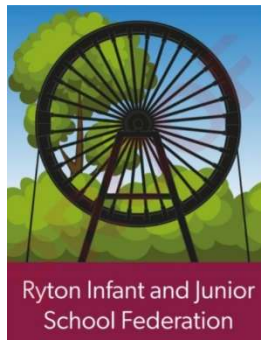


RYTON FEDERATION

Health and Safety Policy



Introduction

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:

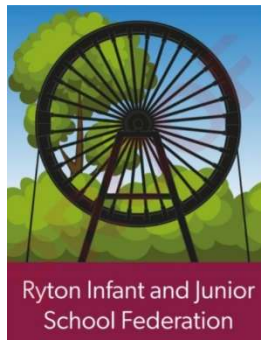
- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction 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.

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
Deborah Ashcroft	Executive Headteacher
Francesca Tague	School Business Manager
	Site Manager



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.

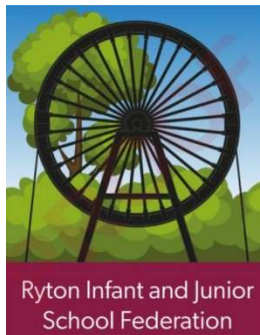
The school commits to following the procedures detailed below to ensure that the risk to employees, pupils and members of the public are reduced as far as reasonably practicable.

Administration and management of medicines

Adopted standard(s)	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 Sharepoint
	Executive Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Executive Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Asbestos

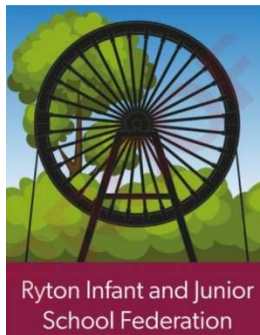
Adopted standard(s)	LCS-HS-15 Asbestos Corporate Asbestos Management Plan ASB60: Asbestos Management Site Guide
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by School Business Manager who is the named Responsible Person.
	The site specific management plan is located in offices and in Junior Drive: Asset Management/Asbestos



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

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 Email
	Employee Representative(s) are School Business Manager and Site Manager
	Trade Union appointed Safety Representatives are Nicola Johnson
	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



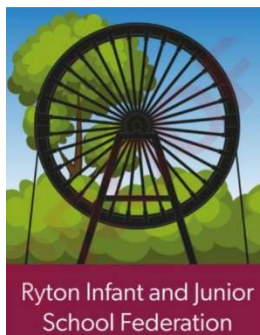
	Executive Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Executive Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Disability Support

Adopted standard(s)	<u>LCS-HS-56 Disability at Work</u>
Specific school arrangements	None currently
	Executive Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Executive Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Display Screen Equipment

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



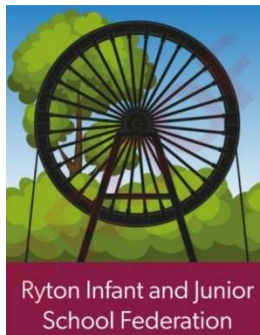
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Educational Visits

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

Electrical Safety

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



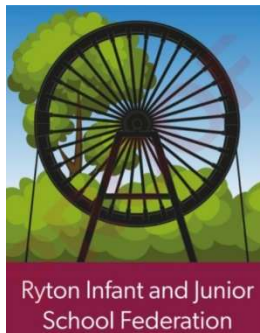
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Emergency Management Plan

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

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>
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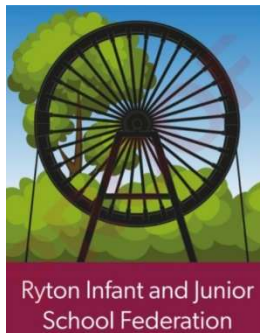
	<u>LCS-HS-110 Temporary Use of Portable LPG Heaters</u>
Specific school arrangements	School Business Manager is responsible for regularly reviewing the fire risk assessment action plan
	School Business Manager is responsible for keeping the fire log book regularly updated
	School Business Manager is responsible for preparation and review of Fire Emergency Procedure

First Aid

Adopted standard(s)	<u>EDU-HS-05: First Aid Provision in Schools</u>
Specific school arrangements	The first aid box(es) is/are kept throughout buildings
	The appointed person(s)/first aider(s) is/are Sarah Henderson Infants and Courtney Little Juniors
	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Gas Safety

Adopted standard(s)	<u>LCS-HS-28 Gas Safety</u>
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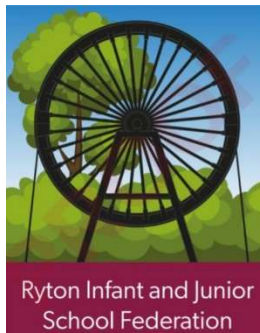
Specific school arrangements	
	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Hazardous Substances

