



Harlow Green Community Primary School Health & Safety Policy

Every child has the right to the best possible health (Article 24)

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

Signed: *K. Wood* (Chair of Governors)

Signed: *M. Malik* (Head Teacher)

Date: 24/01/2019

Review date: 23/01/2020

Description of Building

Harlow Green Community Primary School comprises of one main building on a two-storey site. The building was opened in 2008 when the previous infant and junior school amalgamated under a PFI build. The outdoor area comprises of one filed and a yard area which is surrounded by housing and main roads.

Users

The school is open from **6.00 am to 6.00 pm**. Its main use is a place of education. Staff, pupils, parents, and visitors will be the main users of the premises in this time. There will be over 400 staff and pupils present, with pupils aged between 3 and 11, although this figure varies due to sickness and off-site activities. The persons present are generally familiar with the building.

If the school expects to have any persons with disabilities present on any given day an individual risk assessment will be completed. The school is accessible and there is a lift within the building to support access to the second floor.

In addition to the normal use of teaching and learning the school is also used for staff/governors meetings, these meetings may on occasions occur in the evenings and can be after dark. Staff and Governors are generally familiar with the building. At present we have no after school Lettings.

The school is a venue for Lamesley Child Care which implements an early morning breakfast club and an after-school club for pupils. Although based primarily in the school hall, they do access other parts of the school as agreed. The morning session runs from 07.30 a.m. until 8.45 a.m. and the after -school club runs from 3.20pm until 5.30pm.

A range of extra-curricular school clubs are run, which can when the nights are dark. The persons attending are generally familiar with the school building. However, these run up until 4.30pm when the caretaker is still on site.

Information, instruction and supervision

- There is a Health and Safety Law poster displayed in office, School kitchen and in the Caretaker's office.
- Health and safety advice is available from the Health and Safety Advisor in Human Resources at the Civic Centre:

lorrainedixon@gateshead.gov.uk or 0191 433 2237
heathertaylor@gateshead.gov.uk or 0191 433 2236
jessedavies@gateshead.gov.uk or 0191 433 2270

Part 2: Health & Safety Responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings and ensuring that health and safety performance is monitored regularly. In order to comply with regulatory controls, the governing body is responsible for ensuring that advice from competent advisers is available on health and safety matters.

The Head Teacher has responsibility for the day-to-day operation of health, safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. In addition the Head Teacher will ensure that health and safety policy and procedures are part of the day-to-day running of the school. In order to comply with regulatory controls, the Head Teacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters.

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>David Clark</i>	Day-to-day site safety
<i>Engie</i>	Site maintenance/Health & Safety of site
<i>Jacqui Waddle</i>	Recording of accidents
<i>Deputy Head Teacher</i>	Educational Visits Co-ordinator

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.

<http://council/humanresources/healthandsafety/handbook.htm>

<http://council/humanresources/healthandsafety/edu-handbook/index.html>

The school commits to following the procedures detailed below to ensure that employees, pupils and members of the public are not put at risk by school activities.

Incident reporting & investigation

Adopted standard(s)	<u>LCS-HS-58: Incident Reporting and Investigation Procedure</u>
Specific school arrangements	<ul style="list-style-type: none">• All minor accidents (e.g. minor falls by pupils, scrapes) are to be recorded in the minor accident book.• These minor issues will be shared with parents with an appropriate note identifying what has happened.• The minor accidents book is kept by Jacqui Waddle and located at the office.• Cases of more major accidents and work-related ill health are to be recorded via a HS-20 form.• The electronic records are kept electronically. <p>Jacqui Waddle 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</p>

Administration and management of medicines

Adopted standard(s)	<u>EDU-HS-01: Administration and Management of Health Needs in Schools</u>
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located in the Health & Safety File and the Staff room.

Hazardous Substances

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

Infection Control

Adopted standard(s)	<u>EDU-HS-06: Infection Control in Schools and Childcare Settings</u> <u>LCS-HS-93 Control of Infections at Work</u> <u>LCS-HS-103 The Disposal of Clinical Waste.</u>
Specific school arrangements	<ul style="list-style-type: none"> • Where an infection arises, staff will check against the schools Guidance on Infection Control in Schools and Childcare Settings poster. • If there is a concern, the school nurse will be contacted for further advice by the school office. • Where children may vomit or soil themselves, staff should cover with the appropriate gel and a call will be logged with Engie in order for their staff to come and clear the waste. • Children will be kept away from the infected area. • Handwashing will be encouraged in schools through regular means. • Hand gel will be available for children entering the school hall for lunch.

Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<u>EDU-HS-13: Statutory Maintenance and Testing Within Schools</u> <u>LCS-HS-90: Management of Premises</u>
Specific school arrangements	<p>Engie 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 Engie. The schedule is located with Engie management.</p>

First Aid

Adopted standard(s)	<u>EDU-HS-05: First Aid Provision in Schools</u>
Specific school arrangements	<p>The first aid boxes are kept in the:</p> <ul style="list-style-type: none"> • Staff room • School kitchen • Dining Hall • Outside Year 1 • Nursery Kitchen • Medical Room • School Office <p>The appointed person(s)/first aider(s) are:</p> <ul style="list-style-type: none"> • Suzanne Batey • Kate Rowe • Jayne Forbes • Deborah Cunningham • Lynn Lewis • Julie Madgwick

	<ul style="list-style-type: none"> • Zoe Dale • Jacqui Waddle <p>Staff with Paediatric first aid training are:</p> <ul style="list-style-type: none"> • Kellyanne Williams • Janine Anderson

Emergency Management Plan

Adopted standard(s)	EDU-HS-10 Emergency management plan EDU-HS-14 Unavoidable school closures
Specific school arrangements	The school Emergency Management Plan / Critical Incident Management Policy is specific to Harlow Green and has been located as part of three Grab-bags, two within school and one outside of school.

