



## Lingey House 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, including controls for COVID-19
- 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: *K Crozier* (Chair of Governors)

Signed: *C Wilkinson* (Head Teacher)

Date: 04/10/2022

Review date: 04/10/2023

## 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.

**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>Mrs C Wilkinson &amp; Governors</i>	<i>Ensuring a safe and healthy working environment for all staff, pupils and visitors</i>
<i>Mrs J Jackson</i>	<i>EV Co-ordinator, Fire Warden, Deputy for Mrs C Wilkinson</i>
<i>Mrs G Wrightson</i>	<i>EV Co-ordinator, Fire Warden, Deputy for Mrs J Jackson</i>
<i>Mrs M Flowdy</i>	<i>Forest School Lead, OPAL Lead, Deputy for Mrs J Jackson</i>
<i>Mrs D Hewitt</i>	<i>Manager of Health and Safety, Fire Warden</i>

<i>Mr M McKeough</i>	<i>Site – internal and external, Fire Warden</i>
<i>Mrs D Smith</i>	<i>Fire Warden, Deputise for D Hewitt</i>
<i>Miss S Cranston</i>	<i>Fire Warden, First Aider</i>
<i>Mrs A Masson</i>	<i>Medication, First Aider, Mental Health FA</i>
<i>Mrs C Martin</i>	<i>First Aider, Medication</i>
<i>Mrs D Gray</i>	<i>First Aider</i>
<i>Mrs K Dellow</i>	<i>First Aider</i>
<i>Mrs S Iley</i>	<i>First Aider</i>
<i>Mrs L Brunnock</i>	<i>First Aider</i>
<i>Mrs K Wood</i>	<i>First Aider</i>
<i>Mr T Burrell</i>	<i>First Aider</i>
<i>Teaching Staff</i>	<i>Pupils in their care</i>
<i>Pupils</i>	<i>Safety of themselves and fellow pupils</i>
<i>Visitors</i>	<i>Observe safety rules</i>

## 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 employees, pupils and members of the public are not put at risk by school activities.

### Incident Reporting & Investigation

Adopted standard(s)	<a href="#">LCS-HS-58: Incident Reporting and Investigation Procedure</a>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded in the School's accident book. The book is kept by Denise Hewitt and is located in the school office.
	Denise Hewitt 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)	<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 Policy file in the school office, on Sharepoint, as well as on the School Bus website.

### Hazardous Substances

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

## Infection Control

Adopted standard(s)	<a href="#"><u>EDU-HS-06: Infection Control in Schools and Childcare Settings</u></a>  <a href="#"><u>LCS-HS-93 Control of Infections at Work</u></a>  <a href="#"><u>LCS-HS-103 The Disposal of Clinical Waste</u></a>
Specific school arrangements	Nappy unit available in the Nursery and Visitor toilet located in the reception area.

## Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<a href="#"><u>EDU-HS-13: Statutory Maintenance and Testing Within Schools</u></a>  <a href="#"><u>LCS-HS-90: Management of Premises</u></a>
Specific school arrangements	<p>Mick McKeough 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 Denise Hewitt. The schedule is located in the school office.</p>

## First Aid

Adopted standard(s)	<a href="#"><u>EDU-HS-05: First Aid Provision in Schools</u></a>
Specific school arrangements	<p>The first aid box(es) is/are kept in SEN intervention room, under stairwell, Multipurpose room, Kitchen, Plant room, Forest School</p> <p>The appointed person(s)/first aider(s) is/are:</p> <p><i>C Martin</i>  <i>D Gray</i>  <i>K Dellow</i>  <i>S Iley</i>  <i>K Wood</i>  <i>A Masson</i>  <i>S Cranston</i>  <i>T Burrell</i>  <i>L Brunnock</i></p>

## 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 school has a current Emergency Management Plan. Copies of the plan are held offsite by Headteacher, Deputy Headteacher and Chair of Governors.

