



## Glynwood Community 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 statement supplements the [Council's Corporate Health and Safety Policy](#) and procedures, as well as the [Children, Adults and Families Health and Safety Policy](#) and [Education Health and Safety Policy](#).*

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:  Heather Maddison (Chair of Governors)

Signed:  Vicky Nellis (Head Teacher)

Date: 08/02/2024

Review date: 08/02/2025

## 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 and at least annually. 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 where required.

**Phase leaders** 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 where required.

**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.

## 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.

The school commits to following the procedures detailed below to ensure that the risk to employees, pupils and members of the public are reduced as far as reasonably practicable.

### Administration and management of medicines

Adopted standard(s)	<a href="#">EDU-HS-01: Administration and Management of Health Needs in Schools</a>
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located in the Health and Safety file, in the R drive on the school network in policies – health and safety file (for staff access), and on the school website
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The SBM is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

### Asbestos

Adopted standard(s)	<a href="#">LCS-HS-15 Asbestos</a>  <a href="#">Corporate Asbestos Management Plan</a>  <a href="#">ASB60: Asbestos Management Site Guide</a>
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by The Head Teacher who is the named Responsible Person.
	The site specific management plan is located the caretaker's office
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The SBM is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Consultation and Communication with Employees

Adopted standard(s)	<a href="#">LCS-HS-08: Communicating the Health &amp; Safety Message</a>  <a href="#">LCS-HS-10: Employee Consultation</a>
Specific school arrangements	Health & Safety information is communicated to employees via staff briefings, email or if urgent Key Notices in the school Whatsapp group
	Trade Union appointed Safety Representatives is Steph Hancock NEU
	The above mentioned Safety Representative(s) will: <ul style="list-style-type: none"> <li>• Attend meetings of safety committees</li> <li>• Liaise with the Head Teacher on health and safety matters.</li> <li>• Investigate accidents and potential hazards within the workplace</li> <li>• Investigate complaints made by an employee they represent relating to health, safety and welfare at work</li> <li>• Carry out inspections of the workplace</li> <li>• Represent employees they were appointed to represent in consultations</li> </ul>
	The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed	

## Disability Support

Adopted standard(s)	<a href="#">LCS-HS-56 Disability at Work</a>
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Display Screen Equipment

Adopted standard(s)	<a href="#"><u>LCS-HS-21: Display Screen Equipment:</u></a>
Specific school arrangements	Regular DSE Users have been identified as The Head Teacher and admin staff
	DSE workstation assessments have been are completed by the following trained DSE assessor(s) HL awaiting training when it becomes available
	The SBM has responsibility for ensuring any actions required are implemented.
	The SBM is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Educational Visits – see visits file

Adopted standard(s)	<a href="#"><u>EDU-HS-03: Educational Visits and Learning Outside the Classroom</u></a>  <a href="#"><u>EDU-HS-04 Emergency Management During Educational Visits</u></a>
Specific school arrangements	The school's Educational Visits Coordinator(s) is The SBM
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Electrical Safety

Adopted standard(s)	<a href="#"><u>LCS-HS-23: Electrical Safety</u></a>
Specific school arrangements	The SBM is responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The SBM is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Emergency Management Plan

Adopted standard(s)	<a href="#">EDU-HS-10 Emergency management plan</a>  <a href="#">EDU-HS-14 Unavoidable school closures</a>
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Fire – see fire safety file

Adopted standard(s)	<a href="#">LCS-HS-17: Carriage and Storage of Fuel</a>  <a href="#">LCS-HS-24: Preparing a PEEP</a>  <a href="#">LCS-HS-25 Fire Safety</a>  <a href="#">LCS-HS-110 Temporary Use of Portable LPG Heaters</a>
Specific school arrangements	The SBM is responsible for regularly reviewing the fire risk assessment action plan
	The Caretaker is responsible for keeping the fire log book regularly updated
	The SBM is responsible for preparation and review of Fire Emergency Procedure

## First Aid

Adopted standard(s)	<a href="#">EDU-HS-05: First Aid Provision in Schools</a>
Specific school arrangements	The first aid box(es) is/are kept at the main entrance, early years and Door outside dining room.
	The appointed person(s)/first aider(s) are Sam Warn and Claire Nicholson
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Forest School

Adopted standard(s)	<a href="#">EDU RA 13 Risk Assessment: Forest School</a>
Specific school arrangements	Jackie Allom is responsible for ensuring that all relevant staff are aware of the arrangements and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements are being followed

## Gas Safety

Adopted standard(s)	<a href="#">LCS-HS-28 Gas Safety</a>
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The SBM is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Hand Arm Vibration

Adopted standard(s)	<a href="#">CSG-HS-29 Hand Arm Vibration</a>
Specific school arrangements	The following roles within the school have been identified to use vibratory tools The Caretaker
	Gateshead LA is appointed to carry out vibration testing
	The SBM is appointed to monitor vibratory tool use
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The SBM is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Hazardous Substances

Adopted standard(s)	<a href="#">LCS-HS-19 Control of Substances Hazardous to Health</a>
Specific school arrangements	The SBM & Caretaker will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	The Caretaker will be responsible for ensuring that all actions identified in the assessments are implemented.

