



Part 1: Policy Statement

Fell Dyke Primary School Health & Safety Policy

The Health and Safety 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.

This policy should be read in conjunction with Gateshead LA Health and Safety policy and other policies listed under the guidance.

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
- to regular monitor and identify, remove or control any risks to health and safety.

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.

The Head Teacher and Assistant Head Teachers will monitor the implementation of this policy to assess whether or not it is being satisfactorily pursued and whether or not the standards of health and safety within the school are satisfactory.

Signed: _____ Mr R Marshall (Chair of Governors)

Signed: _____ Ms Kate Savage (Head Teacher)

Date: February 17

Review date: February 18

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. The Head Teacher will ensure that a termly inspection is carried out by the Health and Safety representative and a nominated governor, and will submit an annual report on health and safety to the governing body.

Senior Leaders are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors.

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. They need to work in accordance with this Health and Safety policy and follow the responsibilities below:

- Check visually that classrooms/work areas and any equipment are safe and being kept in good condition
- Ensure that safety procedures are followed and any necessary protective equipment is used
- Use the correct tools for the job
- Report any concerns regarding health and safety should be reported to the Health and Safety representative who will log them and bring them to the attention of the Head Teacher as necessary. Cases of urgency should be reported immediately to the Head Teacher who will then give details to the Health and Safety representative to file. Serious accidents or occurrences should be reported immediately to the Head Teacher who will investigate and report as appropriate and ensure remedial action is taken to prevent reoccurrence.
- Understand and follow the fire drill and what to do in the case of a fire
- Carry out any necessary risk assessments
- See appropriate advice as and when required

Further specific health and safety responsibilities are detailed below;

Name	Responsibility
<i>Mrs A Orton – School Business Manager</i>	Health and Safety Representative to advise on Health and Safety, H&S record-keeping and Fire Safety
<i>Mr R Jones – Caretaker</i>	Ensuring general routine checks maintained and recorded for H&S and Fire
<i>Ms K Savage, Mrs R Smith, Mrs H Sellars, Mrs A Orton, All First Aiders</i>	Administration of Medication
<i>Ms K Savage, Mrs R Smith, Mrs H Sellars</i>	Care and Welfare
<i>Mrs J Atherton</i>	Catering
<i>Class Teachers</i>	Swimming
<i>Mrs R Smith, Mrs H Sellars, Mrs L McKinley</i>	Educational visits/Evolve
<i>Heather Taylor</i>	Local Authority Health and Safety representative

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.

Incident reporting & investigation

Adopted standard(s)	<i>EDP-HS-01: Incident Reporting and Investigation Procedure</i>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded on an accident slip. The book is kept in the school office and located in the first aid box on the wall. Parents will be informed appropriately, either in person, by telephone or by written note. School copies of accident reports are stored in the medical filing cabinet in the school office and archived in the stationery cupboard.
	The Head Teacher is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with EDP-HS-01 by completing a HS20.

Administration and management of medicines

Adopted standard(s)	<i>EDP-HS-02: Administration and Management of Health Needs in Schools</i>
Specific school arrangements	A specific policy for the school has been developed using the EDP-HS-05 form and is located on the server in the M Drive. First aiders, Assistant Head Teachers or Head Teacher will administer prescribed medicines to pupils following a parental request. Parents will be given information about the use of medication in schools and must complete a request to administer medicine form before any medicine will be administered. A classroom assistant takes responsibility and supervises the use of inhalers in the Foundation Stage and KS1; in KS2 the class teacher supervises the use of inhalers after parents have completed a school health care plan.

Hazardous Substances

Adopted standard(s)	<u>EDP-HS-08 Control of Substances Hazardous to Health</u>
Specific school arrangements	The overall aim is to avoid the use of any substances that are defined as hazardous materials but if a member of staff does need to use a potentially hazardous substance a COSHH assessment must be complete before using the material. The School Business Manager will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory. Cleaning and disinfecting fluids and powders should be stored in a locked cupboard and in a labelled container. They should not be used without the knowledge of the caretaker. No hazardous substance should ever be left where children can get access to it.
	The Head Teacher and Governors are responsible for ensuring that all actions identified in the assessments are implemented.

Infection Control

Adopted standard(s)	<u>EDP-HS-03: Infection Control in Schools and Childcare Settings</u> <u>LCS-HS-93 Control of Infections at Work</u> <u>LCS-HS-103 The Disposal of Clinical Waste.</u>
Specific school arrangements	The Head Teacher is responsible for reporting outbreaks of infectious diseases to the school nurse and local authority health and safety unit. PPE should be worn at all times when dealing with bodily fluids. Parents informed to keep children at home if infectious. Ensure and promote good hygiene.

Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<u>EDP-HS-10: Statutory Maintenance and Testing Within Schools</u> <u>LCS-HS-90: Management of Premises</u>
Specific school arrangements	The School Business Manager is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.
	A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDP-HS-10) has been prepared and is kept updated by The School Business Manager. The schedule is located on the server under Health and Safety.

First Aid

Adopted standard(s)	<u>EDP-HS-12: First Aid Provision in Schools</u>											
Specific school arrangements	The first aid box(es) are kept in nursery, the middle area of the Key Stage 1 classes and in the staff cloakroom for Key Stage 2 children and lunchtime supervisors. All boxes are regularly checked by the first aiders and replenished where necessary. A first aid box is kept in the staff room for use on educational visits. A first aider accompanies all educational visits.											
	The appointed person(s)/first aider(s) are <table border="0"> <tr> <td>Joan Hornsby</td> <td>Jennifer Easton</td> </tr> <tr> <td>Rachel Thompson</td> <td>Michelle Brydon</td> </tr> <tr> <td>Emma Jane McGuire</td> <td>Kallum Warne</td> </tr> <tr> <td>Suzanne Dixon</td> <td>Annette Gallagher</td> </tr> <tr> <td>Margaret Devine</td> <td></td> </tr> <tr> <td>Karen Strassheim</td> <td></td> </tr> </table>	Joan Hornsby	Jennifer Easton	Rachel Thompson	Michelle Brydon	Emma Jane McGuire	Kallum Warne	Suzanne Dixon	Annette Gallagher	Margaret Devine		Karen Strassheim
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Emergency Management Plan

Adopted standard(s)	<u>EDP-HS-14 Emergency management plan</u> <u>EDP-HS-15 Unavoidable school closures</u>
Specific school arrangements	Emergency Management Plan is kept on the server on the M drive. All staff are aware of the policy and have access to it at all times. There is also a critical incident file and grab bag for evacuation and serious incidents.

Outdoor Play Equipment

Adopted standard(s)	<u>EDP-HS-18 Outdoor Play Equipment</u>
Specific school arrangements	The Local Authority have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	The Caretaker undertakes daily or pre-use visual checks of play equipment and play areas.

Risk Assessment

Adopted standard(s)	<u>EDP-HS-19: Risk Assessment</u>
Specific school arrangements	The School Business Manager and Teaching staff are responsible for carrying out risk assessments
	The findings of the risk assessment will be reported to the Head Teacher and Governors
	Risk assessments will be approved by the Head Teacher
	The Head Teacher and Governors have the responsibility for ensuring any actions required are implemented
	A risk assessment for swimming must be completed at the beginning of each academic year. Parents must be informed of, and give written consent to any outside visits. A visit consent form must also be filled in so that permission can be granted. SEE POLICY FOR FURTHER DETAILS. Before any educational visit, staff must complete a risk assessment form on the electronic EVOLVE system. Completed risk assessment forms are kept in the health and safety file in the school office.

Security/ Violence at work

Adopted standard(s)	<u>EDP-HS-21: Security</u> <u>EDP-HS-35 Warning and Banning Persons from School Premises.</u> <u>LCS-HS-79: Violence at Work</u>
Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - <ul style="list-style-type: none"> • Fire Alarm including Evacuation Point and nearest Fire Exit shown
	Access to the school is controlled by the office staff. ID is checked and visitors sign in and sign out. Visitors are accompanied by a member of staff and are not left unsupervised around children.
	The governing body is committed to providing a secure environment for children to learn and staff to work. Visitors to school are restricted to a single entry point, the main front entrance, which has a controlled entry system controlled by office staff. ID is checked and visitors sign in and sign out. The shutters on the children's entrance are opened at 8.45 am and closed at 9.00am. They are opened again at 3.15pm until 3.25pm. At all other times pupils will use the main front entrance. Electronic locks are fitted on the doors adjacent to the school office,

	<p>the doors that KS2 children exit the building by at the end of the day and the doors to the playground. All staff have fobs to open these doors.</p> <p>Staff should not be placed at risk by being alone with parents in classrooms, especially on parents' evenings. There must always be another member of staff on the premises.</p>
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Lone Working

Adopted standard(s)	<u>LCS-HS-31 Lone Working</u>
Specific school arrangements	<p>The following employees are considered to be lone workers:</p> <ul style="list-style-type: none"> • The Caretaker • Family Support Worker
	<p>Lone workers have been briefed on the following procedure to adopt when working alone:</p> <ul style="list-style-type: none"> • Risk Assessments are complete and given to the appropriate staff • Staff must carry a mobile phone • Ensure building is secure • No working at height/manual handling unless safe to do so
	<ul style="list-style-type: none"> • Home visits should not be made alone. • When staff undertake a home visit they must inform the Head Teacher or an Assistant Head Teacher where they are going and what time they are expected back. • All members of staff making home visits must carry a mobile phone and leave a contact number in school.