## Outdoor Play Equipment

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

## Risk Assessment

Adopted standard(s)	<a href="#">LCS-HS-40: Risk Assessment</a>  <a href="#">LCS-HS-33 New and Expectant Mothers</a>  <a href="#">LCS-HS-46 Yong Persons at Work</a>
Specific school arrangements	Mick McKeough /Denise Hewitt are responsible for carrying out risk assessments and its review The findings of the risk assessment will be reported to Chloe Wilkinson Risk assessments will be approved by Chloe Wilkinson Mick McKeough /Denise Hewitt have responsibility for ensuring any actions required are implemented

## Security/ Violence at work

Adopted standard(s)	<a href="#">EDU-HS-12: Security</a>  <a href="#">EDU-HS-15 Warning and Banning Persons from School Premises</a>
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	<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 –</p> <ul style="list-style-type: none"> <li>All visitors sign the electronic visitor book (InVentry) on arrival</li> <li>All visitors are given a visitor information on arrival</li> <li>All visitors are given a visitor's lanyard which has a badge attached with emergency evacuation instructions</li> </ul> <p>Access to the school is controlled by Chloe Wilkinson/ Denise Hewitt/ Denise Smith/ Sheryl Cranston</p>

**Lone Working**

Adopted standard(s)	<p><a href="#"><u>LCS-HS-31 Lone Working</u></a></p>
Specific school arrangements	<p>The following employees are considered to be lone workers:</p> <ul style="list-style-type: none"> <li>• Mick McKeough, Site Manager</li> <li>• Hannah Morgala-Finlay, Family Support Worker</li> </ul> <p>Lone workers have been briefed on the following procedure to adopt when working alone:</p> <ul style="list-style-type: none"> <li>• Site Manager has been registered for Carecall. He will contact the helpline when he has safely left the site. If Site Manager does not contact the helpline by an agreed time, his next of kin will be contacted. If Site Managers next of kin cannot be contacted, the Headteacher and Deputy Headteacher will be contacted</li> <li>• Family Support worker has been informed about school procedures which she must follow when making home visits. Prior to the home visits, the Family Support Worker must provide the office with an overview of all appointments/addresses she intends to visit that day. The Family Support Worker must carry a mobile phone and ring school before she enters and after she has left each home appointment. The office will ring the Family Support Worker if contact has not been made eg, if the appointment has run longer than anticipated and the office has not received a call informing them she has left the home appointment. The office will contact the Family Support worker by phone to check whether everything is ok. The Family Support Worker will provide the office with a specific pre-agreed phrase to use if she needs urgent assistance when they contact her.</li> </ul>

## Hydrotherapy Pool

Adopted standard(s)	<a href="#">EDU-GU-01: Hydrotherapy Pool Guidance</a>
Specific school arrangements	Normal Operating Procedure (NOP) is prepared by N/A and located at N/A
	Emergency Action Plan (EAP) is prepared by N/A and located at N/A
	Pre-use Checklists are located N/A and are completed every N/A by N/A
	N/A is appointed as Pool Plant Operator
	N/A is appointed as Pool Plant Manager
	The following staff are deemed to be Specialist Swimming Teachers N/A
	Planning, developing and monitoring of the session is done by N/A
	Parental or visitor involvement in hydrotherapy pool activities can only be authorised by N/A
	The following staff are deemed competent and have responsibility for providing lifeguard provision (lifeguarding / rescue and resuscitation) N/A
	Access to the pool area is controlled by N/A

## 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 H&S Induction, Staff Handbook, Staff Meetings and Staff Training
	Employee Representative(s) are Chloe Wilkinson/Denise Hewitt/ Site Manager
	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
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**Training**

Adopted standard(s)	<a href="#"><u>LCS-HS-09 Health &amp; Safety Training</u></a>
Specific school arrangements	Denise Hewitt is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by Chloe Wilkinson/Joanne Jackson
	Training records are kept electronically in Gendata by Denise Hewitt
	Induction training will be provided for all employees by Denise Hewitt/ Mick McKeough

**Asbestos**

Adopted standard(s)	<a href="#"><u>LCS-HS-15 Asbestos</u></a>  <a href="#"><u>Corporate Asbestos Management Plan</u></a>  <a href="#"><u>ASB60: Asbestos Management Site Guide</u></a>
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by N/A who is the named Responsible Person.
	The site specific management plan is located N/A
	The school was built in 2016 and there is no asbestos on site.

