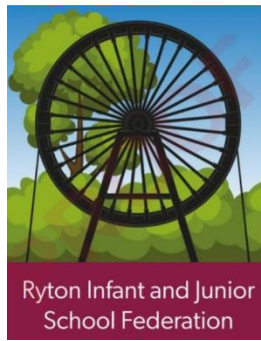


Health and Safety Policy



Aims of The 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.

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
Helen Laybourne	School Business Manager
Gary Nesbitt	Site Manager



School Health & Safety Management Arrangements

Ryton Federation commits to following the procedures and guidance detailed below which are available on Gateshead Councils Intranet site to ensure that employees, pupils and members of the public are not put at risk by school activities.

Available on the site are various documents and checklists which will be used to identify and eliminate risks

Incident reporting & investigation

Adopted standard(s)	<u>LCS-HS-58: Incident Reporting and Investigation Procedure</u>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded in the School's accident books. These books are kept by each First Aid point.
	Helen Laybourne 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)	<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 school office and on The School Bus.

Hazardous Substances

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



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	Policies are available in the School Office.

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	<p>Gary Nesbitt 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 Gary Nesbitt. The schedule is located in the Junior School Office.</p>

First Aid

Adopted standard(s)	<i>EDU-HS-05: First Aid Provision in Schools</i>
Specific school arrangements	<p>The first aid boxes are kept in all practical areas and in the reception areas of both schools.</p> <p>The appointed first aider in the juniors is Jill Head and in the infants and nursery is Angela Martin</p>

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	Please see the Business Continuity Plan



Outdoor Play Equipment

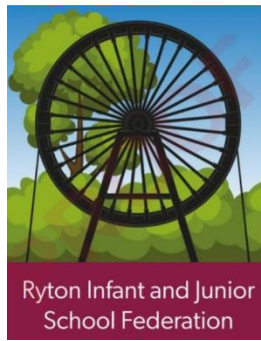
Adopted standard(s)	<i>EDU-HS-07 Outdoor Playground Safety</i>
Specific school arrangements	Tyne and Wear Play Ltd have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	Gary Nesbitt undertakes weekly visual checks of play equipment and play areas.

Risk Assessment

Adopted standard(s)	<i>LCS-HS-40: Risk Assessment</i>
Specific school arrangements	The SLT and Site Manager are responsible for carrying out risk assessments
	The findings of the risk assessment will be reported to Helen Laybourne
	Risk assessments will be approved by Deborah Ashcroft

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-79: Violence at Work</i>
Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures – a detailed Health and Safety briefing is read by all people signing into the building.
	Access to the school is controlled by the Office Manager at both schools.



Lone Working

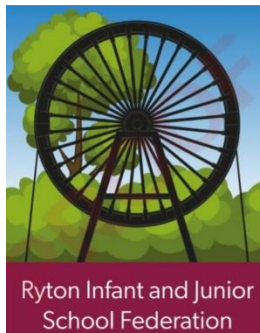
Adopted standard(s)	<u>LCS-HS-31 Lone Working</u>
Specific school arrangements	<p>The following employees are considered to be lone workers: Gary Nesbitt</p> <p>Lone workers have been briefed on the following procedure to adopt when working alone: Identify days that they are lone working to the School Business Manager in advance and to leave contact details with family to report if they do not return home as expected</p>

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	<p>Health & Safety information is communicated to employees via The Email, Staff Meetings, Notices in the Staff Room.</p> <p>The above mentioned Safety Representative(s) will:</p> <ul style="list-style-type: none"> • 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 <p>The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977</p>

Training

Adopted standard(s)	<u>LCS-HS-09 Health & Safety Training</u> <u>LCS-HS-77: Identification of Training Needs</u>
Specific school arrangements	<p>Training will be identified, arranged and monitored by Helen Laybourne</p> <p>Training records are kept in relevant risk files and in individual staff files</p>



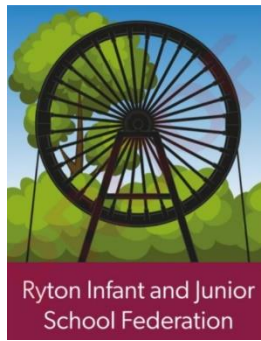
	Induction training will be provided for all employees by Helen Laybourne
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Asbestos

Adopted standard(s)	<i>Corporate Asbestos Management Plan</i> <i>ASB60: Asbestos Management Site Guide</i>
Specific school arrangements	<p>The site specific asbestos management plan for the school has been prepared by Helen Laybourne who is the named Responsible Person.</p> <p>The site specific management plan is located in the school offices.</p>

Management of contractors

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



Display Screen Equipment

Adopted standard(s)	<i>LCS-HS-21: Display Screen Equipment:</i>
Specific school arrangements	Regular DSE Users have been identified as Deborah Ashcroft, Helen Laybourne. Elizabeth Gilholm and Fran Tague
	DSE workstation assessments have been are completed by the following trained DSE assessor(s) N/A
	Helen Laybourne has responsibility for ensuring any actions required are implemented.

Fire

Adopted standard(s)	<i>LCS-HS-24: Preparing a PEEP</i> <i>LCS-HS-25: Fire Emergency Procedures</i> <i>LCS-HS-26: Fire Risk Assessments</i>
Specific school arrangements	Helen Laybourne is responsible for regularly reviewing the fire risk assessment
	Gary Nesbitt is responsible for keeping the fire log book regularly updated

Stress

Adopted standard(s)	<i>LCS-HS-41: Stress</i>
Specific school arrangements	Deborah Ashcroft has attended relevant training.

Manual handling

Adopted standard(s)	<i>LCS-HS-32: Manual Handling</i>
Specific school arrangements	Policy available in both school offices.



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 before use and located within the school offices.

Work Equipment/ Lifting Equipment

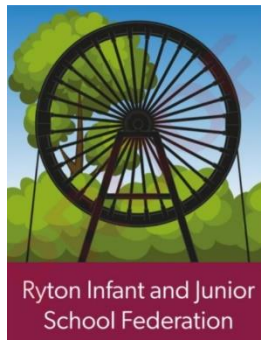
Adopted standard(s)	<i>LCS-HS-39: Provision and Use of Work Equipment</i> <i>LCS-HS-72: Lifting Operations and Lifting Equipment</i>
	Gary Nesbitt is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

Educational Visits

Adopted standard(s)	<i>EDU-HS-03: Educational Visits and Learning Outside the Classroom</i>
Specific school arrangements	The school's Educational Visits Coordinators are Deborah Ashcroft and Helen Laybourne

Electrical Safety

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



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

Date of last review 1st October 2021

Date of next review 1st October 2022