME POINT THIS TERM	Ladders and Steps (CA) Health & Safety Policy review (every 2 yrs – due 2026)	Fire Risk Assessment (CMc, CA) Health and Safety – Primary School Activities (CMc) Stress at Work (CMc)	General Risk Assessment (CMc) First Aid (CMc) Single Central Record monitoring (ML)
January	**February**	**March**	**April**
Security Checklist (K CA) VDU assessment (CMc) (every 2 yrs. – due 2020) Fire Drill (CA) AT SOME POINT THIS TERM	Handling Money at Work Risk Assessment (FW CFC)	Managing Health and Safety (CMc CA) Single Central Record monitoring (ML)	Tree Assessment due Spring 2025 (every 18 months in different season) Ladders and Steps (CA)
May	**June**	**July**	**August**
General Workplace Inspection (CMc, CA) Fire Drill (CA) AT SOME POINT THIS TERM	Students and Volunteers (CMc)	Single Central Record monitoring (RE)	

Appendix 5 Harford Manor School

Sun Safety Procedures and Practice

Governors and staff are fully aware of the dangers that over exposure to sunlight can have on skin. The following sets out the main aspects of our school procedures to protect children. This should be read in conjunction with the school Health and Safety policy.

As a school there are two aspects to the policy, the implementation of safe school practice and the supporting strategies.

Implementation.

As a school we will:

1. 1Develop staff awareness through provision of information regarding sun safety and available resources to teachers.
2. Implement the concepts of the "Slip, Slap, Slop" programme: The main points are:
    - Reduce sun exposure between 11am and 4pm
    - Seek shade or create your own shade
    - SLIP! on clothing to cover your arms and legs
    - SLAP! on a wide-brimmed hat
    - SLOP! on sunscreen with SPF (Sun Protection Factor) 15 or higher
    - •Tanning beds and sunlamps are not a safe way to tan.

Other sun safety precautions include wearing UV protective sunglasses, using lip balm with a SPF of 15 or greater and performing regular skin examinations.

All pupils' sun cream/ sticks/ roll on must be clearly labelled. No child should share products belonging to other children.

Application of Sun cream

- Parents will be encouraged to apply cream before the start of school
- Normally, pupils will be encouraged to apply their own cream (preferably a 'roll on' style) under the supervision of an adult.
- Adults may help children apply cream to face, neck and arms where parents have supplied a written request. Children should apply cream to their own legs. Adults may only apply cream where another adult is present.

Supporting strategies.

1. Develop a proactive supervision procedure during the dinner break (i.e., check students for appropriate attire – sunhats etc., encourage the use

of shade etc). This should particularly focus on pupils whose parents have not provided them with either cream or protective clothing.
2. Sunhats will be considered to be part of school uniform and actively encouraged to be worn. Sunhats in school colours will be available from the school office.
3. Provide parents with information on the type and recommended preventive strategies for sun safety through school newsletters.
4. Encourage and ensure through advance notice that parents, staff and students use a preventive approach on special, all-day activities such as PE days, educational visits and sports days.
5. Sports day will be held in the morning and finish before lunch to avoid the hottest part of the day.
6. Provide a balance of indoor and outdoor activities during peak times. We will provide an indoor area to allow children to shelter from the sun. Supervisors will monitor pupil movement.
7. Utilize shaded areas for outdoor play.
8. Provide protective shade – buildings, awnings or canopies for extra shaded areas.
9. Provide shaded seating – under trees, parasols for picnic benches etc.
10. Model "sun safe practices". All adults should be seen to adhere to sun safe practices.
11. The dangers of sun will form part of the PSHE/science curriculum.

Appendix 6

Harford Manor School Procedures for Tree Safety Management

Staff and Governors at Harford Manor are committed to reducing tree risks to as low a level as is reasonably practicable.

Harford Manor School follows and supports Norfolk County Council (NCC) Tree Safety Management Policy and Procedures.

These procedures are an appendix of our Health and Safety Policy and set out to clarify the measures we take to reduce the risk to students and staff from potential hazards caused by trees.

