

# Norfolk Institute of Performing Arts

## Health and Safety Policy

### **Contents**

Directors' Responsibility	p.2
Staff Responsibility	p.3
Designated Responsibilities	P.5
Safety Officer	p.6
Education and Training	p.7
Fire Safety	p.7
Manual Handling and Working at Height	p.7
Risk Assessments	p,8
Site Security	p.8
Reporting and Record Keeping	p.9
Monitoring and Internal Investigations	p.10

In formulating this policy, which is reviewed annually, Norfolk Institute of Performing Arts has regard to:

- DfE guidance Preventing and Tackling Bullying July 2017
- Educational (Independent School Standard) (England) regulations 2010 (revised 2019)
- Equality Act 2010
- Children Act 1989
- Cyberbullying: Advice for headteachers and school staff DfE November 2014)
- Keeping Children Safe in Education 2020
- Prevent duty guidance 2015
- Sexting in schools and colleges: responding to incidents and safeguarding young people (UKCCIS 2016).

## **Directors' Responsibility**

The directors of Norfolk Institute of Performing Arts understand and accept their obligations, under the Health & Safety at Work Act 1974 and associated legislation, to provide a safe and healthy environment for all users of the premises.

As far as is reasonably practicable, the directors expect to provide:

- Safe systems of work and healthy working conditions.
- First aid facilities and trained first aid personnel.
- Safe premises, plant and equipment.
- Arrangements for safe use, handling, storage and transport of articles and substances.
- Adequate firefighting equipment and appliances that are regularly maintained.

The directors of the school will seek to follow the government's guidance on "Good Estates Management (<https://www.gov.uk/guidance/good-estate-management-forschools>)", recognising, that effective management of the school estate will improve Health & Safety and will also support the educational vision and strategy for the school. edis1.pdf)

## Staff Responsibility

The directors expect the school employees to:

- Inform the designated officers of any special, newly identified or anticipated hazards.
- Investigate and keep a record of all incidents and fires.
- To report immediately to the designated officers any serious or potentially serious accidents, occurrences or fire hazards.
- Support and implement this policy, including “Designated Responsibilities and Health & Safety Procedures”.
- Promote and use all protective equipment available, ensure that students are fully conversant with their obligation to make use of protective equipment, be aware of safety procedures and potential hazards.
- Familiarise themselves with procedures for emergency evacuation.
- Ensure that any equipment purchased, hired or installed is suitable and safe for its intended application.
- Report to the designated officer if inadequacies are detected in any safety procedures.
- Be conscious of the health, safety and welfare of themselves, their colleagues, persons in their care and members of the public, and do nothing by act or omission which will adversely affect themselves or put others at risk.
- Report all accidents, notifiable diseases, dangerous occurrences and potentially hazardous incidents or practices in accordance with prescribed procedures.

- Teach safety as an integral part of courses or working practices by formal teaching or example. Ensure that staff, employees and pupils see or allow only the best industrial or teaching practices.
- Prohibit any employee or pupil who refuses to adopt safe working procedures from taking part in the operation or lesson and refer them so that appropriate disciplinary action can be taken.
- Inform and promote contractors or other workers not employed directly by the school of the Health & Safety regulations and ensure that they comply with those regulations.

## **Designated Responsibilities**

All employees share responsibility for achieving safe working conditions. Employees must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Ultimate responsibility for the implementation of the Health & Safety policy within the school lies with the directors. The directors will ensure close liaison with and reporting of all health and safety matters where relevant to staff and students.

## The Safety Officer

The Safety Officer, Nichola West, shall be responsible for:

- Monitoring and implementing the general safety programme.
- Carrying out a regular programme of inspections.
- Analysing accident reports.
- Monitoring first aid procedures.
- Recording any breaches of the Health & Safety policy.
- Promoting and setting by personal example, a safe attitude to good working practices.
- Holding relevant information on Health & Safety, which will include Health & Safety Executive (HSE) guidance notes, codes of practice and copies of this policy and its appendices.
- Ensuring that all employees, contractors and visitors are fully informed of the Health & Safety policy and their obligations.
- Obtaining and updating all Health & Safety regulations and any relevant statutory provisions.
- Ensuring that the school is organised so that there is no unacceptable risk to members of staff, pupils or other users of the property.
- Ensuring that all employees are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.
- Ensuring that there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.
- Monitoring the effectiveness of the safety content of staff training.

## **Education and Training**

The Safety Officer and the directors are responsible for ensuring that training in safety and related topics is kept under constant review. The School will ensure that staff are given adequate training and supervision to perform their work competently and safely. Staff will be given a health and safety induction and provided with appropriate safety training.

## **Fire Safety**

All staff and pupils should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the School. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point. Fire drills are held once per term and must be taken seriously. The School also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

## **Manual Handling and Working at Height**

The School seeks to avoid the need for manual handling and working at height wherever possible. Where manual handling and working at height cannot be avoided, the School will seek to reduce the related risks by providing training and guidance in manual handling and working at height techniques in accordance with the Manual Handling Operations Regulations 1992 (as amended) (MHOR) and Working at Height Regulations 2005.

## **Risk Assessments**

General workplace risk assessments are carried out periodically. The purpose is to assess the risks to health and safety of staff, pupils, visitors and other third parties as a result of the School's activities, and to identify any measures that need to be taken to control those risks.

The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.

## **Site Security**

The School has a policy of restricting access to the School buildings to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises. The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks).



## **Reporting and Record Keeping**

The Health and Safety Officer is responsible for ensuring that the School complies with its reporting and record keeping obligations in line with the School's Data Protection policy and privacy notices.

Following an incident or accident, the School will take all reasonable steps to collect and preserve relevant evidence and documentation.

The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations. Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained for at least six years unless the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday.

## **Monitoring and Internal Investigation**

The School monitors health and safety both actively and reactively. The Health and Safety Officer is responsible for acting on investigation findings to prevent a recurrence.

The Health and Safety Officer is responsible for monitoring health and safety procedures, reviewing risk assessments, accident reports and accident investigations regularly. Reviews should include a review of health and safety related complaints and sanctions taken against employees and/or pupils for health and safety breaches.

The Health and Safety Officer is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to instruct or discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation. Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.

The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame. The School will not sanction any internal investigation which may prejudice the investigations of outside agencies. No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.