Adopted standard(s)	<u>LCS-HS-19 Control of Substances Hazardous to Health</u>
Specific school arrangements	Cleaning Contractors will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Cleaning Contractors will be responsible for ensuring that all actions identified in the assessments are implemented.
	Cleaning Contractors are responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Incident Reporting & Investigation

Adopted standard(s)	<u>LCS-HS-58: Incident Reporting and Investigation Procedure</u>
Specific school arrangements	All minor pupil accidents are recorded in school incident book. The book is kept with first aid kits



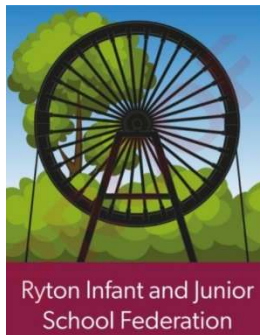
	School Business Manager is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with LCS-HS-58 using HS20 incident form.
	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

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

Lone Working

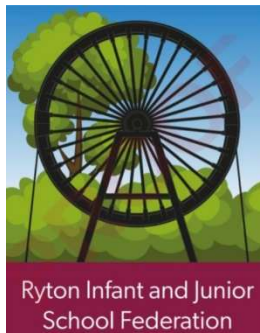
Adopted standard(s)	<i>LCS-HS-31 Lone Working</i>
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Specific school arrangements	The following employees are considered to be lone workers: Site Manager and occasionally teaching staff
	Lone workers have been briefed on the following procedure to adopt when working alone: Ensure spouse is aware of leaving time or if no personal contacts inform the School Business Manager
	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Management of contractors

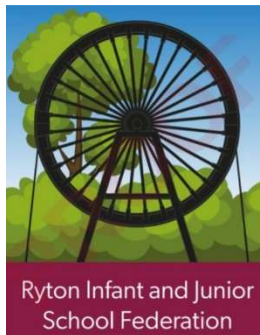
Adopted standard(s)	<u>LCS-HS-18: Construction (Design and Management)</u>
	<u>LCS-HS-20 Control of Visitors / Contractors on Site</u>
	<u>LCS-HS-80 Scaffold and edge Protection</u>
	<u>LCS-HS-81 Safety Nets and Soft-Landing systems</u>
	<u>LCS-HS-82 Fall protection and prevention guidance</u>
	<u>LCS-HS-83 Safety in Roof Work Guidance</u>
	<u>LCS-HS-84 Mobile Access Tower</u>



	<u>LCS-HS-85 Mobile Elevating Work Platforms</u> <u>LCS-HS-94 Excavations</u> <u>LCS-HS-44 Working In Confined Spaces</u> <u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u>
Specific school arrangements	School Business Manager is responsible for assessing contractor health and safety competency prior to appointment. School Business Manager has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site. School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Manual handling

Adopted standard(s)	<u>LCS-HS-32: Manual Handling</u> <u>LCS-HS-91 Moving and handling of service users and pupils</u>
Specific school arrangements	Executive Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.



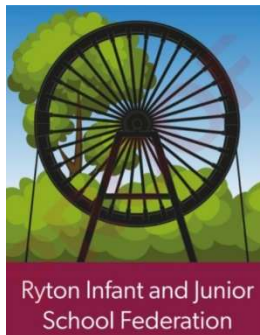
	Executive Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
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Notices to be displayed in the Workplace

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

Outdoor Play Equipment

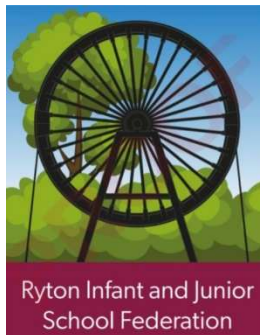
Adopted standard(s)	<u>EDU-HS-07 Outdoor Playground Safety</u>
Specific school arrangements	Gateshead Council have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	Gateshead Council have been appointed to perform monthly rot testing of timber play equipment



	Site Manager undertakes daily or pre-use visual checks of play equipment and play areas.
	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

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	School Business Manager is responsible for carrying out risk assessments and their review The findings of the risk assessment will be reported to Executive Headteacher Risk assessments will be approved by Executive Headteacher School Business Manager has responsibility for ensuring any actions required are implemented School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed



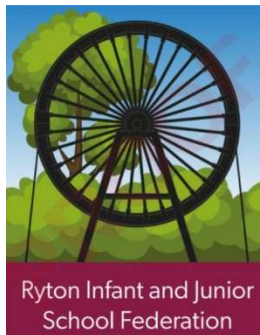
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Prevention of Slips and Trips / Gritting

