Swalwell Primary School

Health and Safety Policy

Named personnel with designated responsibility for Attendance:

Academic year	Head teacher	DHT & Assistant Headteachers	School Business Manager	Chair of Governors
2022/23	Mrs R Hocking	MR R Warren, Mrs S Leaver & Mrs K McCall	Mrs E Elliott	Mrs L Gray

Policy review dates:

Review Date	Changes made	By whom	Date Shared
Autumn 2018		Mrs R Taylor	Agreed at FGB
Autumn 2019	6/11/2019	Mrs R Taylor	Agreed at FGB
Autumn 2020	Yes	Mrs R Taylor	September 2020
Autumn 2021	21/09/2021	Mrs R Taylor	
/Autumn 2022	20/9/2022	Mrs E Elliott	

School Health & Safety Policy

Introduction

Each school is required to have a Health and Safety Policy in place. It is recommended that the school's Health and Safety Policy should be developed by the Governing Body in conjunction with the head teacher and members of the school leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

This policy has three parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Health & Safety Responsibilities for School staff

Part 3 - School Management Arrangements

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Part 1: Policy Statement

Swalwell Primary School
Health & Safety Policy

The Health and Safely at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

Signed:

Mrs L Gray, Chair of Governors

Signed:

Mrs R Hocking, Head Teacher

Date: Click here to enter a date.

Review date: September 2023

Part 2: Health & Safety Responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings and ensuring that health and safety performance is monitored regularly. In order to comply with regulatory controls, the governing body is responsible for ensuring that advice from competent advisers is available on health and safety matters.

The Head Teacher has responsibility for the day-to-day operation of health, safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. In addition the Head Teacher will ensure that health and safety policy and procedures are part of the day-to-day running of the school. In order to comply with regulatory controls, the Head Teacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

Further specific health and safety responsibilities are detailed below;

Name	Responsibility
Mrs Rachel Hocking, Headteacher	Whole School
Mrs Elliott, School Business Manager	Whole School
Mr Leighton, Caretaker	Whole School
Mrs Wicks Miss Mabon Miss Lawson Mrs McAvoy Mrs Cunningham Mrs Vanner Miss Foley Mrs Telford Mrs Waugh	First Aid
Mrs Leaver Mrs Wicks Mrs Taylor Mrs Vanner Mrs Cunningham Miss Foley Miss Telford	Administration of Medicines
Mrs Hocking Mrs Leaver Mrs McCall Mrs Wicks Miss Mabon Miss Doyle Miss Telford	Positive Handling/ Team Teach
Mrs Wicks Miss Mabon Mrs Vanner	Manual Handling

Mrs Cunningham Mrs Waugh Mrs Hall Miss Foley Miss Telford	

Part 3: School Health & Safety Management Arrangements

The Corporate Health & Safety Handbook and Education Health & safety Handbook both contain various documented standards, forms and guidance materials, many of which are applicable to the school.

http://council/humanresources/healthandsafety/handbook.htm
http://council/humanresources/healthandsafety/edu-handbook/index.html

The school commits to following the procedures detailed below to ensure that employees, pupils and members of the public are not put at risk by school activities.

Covid-19

Swalwell Primary School has adopted the Local Authority Covid-19 risk assessment and adapted this to make it school site specific. Risk assessments can be located in the main school office or for school employees via CPOMs. When visitors/ contractors arrive on school site covid-19 guidelines are explained and a visitor policy is distributed. Headteacher assisted by Senior Leadership Team and the caretaker have responsibility for ensuring any actions required are implemented.

Incident reporting & investigation

Adopted standard(s)	*LCS-HS-58: Incident Reporting and Investigation Procedure*
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded on a HS20 incident and accident form. Forms are available from the school office. First aiders complete daily slips which are passed to the parents at the end of the day. The copy is held in school.
	Headteacher is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with LCS-HS-58

Administration and management of medicines

Adopted standard(s)	*EDU-HS-01: Administration and Management of Health Needs in Schools*
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located in school office
	The appointed persons/first aiders are listed in part 2.

Hazardous Substances

Adopted standard(s)	*EDU-HS-02 Control of Substances Hazardous to Health*
Specific school arrangements	Caretaker will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Caretaker will be responsible for ensuring that all actions identified in the assessments are implemented.

Infection Control

Adopted standard(s)	*EDU-HS-06: Infection Control in Schools and Childcare Settings* *LCS-HS-93 Control of Infections at Work* *LCS-HS-103 The Disposal of Clinical Waste*.
Specific school arrangements	Guidance on infection control posters situated in school office and in staff room or consult School Nurse.

Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	*EDU-HS-13: Statutory Maintenance and Testing Within Schools* *LCS-HS-90: Management of Premises*
Specific school arrangements	Gateshead Council is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.
	A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDU-HS-13) has been prepared and is kept updated by School Business Manager and Caretaker. The schedule is located in admin office.

First Aid

Adopted standard(s)	*EDU-HS-05: First Aid Provision in Schools*
Specific school arrangements	The first aid box(es) are located outside the adult toilets at the main entrance, outside Early Years, outside Year 6 classroom.
	The appointed persons/first aiders are listed in part 2.

Emergency Management Plan

Adopted standard(s)	*EDU-HS-10 Emergency management plan* *EDU-HS-14 Unavoidable school closures*
Specific school arrangements	Incident Response Arrangements Plan 2019/ 20.

Outdoor Play Equipment

Adopted standard(s)	*EDU-HS-07 Outdoor Playground Safety*
Specific school arrangements	Gateshead Council have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176 as part of a Service Level Agreement.
	Caretaker and Class Teachers/ Teaching Assistant undertake daily or pre-use visual checks of play equipment and play areas.

