NORWICH HIGH SCHOOL
For Girls aged 3-18

GDST

Health & Safety Policy

Norwich High School for Girls recognises and accepts that under the Health & Safety at Work etc, Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the School, through a risk management approach, to meet its responsibilities under the Act, Regulations made under the Act and approved Codes of Practice, and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.

2. Provide all employees and pupils with the information, instruction, training and supervision that they require to recognise and manage risk.

3. Provide and maintain a safe environment for all visitors bearing in mind that these visitors may not be aware of all the risks arising from their use of the School's facilities.

4. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards.

5. Develop risk awareness amongst all employees and pupils.

6. Consult and cooperate with partners working with the School in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.

7. Consult employees on health and safety matters through the Head, Health and Safety Coordinator and Health & Safety Committee, and with staff.

8. Continually improve the standards of health and safety in the School in line with good practice models.

9. Ensure that this Policy can be used as a practical working document and that it is published and made available to all School employees.

10. Keep the details of this Policy Statement and its associated Procedures and Guidance under regular review and in line with changing safety practices and current legislation.

Detailed guidance on Health & Safety is published in the Health and Safety sections on the GDST HUB. Important health and safety information and guidance is also regularly sent, by email, from the Trust Office to key staff in the schools. Staff who receive this information should ensure that it is brought to the attention of all relevant employees, the school's Health and Safety Committee and that it is properly actioned.

The School wishes to remind employees that under section 7 and 8 of the Act every employee has a duty whilst at work:

- To take reasonable care of their own health and safety
- To take reasonable care of the health and safety of other people
- To cooperate with their employer in order that they can fulfil their duties
- Not to interfere or misuse anything provided for health and safety

And that any employee who fails to observe the requirements of any part of this Policy may be the subject of disciplinary proceedings in accordance with his/her Contract of Employment.

Policy last reviewed:	September 2026
Next review due:	September 2027
Person responsible for review:	Health and Safety Co-ordinator
Audience:	Staff, pupils and parents

Nicola Griffiths
Headmistress
Norwich High School for Girls

Appendix: Health and Safety Practice in the school

The Health and Safety Committee & Meetings

Purpose and objectives

The purpose of the H&S Committee will review, challenge, consider and advise on the health, safety and welfare aspects of all Norwich High School and GDST policy, procedure and practice relating to students, staff, contractors and visitors (inc. parents).

The objectives of the H&S Committee are to:

- Keep measures taken to ensure the health, safety and well-being of staff and pupils under review and make relevant recommendations;
- Review the school / Trust Office's compliance with H&S legislative requirements and GDST policy, and making relevant recommendations;
- Monitor and review the planning and organisation of health and safety training and making relevant recommendations;
- Examine incident data to identify trends, unsafe working conditions or practices, and making relevant recommendations;
- Fulfil the H&S consultation role, eg by reviewing new/revised H&S policy and guidance and considering how it will be implemented in the school / Trust Office.

Meeting arrangements

- The H&S committee will be termly.
- All staff are to be notified of the date of the H&S committee meeting at least 1 week in advance of the meeting with details of the agenda.
- Reports are to be submitted to the Head one week prior to the meeting.

Committee members *Will attend termly meetings*	**Leaders of High Risk areas** *Invited to meetings if required; may attend any meeting*
Chair/Head - Nicola Griffiths Head of Prep School - Susan Roberts Trust H&S rep - Faye Abel Facilities Manager - Jondi Osborne Nurse - Liz Turner Union rep - Ceilidh Mapes Trust Estates manager - Steve Greenhalgh (at least annually)	Director of Sport - Debs Smith Head of Art and Textiles - Sarah Taylor EVC - Helen Dolding Head of Science - Katie Jolly Head of Product Design - Louise Ryan Catering - Holroyd Howe Director of Music - Mark Hall Network manager - Tom Milne

Staff responsibilities

- All staff are given a copy of the GDST Health and Safety Handbook, which they are expected to be familiar with (held in the NOR-Policies Folder on the shared drive here).
- If staff are concerned about a Health and Safety matter, they should inform one of the Committee, in writing or by email, at once. Requests for maintenance which is causing a hazard or may give rise to illness or injury should be forwarded to the Facilities Manager, who will see that it is given priority.
- Any near-misses – incidents which almost caused an accident – should be reported in writing or by email to the Nurse and Facilities Manager for recording on the Sphera Accident Reporting System.

The Trust Health and Safety Policy

- A copy of this document is kept in the NOR-H&S Folder on the shared drive (here), members of staff should familiarise themselves with its contents. Spare copies can be obtained from the Facilities Manager.

Fire Regulations – Staff Duties

- Staff duties in the case of fire are detailed in the Fire Emergency Evacuation Policy (here).

Bomb alert procedure

- The Deputy Head Pastoral and Co-Curricular is the Bomb Evacuation Co-ordinator and the Deputy is the Facilities Manager. Staff duties in the case of a bomb threat are detailed in the Bomb Evacuation Policy (here).

First Aid Information

- In case of illness girls should only leave the classroom at lesson change or break, unless serious illness is suspected or immediate nursing care is called for or at the discretion of the teacher.