

School Health and Safety Policy

September 2024
(Updated: October 2026)

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Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. We recognise and accept our responsibility under the Health and Safety at Work Act 1974 and all other applicable legislation and approved codes of practice.

The school is committed to:-

- Providing a safe and healthy working environment for staff, pupils and visitors.
- Ensuring adequate resources are provided for identifying risks and where they cannot be eliminated, control them to an acceptable level
- Providing effective information, instruction and training for governors, staff and visitors
- Sustaining positive health and safety attitudes and behaviours through communication and consultation with staff
- Encouraging the reporting of all work related accidents, incidents and their subsequent investigation to facilitate the prevention of recurrence
- Measuring and reviewing performance and taking actions on lessons learned
- Continual improvement in health and safety management and performance

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities or following changes to legislation.

Name:	Tom Jones	Signature:	T A Jones
Date:	16.10.26	(Head teacher)	
Name:	Judy Williams	Signature:	Judy Williams
Date:	16.10.26	(Chair of Governors)	

Organisation

In order to comply with the Governing Body's Statement of Intent, the schools' management have additional responsibilities assigned.

2.1 Governing Body
The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

The Governing Body has the following responsibilities:-

- Ensure that the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school
- Take an active role in the development and review of the health and safety policy for the school that reflects local procedures and policies
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance
- Ensure health and safety issues are covered at meetings of governing bodies, either through a special meeting or as a standard agenda item
- Provide information to the Local Authority on health and safety matters when requested
- Ensure adequate resources are given to safety issues
- Ensure adequate training is provided for both governors and staff
- Promote the active participation of workers in improving health and safety performance

2.2 Headteacher
Overall responsibility for the day to day management of health and safety rests with The Headteacher.

The Headteacher has the following responsibilities:

- Cooperate with the Governing Body to ensure the health and safety policy and procedures are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people, including contractors
- Ensure that effective arrangements are in place to proactively manage health and safety through the production, revision and implementation of risk assessments

- Report to the Governing body on health and safety performance and any safety concerns which may need to be addressed by the allocation of funds

- Ensure that the premises, plant and equipment are maintained and in good working order

- Report to the LA any significant risks which cannot be rectified within the establishment's budget

- Ensure all staff are competent to carry out their roles and are provided with adequate information, instruction and training

- Ensure that consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up

2.3 School Health and Safety Coordinator

The School Health and Safety Coordinator provides support to the Governing Body and the Headteacher to enable them to fulfil their health and safety duties.

The Health and Safety Coordinator has the following responsibilities:-

- Ensure they are familiar with schools health and safety management system

- Coordinate and manage the annual risk assessment review process for the school

- Coordinate the annual workplace monitoring inspections and performance monitoring process

- Keep up to date with health and safety legislation and case law

- To coordinate the provision for the inspection and maintenance of work equipment throughout the school

- Manage the records of all health and safety activities including management of the fabric of the building and building services

- Advise the Headteacher of situations or activities which are potentially hazardous to health and safety of staff, pupils and visitors

- Ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school in general

- Ensure that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures

2.4 Heads of Departments

The Heads of Departments support the Governing Body and the Headteacher to fulfil their health and safety duties within their area of control.

The Heads of Departments have the following responsibilities:-

- Actively lead the implementation of the Health and Safety Policy
- Ensure that all equipment and machinery is maintained and in good working order and defective equipment is not used until the necessary repairs are carried out
- Ensure staff under their control are aware of, and follow, relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure risk assessments are undertaken in line with the school policy, for the activities for which they are responsible and that identified control measures are implemented
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them
- Carry out regular inspections of their areas of responsibility and report / record these inspections
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated
- Consult with staff on all health and safety issues
- Ensure that contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures

2.5 Staff Safety Representatives

- Where a health and safety representative (Union or Non-Union) has been appointed, they will have the following functions:-

- Investigate potential hazards to examine the causes of accidents in the workplace

- Investigate complaints by any employee they represent relating to that employees health and safety or welfare at work

- Make representations to the Headteacher on general matters affecting the health, safety and welfare of employees

- Carry out workplace health, safety and welfare inspections

- Attend any safety committee meetings

- Cooperate with employers in promoting health and safety at work

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

2.6 Health and Safety Committee

The Health and Safety Committee's responsibility is to facilitate communication and consultation on health and safety issues across the school.