Risk Assessment

Adopted standard(s)	*LCS-HS-40: Risk Assessment*
Specific school arrangements	Caretaker/ School Business Manager and Class Teachers are responsible for carrying out risk assessments
	The findings of the risk assessment will be reported to Headteacher
	Risk assessments will be approved by Headteacher
	School Business Manager and Caretaker have responsibility for ensuring any actions required are implemented

Security/ Violence at work

Adopted standard(s)	*EDU-HS-12: Security* *EDU-HS-15 Warning and Banning Persons from School Premises* *LCS-HS-79: Violence at Work*
Specific school arrangements	All visitors are given an ID badge. A new signing in system will be introduced from Oct 22 which will give them an electronic briefing of the procedures and advise them accordingly.
	Access to the school is controlled by administrative staff via door release.

Lone Working

Adopted standard(s)	*LCS-HS-31 Lone Working*
Specific school arrangements	The following employees are considered to be lone workers: Caretaker
	Lone workers have been briefed on the procedure to adopt when working alone.

Curriculum Safety

Adopted standard(s)	*EDP-HS-29b: Code of practice for Technology in Primary Schools* *EDP-HS-30: Code of practice for PE and Sports*
Specific school arrangements	Safe code of conduct on all PE, Sports and Design Technology lessons is adhered to at all times.

Consultation and Communication with Employees

Adopted standard(s)	*LCS-HS-08: Communicating the Health & Safety Message* *LCS-HS-10: Employee Consultation*

Specific school arrangements	Health & Safety information is communicated to employees via weekly staff meetings and policy sharing.
	Employee Representative(s) are Caretaker and School Business Manager Trade Union appointed Safety Representatives are N/A
	The above mentioned Safety Representative(s) will: • Attend meetings of safety committees • Liaise with the Head Teacher on health and safety matters. • Investigate accidents and potential hazards within the workplace • Investigate complaints made by an employee they represent relating to health, safety and welfare at work • Carry out inspections of the workplace • Represent employees they were appointed to represent in consultations The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977

Training

Adopted standard(s)	*LCS-HS-09 Health & Safety Training* *LCS-HS-77: Identification of Training Needs*
Specific school arrangements	School Business Manager is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by School Business Manager
	Training records are kept in admin office by School Business Manager
	Induction training will be provided for all employees by Headteacher, School Business Manager and/ or Caretaker.

Asbestos

Adopted standard(s)	*Corporate Asbestos Management Plan* *ASB60: Asbestos Management Site Guide*
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by School Business Manager and the new council appointed lead for asbestos.
	The site specific management plan is located with the caretaker and admin office.

Management of contractors

Adopted standard(s)	*LCS-HS-18: CDM* *LCS-HS-89: Assessment, Engagement and Management of Contractors* *LCS-HS-98: Contractor's Health & Safety Standards*

Specific school arrangements	Headteacher and School Business Manager are responsible for assessing contractor health and safety competency prior to appointment.
	Headteacher (assisted by caretaker and School Business Manager) has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

Display Screen Equipment

Adopted standard(s)	*LCS-HS-21: Display Screen Equipment:*
Specific school arrangements	Regular DSE Users have been identified as administrative staff.
	DSE workstation assessments have been completed by Gateshead's H&S advisor.
	School Business Manager has responsibility for ensuring any actions required are implemented.

Fire

Adopted standard(s)	*LCS-HS-24: Preparing a PEEP* *LCS-HS-25: Fire Emergency Procedures* *LCS-HS-26: Fire Risk Assessments*
Specific school arrangements	Headteacher and School Business Manager is responsible for regularly reviewing the fire risk assessment. The SENDCO is responsible for the PEEP's for children and the SBM for staff PEEPS.
	Caretaker is responsible for keeping the fire log book regularly updated

Stress

Adopted standard(s)	*LCS-HS-41: Stress*
Specific school arrangements	Any stress related incidents will be reported direct to the Head Teacher. The SBM has completed a course "A managers Role in Managing Stress" in Sep 22.

Manual handling

Adopted standard(s)	*LCS-HS-32: Manual Handling*
Specific school arrangements	Training is offered to all staff when necessary.
	The appointed persons are listed in part 2.

Work at Height

Adopted standard(s)	*LCS-HS-43 Work at height* *LCS-HS-68 Ladders* *LCS-HS-86 Stepladders*
Specific school arrangements	Ladder/ stepladder checklists are completed regularly and located within admin office. The caretaker is the only staff member who should be using stepladders in school.

Work Equipment/ Lifting Equipment

Adopted standard(s)	*LCS-HS-39: Provision and Use of Work Equipment* *LCS-HS-72: Lifting Operations and Lifting Equipment*
Specific school arrangements	The school possesses the following items of lifting equipment: Hoists and slings.
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by Gateshead Council.
	School Business Manager, SENDCO and caretaker are responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

Educational Visits

Adopted standard(s)	*EDU-HS-03: Educational Visits and Learning Outside the Classroom*
Specific school arrangements	The school's Educational Visits Coordinators are Mrs K McCall and Mr R Warren.

Electrical Safety

Adopted standard(s)	*LCS-HS-23: Electrical Safety*
Specific school arrangements	School Business Manager and Caretaker has been designated the responsible person for preparing and maintaining an accurate up-to-date the electrical maintenance register for portable appliances used.

Footnote: Further assistance and guidance is available by contacting Health and Safety, telephone number 0191 433 2272 / 2281 / 2270 / 2237 / 2371 / 3827