



Winlaton West Lane Community Primary School

	Health & Safety Policy
Issue date:	October 2024
Review period:	Annually

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.

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: *B Purvis* (Chair of Governors)

Signed: C M Bell (Head Teacher)

Date: October 2024

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.

Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors. In order to comply with regulatory controls within their departments, department heads are also 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
<i>C M Bell</i>	Headteacher – overall Health & Safety
<i>P Boyd</i>	School Business Manager – delegated Health & Safety
<i>P Hendry</i>	Caretaker – site & delegated responsibilities

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>LCS-HS-58: Incident Reporting and Investigation Procedure</i>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded in the School's accident books. Books are kept by the rear door (Upp Sch) and in classrooms (Low Sch).
	P Boyd 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)	<i>EDU-HS-01: Administration and Management of Health Needs in Schools</i>
Specific school arrangements	A policy has been developed using the EDU-HS-01 form and is located on the server in the Policies folder.

Hazardous Substances

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

Infection Control

Adopted standard(s)	<i>EDU-HS-06: Infection Control in Schools and Childcare Settings</i> <i>LCS-HS-93 Control of Infections at Work</i> <i>LCS-HS-103 The Disposal of Clinical Waste.</i>
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Specific school arrangements	N/A
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Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<u>EDU-HS-13: Statutory Maintenance and Testing Within Schools</u> <u>LCS-HS-90: Management of Premises</u>
Specific school arrangements	P Boyd is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.
	Appropriate records are held in the school office and on the server.

First Aid

Adopted standard(s)	<u>EDU-HS-05: First Aid Provision in Schools</u>
Specific school arrangements	There is a First Aid Kit in every class and further supplies in the Upp Sch Hall and the office. A defibrillator is located in the office.
	Several Teaching Assistants and the Forest School teacher(s) are first aid trained. P Boyd is the nominated first aider for staff.

Emergency Management Plan

Adopted standard(s)	<u>EDU-HS-10 Emergency management plan</u> <u>EDU-HS-14 Unavoidable school closures</u>
Specific school arrangements	

Outdoor Play Equipment

Adopted standard(s)	<u>EDU-HS-07 Outdoor Playground Safety</u>
Specific school arrangements	Tyne & Wear Play have been appointed via Gateshead Council to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	Early Years staff and the caretaker 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	C Tetley and P Boyd are responsible for carrying out risk assessments
	The findings of the risk assessment will be reported to the relevant users.
	Risk assessments will be approved by C Tetley / Governing Body / Gateshead council, as relevant.
	C Tetley has 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	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - briefing on arrival and induction for regular visitors.
	Access to the school is controlled by the office from lock-up (c.0915) to open-up (c.1500).

Lone Working

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

Hydrotherapy Pool

Adopted standard(s)	EDU-GU-01: Hydrotherapy Pool Guidance
Specific school arrangements	The following staff are deemed to be Specialist Swimming Teachers

	Parental or visitor involvement in hydrotherapy pool activities can only be authorised by
	The following staff are deemed competent and have responsibility for providing lifeguard provision (lifeguarding / rescue and resuscitation)
	Access to the pool area is controlled by
	The Normal Operating Procedure (NOP) for the pool is documented and located in
	The Emergency Action Plan for the pool is documented and located in
	Pre-use Checklists are located and are completed every by .

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
	Employee Representative(s) are
	Trade Union appointed Safety Representatives are
	<p>The above mentioned Safety Representative(s) will:</p> <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 <p>The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977</p>

Training

Adopted standard(s)	<u>LCS-HS-09 Health & Safety Training</u> <u>LCS-HS-77: Identification of Training Needs</u>
Specific school arrangements	is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by
	Training records are kept at by
	Induction training will be provided for all employees by

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 who is the named Responsible Person.
	The site specific management plan is located

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	is responsible for assessing contractor health and safety competency prior to appointment.
	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
	DSE workstation assessments have been are completed by the following trained DSE assessor(s)
	has responsibility for ensuring any actions required are implemented.

Driving

Adopted standard(s)	<u>LCS-HS-22 Occupational Road Risk (Driving at work)</u>
Specific school arrangements	The following procedure is in place to ensure that any school vehicle is maintained in roadworthy condition
	Driver competency (license checks and insurance) are to be checked every by .

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	is responsible for regularly reviewing the fire risk assessment
	is responsible for keeping the fire log book regularly updated

Stress

Adopted standard(s)	<u>LCS-HS-41: Stress</u>
Specific school arrangements	

Manual handling

Adopted standard(s)	<u>LCS-HS-32: Manual Handling</u>
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Specific school arrangements	
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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 monthly and located within

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:
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by
	is 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 Coordinator(s) is/are

Electrical Safety

Adopted standard(s)	LCS-HS-23: Electrical Safety
Specific school arrangements	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

