



Lobley Hill Primary School

Health & Safety Policy

Approved by:	Governing Body	Date: October 2024
Last reviewed on:	October 2024	
Next review due by:	October 2025	

Part 1 – Policy Statement

Lobley Hill 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](#). (For Voluntary Aided Schools and Academies, change this section)

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: (Chair of Governors)

Signed: (Headteacher)

Date: 15/10/2024

Review date: 15/10/2025

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 Headteacher 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 Headteacher 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 Headteacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters where required.

School Leaders, the School Business Manager and the Site Manager are responsible for ensuring that safe working conditions are maintained for all children, 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.

Name	Responsibility
Rachel Hocking	Health & Safety Officer
Karen Turland	Health & Safety Representative
Darren Carruthers	Health & Safety Representative
Kathryn Jobling Jo Sewell Oznur Eskikaya Yvonne Patterson Claire Atkinson Danielle Cornell Julie Watson Rebecca Rutherford Lesley McKenna Elaine Harris Carol Stanners	First Aiders

Jane Elliott Karen Armstrong Nicola Blackett	
Karen Turland Rachel Shreeve	Medicines (dispensing)
Rachel Hocking Kathryn Jobling	Care & Welfare
Abbi Thubron	PE and Swimming
Rachel Hocking	Visits / activity holidays
Victoria Armstrong	Science
Rebecca Glendenning	Art
Kelsey Burn	Design and Technology

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, children and members of the public are reduced as far as reasonably practicable.

**Remove / or add fields as required below*

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 on the M Drive in the H&S folder
	The appointed persons/first aiders are listed in part 2.

Asbestos

Adopted standard(s)	LCS-HS-15 Asbestos 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 the School Business Manager and the new council appointed lead for asbestos.

	The site specific management plan is located in the school admin office

Consultation and Communication with Employees

Adopted standard(s)	<i>LCS-HS-08: Communicating the Health & Safety Message</i> <i>LCS-HS-10: Employee Consultation</i>
Specific school arrangements	Health & Safety information is communicated to employees via weekly staff briefings and policy sharing.
	Employee Representative(s) are the School Business Manager and the Site Manager
	Trade Union appointed Safety Representatives are N/A
	The above mentioned Safety Representative(s) will: • Attend meetings of safety committees • Liaise with the Headteacher 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

Disability Support

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

Display Screen Equipment

Adopted standard(s)	<i>LCS-HS-21: Display Screen Equipment:</i>
Specific school arrangements	Regular DSE Users have been identified as administrative staff.
	DSE workstation assessments have been are completed by the following trained DSE assessor(s) School Business Manager
	Rachel Hocking has responsibility for ensuring any actions required are implemented.
	Rachel Hocking is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Rachel Hocking is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Educational Visits

Adopted standard(s)	<i>EDU-HS-03: Educational Visits and Learning Outside the Classroom</i> <i>EDU-HS-04 Emergency Management During Educational Visits</i>
Specific school arrangements	The school's Educational Visits Coordinator are Rachel Hocking and the School Business Manager.

Electrical Safety

Adopted standard(s)	<i>LCS-HS-23: Electrical Safety</i>
Specific school arrangements	The School Business Manager and Site Manager have been designated the responsibility for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used.

Emergency Management Plan

Adopted standard(s)	<i>EDU-HS-10 Emergency management plan</i> <i>EDU-HS-14 Unavoidable school closures</i>
Specific school arrangements	Located in the main school office. Copy to held at Dunston Hill Primary School.

Fire

Adopted standard(s)	<i>CGS-HS-01 – Evacuation Chairs</i> <i>LCS-HS-17: Carriage and Storage of Fuel</i> <i>LCS-HS-24: Preparing a PEEP</i> <i>LCS-HS-25 Fire Safety</i> <i>LCS-HS-110 Temporary Use of Portable LPG Heaters</i>
Specific school arrangements	Rachel Hocking and the School Business Manager are responsible for regularly reviewing the fire risk assessment action plan. The School Business Manager is responsible for the children and staff PEEPS.
	Karen Turland and Darren Carruthers are responsible for keeping the fire log book regularly updated

First Aid

Adopted standard(s)	<i>EDU-HS-05: First Aid Provision in Schools</i>
Specific school arrangements	The first aid box(es) is/are kept at School office, skills room and staff room
	The appointed persons/first aiders are listed in Part 2.
	The School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place and training up to date.

Gas Safety

Adopted standard(s)	<i>LCS-HS-28 Gas Safety</i>
Specific school arrangements	Gateshead Council is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.

Hazardous Substances

Adopted standard(s)	<i>LCS-HS-19 Control of Substances Hazardous to Health</i>
Specific school arrangements	The Site Manager will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.

	The Site Manager will be responsible for ensuring that all actions identified in the assessments are implemented.
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Incident Reporting & Investigation

Adopted standard(s)	<i>LCS-HS-58: Incident Reporting and Investigation Procedure</i>
Specific school arrangements	All minor pupil accidents and cases of work-related ill health are recorded on an HS20 incident and accident form. First aiders notify the school office of any accidents or incidents which need to be reported home. These logs are kept by both Key Stage doors and the filed weekly at main school office.
	The School Business Manager 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.

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>
Specific school arrangements	Guidance on infection control posters are situated in the School Business Manager's office or the School Nursing Team should be contacted.