They are responsible for:-

- Communicating and consulting with the workforce on matters of health and safety which may affect staff

- Ensuring proactive and reactive monitoring of Health and safety standards within each department is carried out

- Analysing accidents, incidents and near misses to ensure trends are identified and recommendations for action can be implemented

- Making employees aware of significant changes to the Health and Safety Policy

- Promoting good practice and challenging poor health & safety performance or attitudes

2.7 Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities.

All employees have responsibility to:-

- Take reasonable care for their own health and safety and anyone else who may be affected by their work
- Comply with the school's health and safety policy and procedures at all times
- Exercise effective supervision of pupils within their control and to know the procedures for fire, first aid and other emergencies
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- Report all defects of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

2.8 Pupils/Students

<u>All pupils must be encouraged to follow all safe working practices and observe all school safety rules.</u>

Pupils, allowing for their age and aptitude, are expected to:-

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Inform any member of staff of any situation which may affect their safety

2.9 Visitors and other users of the premises

Where the facilities are shared, it must be ensured that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers e.g. catering and cleaning contractors, parents and external staff.

- The Headteacher will ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (Electronic Sign In) and the time they leave. This should include all visitors to the school including Governors, contractors, and volunteers.

- Visitors will be required to wear a visitors' identification badge and be accompanied at all times by a responsible employee

- Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the person accompanying the visitor will take him/her to the fire assembly point.

- Should an incident/accident occur involving a visitor, it must be reported and an investigation undertaken as soon as possible by the Headteacher or Admin Manager.

2.10 Health and Safety Advice

The North Tyneside Health and Safety Team fulfil the role of 'Competent Person', providing advice, support and guidance to the school where required.

They will: -

- Advise the school on health and safety legislation and relevant updates

- Provide workshops and training on a range of statutory health and safety requirements

- Provide guidance documentation to support health and safety management.

- Undertake a health and safety audit on a three yearly basis, giving advice on improvement and promoting best practice across the school.

- Liaise directly with HSE on behalf of the school in relation to accident and incidents and have involvement in Fire Authority visits, where required.

- Consult with Headteachers and Trade Unions via the School H&S Forum.

Procedures and Arrangements

3.1 Introduction

The following procedures and arrangements have been established within our school to provide a safe and healthy working environment for staff, pupils and visitors.

3.2 Accident/Incident Reporting & Investigation

The school is aware of the need to record incidents to enable monitoring of the safety management system and the reporting of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

North Tyneside Council's Incident and Accident reporting system is utilised for recording such incidents, this will be the responsibility of Samantha Twemlow (Admin Manager)

All accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated by Tom Jones (Headteacher).

3.3 Communication, Consultation & Training

Communication and Consultation

The school has established arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views. The Health and Safety Committee meets on a six-monthly basis to discuss health and safety topics and provides a forum for staff to raise issues to the Senior Leadership Team. Members of the Committee are:-

Name	Role
Tom Jones	Headteacher (Chair Person)
Paul Marr	Health and Safety Governor
Jo Marr	Trade Union H&S Rep
Daniela Bottjer-Wilson	Workforce Rep
Karen Robinson	Head of Department
Samantha Twemlow	Health and Safety Coodinator

Use is made of pre-circulated agendas prior to meetings with minutes produced and distributed to all members and saved on the school server and Governor's Services.

Health and Safety Training

All employees will be provided with induction training in the requirements of this policy and will be updated in response to any significant change. Training records will be kept on the Business Drive on the school's server. Samantha Twemlow (Admin Manager) is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

3.4 Construction (Design and Management)

Where any construction works are carried out, the school will liaise with North Tyneside Council to ensure works are appropriately planned and competent contractors are appointed. The school will ensure that no construction commences

until an adequate health and safety plan covering the work has been prepared. We will ensure that any health and safety file, prepared in relation to any project, is obtained from the contractor following completion of the works and kept readily available for inspection.

Contractor Management

The school will carry out checks to ensure that any contractor used is competent and that any works are carried out safely. All contractors will be required to have current registration with a contractor safety scheme (eg CHAS) or will be required to complete a Pre Qualification Questionnaire (PQQ) which the school will review following completion. Once onsite, the contractor will be supervised by school staff to ensure ongoing safety and security of the school. This will be documented on a contractor monitoring checklist.