	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The SBM is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Incident Reporting & Investigation

Adopted standard(s)	<a href="#">LCS-HS-58: Incident Reporting and Investigation Procedure</a>
Specific school arrangements	All minor pupil accidents are recorded on accident slips available at first aid sites. Copies are collated and filed in the school office.
	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 LCS-HS-58 using HS20 incident form.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Infection Control

Adopted standard(s)	<a href="#">EDU-HS-06: Infection Control in Schools and Childcare Settings</a>  <a href="#">LCS-HS-93 Control of Infections at Work</a>  <a href="#">LCS-HS-103 The Disposal of Clinical Waste</a>
Specific school arrangements	The Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Lone Working

Adopted standard(s)	<a href="#">LCS-HS-31 Lone Working</a>
Specific school arrangements	The following employees are considered to be lone workers: The Caretaker



	Lone workers have been briefed on the following procedure to adopt when working alone: To carry a mobile phone at all times, inform link (Head or SBM) if undertaking specific task with regular check ins as identified.
	The Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

**Management of contractors – To be arranged as required**

Adopted standard(s)	<p><a href="#"><u>LCS-HS-18: Construction (Design and Management)</u></a></p> <p><a href="#"><u>LCS-HS-20 Control of Visitors / Contractors on Site</u></a></p> <p><a href="#"><u>LCS-HS-80 Scaffold and edge Protection</u></a></p> <p><a href="#"><u>LCS-HS-81 Safety Nets and Soft-Landing systems</u></a></p> <p><a href="#"><u>LCS-HS-82 Fall protection and prevention guidance</u></a></p> <p><a href="#"><u>LCS-HS-83 Safety in Roof Work Guidance</u></a></p> <p><a href="#"><u>LCS-HS-84 Mobile Access Tower</u></a></p> <p><a href="#"><u>LCS-HS-85 Mobile Elevating Work Platforms</u></a></p> <p><a href="#"><u>LCS-HS-94 Excavations</u></a></p> <p><a href="#"><u>LCS-HS-44 Working In Confined Spaces</u></a></p> <p><a href="#"><u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u></a></p>
Specific school arrangements: to be arranged as required	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.
	is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Manual handling

Adopted standard(s)	<a href="#">LCS-HS-32: Manual Handling</a>  <a href="#">LCS-HS-91 Moving and handling of service users and pupils</a>
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Notices to be displayed in the Workplace

Adopted standard(s)	<a href="#">LCS-HS-35 Notices to be Displayed in the Workplace</a>
Specific school arrangements	Health and Safety Law Poster – “What You Should Know” is located the staffroom
	First Aid Notices are located in the corridors
	Fire Action Notices are located every room
	Liability Certificate is located in the Health and Safety file
	Health & Safety Policy Statement is located with the Policy in the Health and Safety File
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Outdoor Play Equipment

Adopted standard(s)	<a href="#">EDU-HS-07 Outdoor Playground Safety</a>
Specific school arrangements	TBC have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	TBC have been appointed to carry out termly inspections in accordance with BS 1176 ( <i>for timber play equipment</i> )
	TBC have been appointed to perform monthly rot testing of timber play equipment
	The Caretaker undertakes daily or pre-use visual checks of play equipment and play areas.

	<p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>
<b>Risk Assessment</b>	
Adopted standard(s)	<p><a href="#"><u>LCS-HS-40: Risk Assessment</u></a></p> <p><a href="#"><u>LCS-HS-33 New and Expectant Mothers</u></a></p> <p><a href="#"><u>LCS-HS-46 Young Persons at Work</u></a></p>
Specific school arrangements	<p>The SBM is responsible for carrying out general risk assessments and their review. The Head Teacher is responsible for the risk assessments for new and expectant mothers.</p> <p>The Head Teacher has responsibility for ensuring any actions required are implemented</p> <p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

## PE

Adopted standard(s)	<a href="#"><u>EDU RA 22 Risk Assessment: PE</u></a>
Specific school arrangements	<p>School PE risk assessment plan is completed by The Deputy Head and the PE Coordinator and located in the R drive: health and safety</p> <p>The Deputy Head and the PE Coordinator are responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