Our approach to best practice:

Harford Manor School we recognise that;

- Healthy trees benefit the environment
- Tree inspections are required to ensure the safety of students, staff and members of the public
- Regular tree maintenance reduces the risk of dangers caused by a tree or part of it to cause harm.

We are therefore committed to ensure that we put in place appropriate measures.

Since tree work does not form part of the standard grounds maintenance contract, the Governors employ the services of a competent external contractor to carry out the required tree inspections.

Routine tree inspections

This policy sets a base standard for the routine inspection of trees on NCC sites by identifying risk zones as described below.

Risk zones	County Council Sites
High risk Level 1 Inspection every 18 months	• Schools (high use areas) ○ High use = >36 people per hour • Field Study Centres • Outdoor Education Centres • Play areas
Moderate risk Level 1 Inspection every 2½ years	• Schools (all other areas)
	• Other Children's Services sites

The timing of high and moderate risk inspections is designed to ensure that trees are seen at different times of year, both in the winter and when in leaf. This will give a better overall indication of a trees physiological and structural condition. For the same reason, it would be an advantage if the low risk inspections are carried out at different times of year.

Level 1 Tree Inspections

When a site is inspected, according to the above frequency, the inspector will fill in a Site Tree Inspection Form. If no trees with significant defects are found, this will be stated on the form.

The inspection reports should be retained for 10 years.

Reactive and emergency tree inspections

In addition to these planned inspections, reactive Level 1 tree inspections will need to be carried out as a result of damage to a tree or its root system from accidental or environmental causes or as a result of complaints, concerns and enquiries. Harford Manor will contact an external contractor in response to emergency situations such as gale force winds.

Gale force wind speed indicators:

Beaufort number	Description	km/h	mph	Land Conditions
8	Gale; Fresh gale	62 – 74	39 – 46	Some twigs broken from trees.
9	Strong gale	75 – 88	47 – 54	Some branches break off trees and some small trees blow over.
10	Storm; Whole gale	89 – 102	55 – 63	Trees are broken off or uprooted, saplings bent and deformed.

Inspections of problem trees

Where a tree with significant defects is identified a Tree Defect Report needs to be filled in. One form is required for each tree with a defect and a copy sent to the Council's Arboriculture Officer at County Hall, so that a professional tree Inspection can be carried out.

This further inspection will assess the tree's physiological and structural condition and the report produced will be sent to the appropriate Level 1 Tree Inspector or Client Officer, detailing any remedial works required.

Emergency tree works

If a tree requires emergency action that can be organised by the inspector the work must be carried out by a contractor who is listed on NCC's list of tree surgeons, in line with Section 20 – Management of Contracts and Contractors and the works order will contain the following statement:

"Before any work is carried out, Norfolk County Council requires that an assessment is made by the tree contractor as to whether there is the potential for the tree or the part of the tree affected to be used by nesting birds or a European Protected Species, particularly bats. Where a tree is imminently dangerous, interim remedial works to make a tree safe or fencing a site or tree off may be acceptable to reduce the risk temporarily. If bats are found, Natural England should be contacted immediately (01603 674933) for advice. The Arboriculture Officer (01603 222118) must also be notified so that agreement can be reached with Natural England on how to deal with the situation."

A Tree Defect Report Form will be filled in showing the actions that were taken. This form will show the name of the tree surgeon that carried out the work and the date it was completed. This information will be passed to the Arboriculture Officer either by phone or email before the form is filed.

Tree management guidelines

Norfolk County Council policy provides extensive guidance on the way in which trees should be managed. The following particular controls are the starting point:

- No live tree is to be cut down without seeking agreement with the Council's arboriculture officers.
- Any tree that is felled must be replaced with one or more new trees of an appropriate species.
- Pruning trees should not be carried out if it is not necessary since any cutting can weaken the tree and allow decay organisms to enter exposed and vulnerable tissue.
- No root pruning should be carried out without consultation with the Council's arboriculture officers.
- Contractors must be chosen in line with Section 20 – Management of Contracts and Contractors with contractors drawn from the NCC list of tree consultants
- Chris Allcock Site Manager has training in carrying out Tree inspection