**Management of contractors**

Adopted standard(s)	<a href="#"><u>LCS-HS-18: Construction (Design and Management)</u></a>  <a href="#"><u>LCS-HS-20 Control of Visitors / Contractors on Site</u></a>  <a href="#"><u>LCS-HS-80 Scaffold and edge Protection</u></a>  <a href="#"><u>LCS-HS-81 Safety Nets and Soft-Landing systems</u></a>  <a href="#"><u>LCS-HS-82 Fall protection and prevention guidance</u></a>
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	<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	Denise Hewitt is responsible for assessing contractor health and safety competency prior to appointment.
	Denise Hewitt has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

**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: <ul style="list-style-type: none"> <li>• Chloe Wilkinson</li> <li>• Joanne Jackson</li> <li>• Gemma Wrightson</li> <li>• Michaela Flowdy</li> <li>• Denise Hewitt</li> <li>• Denise Smith</li> <li>• Sheryl Cranston</li> <li>• Lynsay Brown</li> <li>• Hannah Morgala-Finlay</li> </ul>
	DSE workstation assessments have been are completed by the following trained DSE assessor(s) Denise Hewitt and Denise Smith
	Denise Hewitt has responsibility for ensuring any actions required are implemented.

**Driving**

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

**Fire**

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	Denise Hewitt/ Mick McKeough is responsible for regularly reviewing the fire risk assessment
	Mick McKeough is responsible for keeping the fire logbook regularly updated
	Denise Hewitt/ Mick McKeough is responsible for preparation and review of Fire Emergency Procedure

**Stress**

Adopted standard(s)	<a href="#">LCS-HS-41: Stress</a>
Specific school arrangements	Chloe Wilkinson is responsible for carrying out and reviewing stress risk assessments. Employee specific stress assessments will be carried out when needed.

**Manual handling**

Adopted standard(s)	<a href="#">LCS-HS-32: Manual Handling</a>
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	<a href="#"><u>LCS-HS-91 Moving and handling of service users and pupils</u></a>
Specific school arrangements	Staff are trained as how to move pupils/equipment safely.  Annually, all staff receive manual handling toolbox talk and watch the manufacturer's DVD on how to move SICO table units safely.

## Work at Height

Adopted standard(s)	<a href="#"><u>LCS-HS-43 Work at height</u></a>  <a href="#"><u>LCS-HS-68 Ladders</u></a>  <a href="#"><u>LCS-HS-86 Stepladders</u></a>
Specific school arrangements	Ladder/stepladder checklists are completed monthly and located within Site Manager's cupboard.  Annually, all staff receive a toolbox talk on using ladders.

## Work Equipment/ Lifting Equipment

Adopted standard(s)	<a href="#"><u>LCS-HS-39: Provision and Use of Work Equipment</u></a>  <a href="#"><u>LCS-HS-72: Lifting Operations and Lifting Equipment</u></a>
Specific school arrangements	The school possesses the following items of lifting equipment: <ul style="list-style-type: none"> <li>• Lift outside the main hall</li> <li>• A hoist in the shower room</li> </ul>
	Lifting equipment is subject to 6 monthly or annual maintenance inspections. These inspections are undertaken by GallifordTry FM subcontractors (Kone and Zurich)
	Mick McKeough is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

## Educational Visits

Adopted standard(s)	<a href="#"><u>EDU-HS-03: Educational Visits and Learning Outside the Classroom</u></a>
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	<a href="#"><u>EDU-HS-04 Emergency Management During Educational Visits</u></a>
Specific school arrangements	The school's Educational Visits Coordinator(s) are Joanne Jackson and Gemma Wrightson

## Electrical Safety

Adopted standard(s)	<a href="#"><u>LCS-HS-23: Electrical Safety</u></a>
Specific school arrangements	<p>Mick McKeough has been designated the responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used.</p> <p>PAT Testing is carried out each March through a SLA with PHS Compliance. Testing was last carried out in February 2022. Staff are asked to bring any home items (which they sometimes use in school) in for PAT testing.</p>