Adopted standard(s)	<u>LCS-HS-38 Prevention of Slips and Trips</u> <u>EDU-HS-11 School Gritting Policy and Plan</u>
Specific school arrangements	School gritting plan is completed by School Business manager and located on the drive School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Protecting Health During Hot Weather Conditions

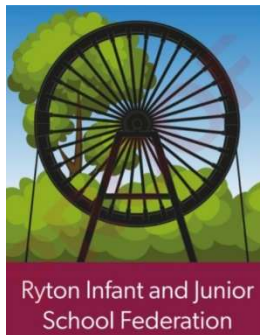
Adopted standard(s)	<u>EDU-HS-08 Protecting Health During Hot Weather Conditions In schools</u>
Specific school arrangements	Executive Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.



	Executive Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Security/ Violence at work

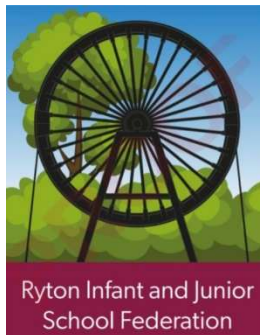
Adopted standard(s)	<u>EDU-HS-12: Security</u> <u>EDU-HS-15 Warning and Banning Persons from School Premises</u> <u>LCS-HS-26 Management of Violence and Aggression towards Employees Policy</u> <u>LCS-HS-79: Violence at Work (Guidance)</u>
Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - verbal
	Access to the school is controlled by Electronic Gates. CCTV monitored
	Executive Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.



	Executive Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

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	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 EDU-HS-13) has been prepared and is kept updated by Site Manager. The schedule is located in school offices.



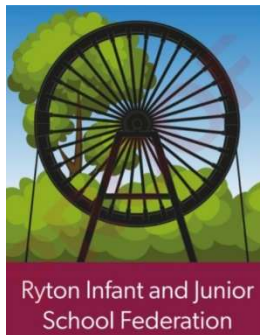
	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Stress

Adopted standard(s)	<u>LCS-HS-41: Stress</u>
Specific school arrangements	Executive Headteacher is responsible for carrying out and reviewing stress risk assessments
	Executive Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Executive Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Training

Adopted standard(s)	<u>LCS-HS-09 Health & Safety Training</u> <u>EDU-01 School H&S Training Matrix</u>
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
	Induction training will be provided for all employees by School Business Manager



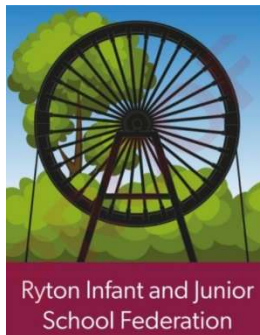
	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Waste

Adopted standard(s)	<u>LCS-HS-30 Hazardous Waste Disposal</u> <u>LCS HS-103 The disposal of Clinical Waste -</u>
Specific school arrangements	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

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>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within School Office
	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.



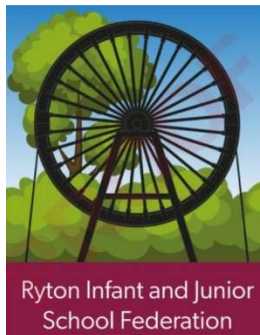
	School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Work Equipment/ Lifting Equipment

Adopted standard(s)	<u>LCS-HS-39: Provision and Use of Work Equipment</u> <u>LCS-HS-72: Lifting Operations and Lifting Equipment</u>
Specific school arrangements	The school possesses the following items of lifting equipment: Barrow
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by Site Manager
	School Business Manager is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.
	School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	School Business Manager and Site Manager are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Workplace Inspections

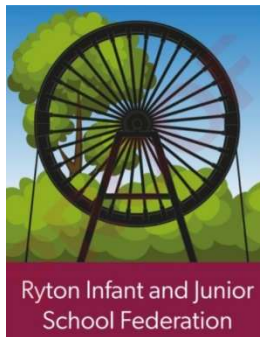
Adopted standard(s)	<u>LCS-HS-60 Workplace Inspections</u>
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	<u>LCS-HS-61 Safety Tours</u> <u>LCS-HS-63 Health & Safety Audits</u>
Specific school arrangements	School carries out H&S Workplace inspection using the form <u>EDU-03</u> at the following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

Workplace Safety and Welfare

Adopted standard(s)	<u>LCS-HS-45 Workplace Safety and Welfare</u>
Specific school arrangements	Executive Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.



	Executive Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
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Monitoring and Review

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