## PPE

Adopted standard(s)	<a href="#"><u>LCS-HS-37 Personal Protective Equipment</u></a>
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The SBM is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Prevention of Slips and Trips / Gritting

Adopted standard(s)	<a href="#"><u>LCS-HS-38 Prevention of Slips and Trips</u></a>  <a href="#"><u>EDU-HS-11 School Gritting Policy and Plan</u></a>
Specific school arrangements	School gritting plan is completed by the SBM and located with the caretaker and in the R: drive – health and safety
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Protecting Health During Hot Weather Conditions

Adopted standard(s)	<a href="#"><u>EDU-HS-08 Protecting Health During Hot Weather Conditions In schools</u></a>
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Security/ Violence at work

Adopted standard(s)	<a href="#"><u>EDU-HS-12: Security</u></a>  <a href="#"><u>EDU-HS-15 Warning and Banning Persons from School Premises</u></a>
---------------------	---

	<p><a href="#"><u>LCS-HS-26 Management of Violence and Aggression towards Employees Policy</u></a></p> <p><a href="#"><u>LCS-HS-79: Violence at Work (Guidance)</u></a></p>
Specific school arrangements	<p>The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - Visitors Safeguarding information leaflet</p> <p>Access to the school is controlled by staff at the main entrance to the school</p> <p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

### Safe Vehicular Access and Egress at Schools

Adopted standard(s)	<a href="#"><u>EDU-HS-09 Safe Vehicular Access and Egress at Schools</u></a>
Specific school arrangements	<p>Vehicles are <b>not</b> allowed on site during the following times 8.45 – 9.05am      3pm – 3.25pm</p> <p>The following physical measures are put in place to segregate vehicles and pedestrians: gates are locked</p> <p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

### Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<p><a href="#"><u>EDU-HS-13: Statutory Maintenance and Testing Within Schools</u></a></p> <p><a href="#"><u>LCS-HS-90: Management of Premises</u></a></p>
Specific school arrangements	<p>The Head Teacher is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.</p> <p>A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDU-HS-13) has been prepared and is kept updated by the SBM. The schedule is located in the H &amp; S file.</p>

	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Stress

Adopted standard(s)	<a href="#">LCS-HS-41: Stress</a>
Specific school arrangements	The Head Teacher is responsible for carrying out and reviewing stress risk assessments
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Chair of Governors is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Training

Adopted standard(s)	<a href="#">LCS-HS-09 Health &amp; Safety Training</a> <a href="#">EDU-01 School H&amp;S Training Matrix</a>
Specific school arrangements	SBM & Head Teacher is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by SBM & Head Teacher
	Training records are kept by the Headteacher
	Induction training will be provided for all employees by The Head Teacher
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

## Waste

Adopted standard(s)	<a href="#">LCS-HS-30 Hazardous Waste Disposal</a>  <a href="#">LCS HS-103 The disposal of Clinical Waste -</a>
Specific school arrangements	The Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	The SBM is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
--	---

## Work at Height

Adopted standard(s)	<a href="#">LCS-HS-43 Work at height</a>  <a href="#">LCS-HS-68 Ladders</a>  <a href="#">LCS-HS-86 Stepladders</a>
Specific school arrangements	<p>Ladder/ stepladder checklists are completed monthly and located within The Caretakers office</p> <p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The SBM is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

## Work Equipment/ Lifting Equipment

Adopted standard(s)	<a href="#">LCS-HS-39: Provision and Use of Work Equipment</a>  <a href="#">LCS-HS-72: Lifting Operations and Lifting Equipment</a>
Specific school arrangements	<p>The school possesses the following items of lifting equipment: 3 x platform lifts</p> <p>Lifting equipment is subject to 6 monthly or annual thorough examinations which is arranged by the LA</p> <p>The Headteacher is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.</p> <p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

## Workplace Inspections

Adopted standard(s)	<p><a href="#">LCS-HS-60 Workplace Inspections</a></p> <p><a href="#">LCS-HS-61 Safety Tours</a></p> <p><a href="#">LCS-HS-63 Health &amp; Safety Audits</a></p>
Specific school arrangements	<p>School carries out H&amp;S Workplace inspection using the form <a href="#">EDU-03</a> at the following frequency: Termly by HT/ SBM</p> <p>School carries out safety tours using the form <a href="#">EDU-06</a> at the following frequency: annually by governors</p> <p>School carries out self-audit using the form <a href="#">EDU-05</a> at least every <i>three years</i>, which is then submitted to Corporate Health &amp; Safety Team</p> <p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

## Workplace Safety and Welfare

Adopted standard(s)	<p><a href="#">LCS-HS-45 Workplace Safety and Welfare</a></p>
Specific school arrangements	<p>The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>The Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>