3.5 COSHH (Control of Substances Hazardous to Health)

All reasonable steps will be taken to prevent staff and pupils from exposure to substances hazardous to health. Where this cannot be achieved, a COSHH risk assessment will be produced and communicated to relevant staff. An inventory of all hazardous substances on site will also be produced and reviewed on an annual basis. Chris Comer (Caretaker) is the COSHH coordinator who will be responsible for this.

3.6 Display Screen Equipment (DSE)

All staff who are required to work with display screen equipment for over an hour a day are instructed to carry out a DSE self-assessment and forward the evidence to their line manager. Staff who have been identified as a DSE user are entitled to an eyesight test every 2 years by a qualified optician.

3.7 Educational Visits

The Educational Visits Co-ordinator is Tom Jones (Headteacher) and they are responsible for overseeing procedures and documentation for all educational visits. Advice and guidance is provided by the School Improvement Adviser, Sport & Culture. North Tyneside Council's *Health and Safety of Pupils on Educational Visits* is implemented by the school.

3.8 Emergency/Fire Arrangements

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. The Headteacher will ensure a fire risk assessment is undertaken, implemented and reviewed every two-years or when there is a change in environment or work activity/process.

Fire and emergency evacuation procedures are detailed in the Fire Safety File and a summary is posted in every classroom. These procedures will be reviewed annually. Staff and visitors will be made aware of the procedures during the induction process and visitors/contractors will be made aware when signing in to the school. Employee induction training will be supported by termly evacuation drills which will be recorded in the fire log book.

Service isolation points (gas, water & electricity) are located in various locations in the school (plant and boiler room) and are identified by appropriate signage.

3.9 Employee Wellbeing

The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

3.10 First Aid & Medication

First Aid

The school is committed to providing sufficient provision for First Aid to deal with accidents and injuries that arise at work. An up-to-date list of first aiders is held in the following locations: -

- School Office

It is the responsibility of Anna Tooke (Lead First Aider) to check all First Aid kits on a termly basis to ensure they are adequately stocked. **AEDs (automated external defibrillators) are located in the downstairs front office and in the Headteacher's Office upstairs.**

Medication

Anna Tooke (Lead First Aider) is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the First Aiders in each key stage.

All non emergency medication kept in school is securely stored in a lockable cupboard in the Rainbow Room for Early Years and the Green Room for Keys Stages 1 and 2. Refrigerated meds kept in clearly labelled container within a lockable fridge in the Green Room- detail location with access strictly controlled]. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept on the top shelf and a box in the classroom cupboard and clearly labelled.

3.11 Lettings

The Headteacher and Admin Manager will ensure that any hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school health and safety policies where appropriate.

3.12 Manual Handling

Where manual handling cannot be avoided and the risk is significant, a manual handling risk assessment will be carried out by Headteacher and brought to the attention of relevant staff.

3.13 Risk Assessment

General

The school conducts and documents risk assessments for all activities which present significant risks to the staff, pupils and visitors. They are coordinated by the Senior Leadership Team and are subject to approval by the Governing Body.

Risk assessments are available for all staff to view and are held centrally on the Shared Drive. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Curriculum

Risk assessments for curriculum activities will be carried out class teachers and Subject leads using the relevant codes of practice and model risk assessments.

Whenever a new course is adopted or developed, all activities are checked against these and significant findings incorporated into texts in daily use eg lessons plans and schemes of work.

Lone Working

The school recognises that staff who work alone can be exposed to additional risks which wouldn't be present if accompanied by another person. The school have determined, by risk assessment, those activities where work can be done safely by one unaccompanied person. They are caretaking duties by Chris Comer and administration duties on occasion by Samantha Twemlow (Admin manager) and Tom Jones (Headteacher).

Individual Risk Assessment

The school recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect all employees, visitors and pupils. There are circumstances where further risk assessment is required to ensure the safety of all individuals within the school, examples include where an individual has been identified as a:-

- New/Expectant Mother
- Person with a disability or a short term ailment
- Young or inexperienced member of staff

The Headteacher in cooperation with the individual (and their parent/guardians in certain circumstances), will assess these risks, identify relevant control measures and review them on a regular basis.

3.14 Safe Driving

Minibuses

All drivers for school minibuses must be over 21 and hold a full Category B (car) licence with D1 entitlement. Drivers must also undergo a formal system of driver assessment and be subject to medicals at least every 3 years. Samantha Twemlow

maintains a list of approved drivers, who are subject to annual checks of their driving license – this information is held on the school server.