## Hand Arm Vibration

Adopted standard(s)	<a href="#"><u>CSG-HS-29 Hand Arm Vibration</u></a>
Specific school arrangements	<p>The following roles within the school have been identified to use vibratory tools:</p> <ul style="list-style-type: none"> <li>• Site Manager</li> </ul>
	Mick McKeough /GMBC is appointed to carry out vibration testing
	Mick McKeough is appointed to monitor vibratory tool use

## Waste

Adopted standard(s)	<a href="#"><u>LCS-HS-30 Hazardous Waste Disposal</u></a>  <a href="#"><u>LCS HS-103 The disposal of Clinical Waste -</u></a>
Specific school arrangements	<p>Any hazardous waste is disposed of appropriately</p> <p>IT equipment is disposed of (in line with WEEE regs) through ICT Services at Gateshead Council</p> <p>Sanitact units and Nappy units in school are serviced by Initial</p>

## PPE

Adopted standard(s)	<a href="#"><u>LCS-HS-37 Personal Protective Equipment</u></a>
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Specific school arrangements	PPE is readily available to all staff. PPE stations are located in every room in school. Mick McKeough is supplied with all PPE which is recommended on EDU16 - staff are shown how to put PPE on (HS 27)
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## Gas Safety

Adopted standard(s)	<a href="#">LCS-HS-28 Gas Safety</a>
Specific school arrangements	Lingey House is a PFI school and all gas work is the responsibility of GallifordTry FM. GTFM appoint competent subcontractors (who are registered with Gas Safe) to carry out all gas work in Lingey House Primary School.

## Noise

Adopted standard(s)	<a href="#">LCS-HS-34 Noise</a>
Specific school arrangements	The following tasks have been identified to need a noise risk assessment <ul style="list-style-type: none"> <li>• Using Power tools</li> </ul> <p>Corporate Health &amp; Safety team will carry out noise measurements where identified.</p>

## 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 in the main reception area
	First Aid Notices are located throughout school
	Fire Action Notices are located next to red break glasses
	Liability Certificate is located in the main school office
	Health & Safety Policy is located in the policy file, in Gendata, on the School Bus, and on Sharepoint

### 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 Site Manager and located at Site Managers cupboard/school office

### 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	<p>School ensures classrooms/rooms are well ventilated.</p> <p>Staff use window blinds to keep rooms cool</p> <p>Staff give consideration to the outside temperature when children are due to go outside for outdoor activities</p> <p>Children and staff are all encouraged to drink plenty water</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 8.30am to 9.15am and 2.45pm and 3.30pm</p> <p>The following physical measures are put in place to segregate vehicles and pedestrians:</p> <ul style="list-style-type: none"> <li>• Parents are not permitted to park on the school premises. There is signage informing parents that the carpark is for staff only.</li> <li>• There are physical measures in place to segregate vehicles and pedestrians such as separate gates and paths, cones with retractable tapes</li> <li>• There are clear instructions for contractors, maintenance operatives and visitors which are shared before works are carried out</li> </ul>

## Workplace Safety and Welfare

Adopted standard(s)	<a href="#">LCS-HS-45 Workplace Safety and Welfare</a>
Specific school arrangements	<ul style="list-style-type: none"> <li>The workplace/equipment/systems are maintained in an efficient working state (Maintenance is arranged through SLAs where necessary). A reasonable temperature is maintained in school during working hours (heating, fans/ventilation).</li> <li>There is adequate lighting throughout the school, it is kept in a good state of repair and general housekeeping is to a good standard.</li> <li>There are sufficient toilets, which are reasonably accessible to all staff. Staff facilities are to a high standard with tables, chairs and fresh drinking water.</li> <li>Systems in place for reporting any defects/repairs</li> </ul>

## Disability Support

Adopted standard(s)	<a href="#">LCS-HS-56 Disability at Work</a>
Specific school arrangements	Where appropriate, workplace risk assessments are carried out and actions is taken to rectify any problems. Any actions which have been advised by Occupational Health/Disability Support Team are followed.

## Workplace Inspections

Adopted standard(s)	<a href="#">LCS-HS-60 Workplace Inspections</a>  <a href="#">LCS-HS-61 Safety Tours</a>  <a href="#">LCS-HS-63 Health &amp; Safety Audits</a>
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</p> <p>School carries out safety tours using the form <a href="#">EDU-06</a> at the following frequency: Termly</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>