Lone Working

Adopted standard(s)	<i>LCS-HS-31 Lone Working</i>
Specific school arrangements	The following employees are considered to be lone workers: Darren Carruthers and Karen Turland
	Lone workers have been briefed on the following procedure to adopt when working alone: Follow lone worker risk assessment, site manager issued work mobile

Management of contractors

Adopted standard(s)	<i>LCS-HS-18: Construction (Design and Management)</i>
	<i>LCS-HS-20 Control of Visitors / Contractors on Site</i>

	<i>LCS-HS-80 Scaffold and edge Protection</i> <i>LCS-HS-81 Safety Nets and Soft-Landing systems</i> <i>LCS-HS-82 Fall protection and prevention guidance</i> <i>LCS-HS-83 Safety in Roof Work Guidance</i> <i>LCS-HS-84 Mobile Access Tower</i> <i>LCS-HS-85 Mobile Elevating Work Platforms</i> <i>LCS-HS-94 Excavations</i> <i>LCS-HS-44 Working In Confined Spaces</i> <i>LCS-HS-89: Assessment, Engagement and Management of Contractors</i>
Specific school arrangements	Rachel Hocking and the School Business Manager are responsible for assessing contractor health and safety competency prior to appointment. Rachel Hocking (assisted by the Site Manager and School Business Manager) has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

Manual handling

Adopted standard(s)	<i>LCS-HS-32: Manual Handling</i> <i>LCS-HS-91 Moving and handling of service users and pupils</i>
Specific school arrangements	Darren Carruthers is responsible for any lifting and handling tasks in school and has attended relevant training. All staff are aware that they should ask Darren to complete any lifting and handling on their behalf. Training is offered to all staff when necessary.

Notices to be displayed in the Workplace

Adopted standard(s)	<i>LCS-HS-35 Notices to be Displayed in the Workplace</i>
Specific school arrangements	Health and Safety Law Poster – “What You Should Know” is located in the staff room First Aid Notices are located – Throughout school Fire Action Notices are located in all rooms Liability Certificate is located in the school admin office

	Health & Safety Policy Statement is located on the M Drive
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Outdoor Play Equipment

Adopted standard(s)	<i>EDU-HS-07 Outdoor Playground Safety</i>
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 the SLA.
	The Site Manager have been appointed to carry out termly inspections in accordance with BS 1176 (<i>for timber play equipment</i>)
	The Site Manager have been appointed to perform monthly rot testing of timber play equipment
	The Site Manager and all staff undertake daily or pre-use visual checks of play equipment and play areas.

Risk Assessment

Adopted standard(s)	<i>LCS-HS-40: Risk Assessment</i> <i>LCS-HS-33 New and Expectant Mothers</i> <i>LCS-HS-46 Young Persons at Work</i>
Specific school arrangements	The School Business Manager, Site Manager and class teachers are responsible for carrying out risk assessments and their review
	The findings of the risk assessment will be reported to Rachel Hocking
	Risk assessments will be approved by Rachel Hocking
	The School Business Manager and Site Manager has responsibility for ensuring any actions required are implemented

Prevention of Slips and Trips / Gritting

Adopted standard(s)	<i>LCS-HS-38 Prevention of Slips and Trips</i> <i>EDU-HS-11 School Gritting Policy and Plan</i>
Specific school arrangements	School gritting plan is completed by the Site Manager and located in the School Business Manager's Office
	The School Business Manager is responsible for updating the policy on an annual basis.

Security/ Violence at work

Adopted standard(s)	<i>EDU-HS-12: Security</i> <i>EDU-HS-15 Warning and Banning Persons from School Premises</i> <i>LCS-HS-26 Management of Violence and Aggression towards Employees Policy</i> <i>LCS-HS-79: Violence at Work (Guidance)</i>
Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - information provided next to signing in screen in foyer, fire safety posters located in each room. A poster is displayed in the main reception regarding abusive and threatening behaviour towards staff. Access to the school is controlled by the main office

Safe Vehicular Access and Egress at Schools

Adopted standard(s)	<i>EDU-HS-09 Safe Vehicular Access and Egress at Schools</i>
Specific school arrangements	Vehicles are not allowed on site during the following times 8.30-9.15am & 3.15-3.45pm The Site Manager is responsible for closing and opening the gates each day. The following physical measures are put in place to segregate vehicles and pedestrians: pedestrian gate and vehicle gate separate with safety railings between.

Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<i>EDU-HS-13: Statutory Maintenance and Testing Within Schools</i> <i>LCS-HS-90: Management of Premises</i>
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 Darren Carruthers. The schedule is located in School Business Manager's office.

Stress

Adopted standard(s)	<i>LCS-HS-41: Stress</i>
Specific school arrangements	Any stress related incidents will be reported direct to the Headteacher.

Training

Adopted standard(s)	<i>LCS-HS-09 Health & Safety Training</i> <i>EDU-01 School H&S Training Matrix</i>
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 at M Drive by the School Business Manager
	Induction training will be provided for all employees by Rachel Hocking, School Business Manager and/or the Site Manager.
	Rachel Hocking is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Rachel Hocking is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Work at Height

Adopted standard(s)	<i>LCS-HS-43 Work at height</i> <i>LCS-HS-68 Ladders</i> <i>LCS-HS-86 Stepladders</i>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within the School Business Manager's office

Workplace Inspections

Adopted standard(s)	<i>LCS-HS-60 Workplace Inspections</i> <i>LCS-HS-61 Safety Tours</i> <i>LCS-HS-63 Health & Safety Audits</i>
Specific school arrangements	School carries out H&S Workplace inspection using the form EDU-03 at the following frequency: termly School carries out safety tours using the form EDU-06 at the following frequency: termly School carries out self-audit using the form EDU-05 at least <i>every three years</i> , which is then submitted to Corporate Health & Safety Team