Outdoor Play Equipment

Adopted standard(s)	EDU-HS-07 Outdoor Playground Safety
Specific school arrangements	The LA have been appointed to thoroughly inspect play equipment on a termly basis, in accordance with BS 1176
	The caretaker undertakes regular visual checks of play equipment and play areas.

Risk Assessment

Adopted standard(s)	LCS-HS-40: Risk Assessment
Specific school arrangements	Various staff are responsible for carrying out risk assessments depending on the nature of them.
	The findings of the risk assessment will be reported to the Head Teacher and, where appropriate, the Resources Committee.
	Risk assessments will be approved by the Head Teacher.
	The Head Teacher has responsibility for ensuring any actions required are implemented.

Security/ Violence at work

Adopted standard(s)	EDU-HS-12: Security EDU-HS-15 Warning and Banning Persons from School Premises LCS-HS-79: Violence at Work
Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures:

	<ul style="list-style-type: none"> • The office staff will provide staff with a 'visitors' badge • They will then inform them of the muster point in the event of an evacuation/fire alarm.
	Access to the school is controlled by office staff.

Lone Working

Adopted standard(s)	LCS-HS-31 Lone Working
Specific school arrangements	The following employees are considered to be lone workers: David Clark
	Engie have briefed their staff on the procedures to adopt when working alone.

Consultation and Communication with Employees

Adopted standard(s)	LCS-HS-08: Communicating the Health & Safety Message LCS-HS-10: Employee Consultation
Specific school arrangements	Health & Safety information is communicated to employees via staff meetings, briefing meetings, written policy, memos and training/INSET days.
	The school does not have specific employee representatives for Health & Safety but first-aid trained staff are often consulted on appropriate matters.

Training

Adopted standard(s)	LCS-HS-09 Health & Safety Training LCS-HS-77: Identification of Training Needs
Specific school arrangements	The Head Teacher is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by the Resources Committee.
	Training records are kept in the Health & Safety File by the Head Teacher.
	Induction training will be provided for all employees by the Head Teacher/Office Manager.
	Engie will train all their relevant staff but will also provide training to school staff when organised by the Head Teacher.

Asbestos

Adopted standard(s)	<u>Corporate Asbestos Management Plan</u> <u>ASB60: Asbestos Management Site Guide</u>
Specific school arrangements	Due to the nature of the school build, there is no asbestos in the building.

Management of contractors

Adopted standard(s)	<u>LCS-HS-18: CDM</u> <u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u> <u>LCS-HS-98: Contractor's Health & Safety Standards</u>
Specific school arrangements	Engie management is responsible for assessing contractor health and safety competency prior to appointment.
	Engie has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

Display Screen Equipment

Adopted standard(s)	<u>LCS-HS-21: Display Screen Equipment:</u>
Specific school arrangements	Regular DSE Users have been identified as: <ul style="list-style-type: none"> • Mustafaa Malik • Jacqui Waddle • Julie Madgwick • Kirsty Hamilton • Suzanne Chapman
	DSE workstation assessments have been completed by the following trained DSE assessor(s) Jacqui Waddle.
	Jacqui Waddle has responsibility for ensuring any actions required are implemented.

Driving

Adopted standard(s)	<u>LCS-HS-22 Occupational Road Risk (Driving at work)</u>
Specific school arrangements	The school does not currently have its own vehicles.

Fire

Adopted standard(s)	LCS-HS-24: Preparing a PEEP LCS-HS-25: Fire Emergency Procedures LCS-HS-26: Fire Risk Assessments
Specific school arrangements	The Head Teacher is responsible for regularly reviewing the fire risk assessment
	The Head Teacher and Caretaker are responsible for keeping the fire log book regularly updated.

Stress

Adopted standard(s)	LCS-HS-41: Stress
Specific school arrangements	<ul style="list-style-type: none"> • Leadership will ensure that it is regularly assessing workload and the impact on staff. • Where there are signs of individuals with increasing stress levels a meeting will be arranged with the Head Teacher and the person of concern.

Manual handling

Adopted standard(s)	LCS-HS-32: Manual Handling
Specific school arrangements	<ul style="list-style-type: none"> • Staff are reminded that the moving of heavy items should be done sensible with more than one individual where necessary. • Appropriate equipment is to be used for lifting and carrying. • The caretaker is informed of items that require moving.

Work at Height

Adopted standard(s)	LCS-HS-43 Work at height LCS-HS-68 Ladders LCS-HS-86 Stepladders
Specific school arrangements	Ladder/ stepladder checklists are completed monthly by Engie and located within various cupboards across school.

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: Hoist in the accessible shower room.
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by Engie.
	The Head Teacher is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

Educational Visits

Adopted standard(s)	<u>EDU-HS-03: Educational Visits and Learning Outside the Classroom</u>
Specific school arrangements	The school's Educational Visits Coordinator(s) is/are: <ul style="list-style-type: none"> • Suzanne Chapman • Mustafaa Malik
	<ul style="list-style-type: none"> • All visit risk assessments are processed through Evolve. • The Deputy Head Teacher will initially review the risk assessments which will then be sent to the Head Teacher for final authorisation.

Electrical Safety

Adopted standard(s)	<u>LCS-HS-23: Electrical Safety</u>
Specific school arrangements	Engie is responsible person for preparing and maintaining an accurate up-to-date the electrical maintenance register for portable appliances used.

Footnote: Further assistance and guidance is available by contacting Health and Safety, telephone number 0191 433 2272 / 2281 / 2270 / 2237 / 2371 / 3827