Curriculum Safety

Adopted standard(s)	<p><u>EDP-HS-29b: Code of practice for Technology in Primary Schools</u></p> <p><u>EDP-HS-30: Code of practice for PE and Sports</u></p>
Specific school arrangements	<p>We are committed to continued and sustained improvement of the quality of teaching and learning that is taking place on a daily basis. The expectation is that all pupils are provided with high quality learning experiences that lead to consistently high levels of pupil achievement</p>

Consultation and Communication with Employees

Adopted standard(s)	<u>LCS-HS-08: Communicating the Health & Safety Message</u> <u>LCS-HS-10: Employee Consultation</u>
Specific school arrangements	Health & Safety information is communicated to employees via <ul style="list-style-type: none"> • Staff Briefings • Staff Meetings • Risk Assessments • Policies • Memo's/E-mails
	Employee Representative is Alison Orton School Business Manager Local Authority appointed Safety Representatives are Heather Taylor, 4332236
	The above mentioned Safety Representative will: <ul style="list-style-type: none"> • 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)	<u>LCS-HS-09 Health & Safety Training</u> <u>LCS-HS-77: Identification of Training Needs</u>
Specific school arrangements	The School Business Manager is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by the School Business Manager
	Training records are kept in the school office and on the server by the School Business Manager.
	Induction training will be provided for all employees, students and volunteers by the School Business Manager and this policy is brought to their attention.

Asbestos

Adopted standard(s)	<u>Corporate Asbestos Management Plan</u> <u>ASB60: Asbestos Management Site Guide</u>
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by the local authority and the school business manager who is the named Responsible Person.
	The site specific management plan is located in the school office

Management of contractors

Adopted standard(s)	<u>LCS-HS-18: CDM</u> <u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u> <u>LCS-HS-98: Contractor's Health & Safety Standards</u>
Specific school arrangements	The School Business Manager is responsible for assessing contractor health and safety competency prior to appointment.
	The 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)	<u>LCS-HS-21: Display Screen Equipment:</u>
Specific school arrangements	Regular DSE Users have been identified as: Head Teacher School Business Manager Admin Assistant
	DSE workstation assessments have been are completed by the following trained DSE assessor(s) Alison Orton, School Business Manager
	The School Business Manager has responsibility for ensuring any actions required are implemented.

Fire

Adopted standard(s)	<u>LCS-HS-24: Preparing a PEEP</u> <u>LCS-HS-25: Fire Emergency Procedures</u> <u>LCS-HS-26: Fire Risk Assessments</u>
Specific school arrangements	The School Business Manager is responsible for regularly reviewing the fire risk assessment
	Fire evacuation instructions are clearly displayed in each classroom. All fire exits are clearly marked. A fire evacuation drill should be carried out termly and results recorded in the Fire Log Book. The School Business Manager, Head Teacher and Governors are responsible for ensuring the fire equipment is properly maintained and ensuring the Fire Log Book is regularly updated.

Stress

Adopted standard(s)	<u>LCS-HS-41: Stress</u>
Specific school arrangements	The Head Teacher and Senior Leaders are responsible for good communication with staff, monitoring workloads and being vigilant and offering support when required.

Manual handling

Adopted standard(s)	<u>LCS-HS-32: Manual Handling</u>
Specific school arrangements	Manual Handling should be avoided as much as possible. When necessary risk assessments should be completed by the member of staff responsible, generally caretaker to reduce the risk to health as much as possible.

Work at Height

Adopted standard(s)	<u>LCS-HS-43 Work at height</u> <u>LCS-HS-68 Ladders</u> <u>LCS-HS-86 Stepladders</u>
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Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within the Caretakers File in the School Office

Lifting Equipment

Adopted standard(s)	<u>LCS-HS-72: Lifting Operations and Lifting Equipment</u>
Specific school arrangements	The school possesses the following items of lifting equipment: Wheelchair Platform Lift
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by the Local Authority
	The School Business Manager is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

Educational Visits

Adopted standard(s)	<u>EDP-HS-09: Educational Visits and Learning Outside the Classroom</u>
Specific school arrangements	The school's Educational Visits Coordinator(s) are Mrs R Smith, Mrs H Sellars and Mrs L McKinley
	Evolve is used for monitoring educational visits and ensuring all risk assessments and paperwork are completed prior to any visits

Electrical Safety

Adopted standard(s)	<u>LCS-HS-23: Electrical Safety</u>
Specific school arrangements	The School Business Manager 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