All school approved minibus drivers are expected to complete a pre-use checklist prior to every journey, if any issues are identified the driver is to inform the Headteacher who will implement remedial actions.

Traffic Management

Vehicular access will be prohibited at times when pupils are coming/leaving the premises. It is very rare that vehicles may enter the site, and this is always arranged in advance so that the playground is clear of pupils and staff. There is no car park and no designated parking areas.

3.15 Premises Management

Inspections

A general inspection of the site will be conducted by the Health and Safety Committee on an annual basis. Inspections of individual departments will be carried out by the Senior Leadership team and/or Caretaker. These inspections will be recorded on the inspection checklist.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor (Paul Marr) will be involved in monitoring the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Asbestos

An asbestos survey and management plan is in place for the school in accordance with North Tyneside Council's Asbestos Plan. The school's asbestos file (including school plans, asbestos survey data and site specific management plan) is held in the School Office.

The Headteacher will ensure that all school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from building management [insert details here]. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos duty holders and the area immediately evacuated and closed / locked off. Professional advice will be sought and details of the incident reported to North Tyneside Council.

The school's asbestos duty holders are Tom Jones and Chris Comer and refresher training is required on a three-yearly basis.

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain whether there has been any damage or deterioration. Where damage or deterioration is found, the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Legionella

A Legionella risk assessment for the school is completed by Clear Flow. It will be reviewed every two years or where significant changes have occurred to the water system and/or building footprint. The Headteacher is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. Records will be kept of all maintenance, temperature monitoring and sampling which have been carried out.

External Play Equipment

External play equipment will only be used when adequate supervision can be maintained. Consideration is given to weather conditions, as outdoor play equipment should not be used during wet or icy conditions.

The equipment is subject to regular inspections to ensure it's well maintained and in good working order. Daily / pre use checks is carried out by Teaching Assistants and the Lunchtime Supervisory Team. A more thorough check of the equipment is conducted by the Chris Comer (Caretaker) on a termly basis and records are kept whether defects are identified or not. A detailed certified inspection to BS EN 1176 and 1177 is carried out by RoSPA on an annual basis and records are kept on site.

Where any defects / hazards are identified in either inspection, appropriate steps are taken to prevent use until issues have been satisfactorily resolved.

3.16 Safeguarding and Security

Safeguarding

The School has an established Safeguarding procedure in place; all admissions and/or queries should be directed to Tom Jones (Headteacher).

Security

To ensure there is a clearly defined route between the entrance and reception, the school will maintain only one point of external access/egress throughout the school day; this will be in operation between the times of 7.00am and 6.00pm.

Visitors will be required to report to reception, state the reason for their visit and sign in. Following sign in, the Office Team will issue a lanyard which will identify the individual as a visitor; this lanyard must remain visible at all times throughout their visit. Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. In the event that the visitor refuses to comply with the above procedures, they will be asked to leave the site immediately and the Headteacher informed. The Headteacher will consider the situation and decide if it is necessary to inform the police.

The visitor must not be allowed to move around the site unaccompanied unless they have met the schools Enhanced DBS criteria (identified by a Green Visitor lanyard).

Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the aforementioned school contact will take them to the fire assembly point. Should an incident/accident occur involving a visitor, it must be reported to the school and an investigation must be undertaken as soon as possible by the Admin Manager or Headteacher.

3.17 Work at Height

Where work at height activities cannot be avoided a task specific risk assessment will be conducted to ensure risks are adequately controlled and communicated to any employee who may work at height. Only employees who have had the necessary training are authorised to work at height. The school's nominated person(s) responsible for work at height is Chris Comer (Caretaker).

Access equipment such as ladders, stepladders and kickstools are subject to monthly recorded inspections to ensure they are suitable and in good working order, it is the responsibility of Chris Comer (Caretaker) to carry out these checks.

3.18 Work Equipment

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the School office and on the school server.

All staff are required to report to Chris Comer (Caretaker) any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Senior Leaders, Teachers and Teaching Assistants are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will also ensure specific training or instruction needs, personal protective equipment requirements are provided and relevant risk assessments conducted where required.

<u>Electrical Safety</u>

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Inspection and testing of all portable appliances will be carried out by an approved contractor on an annual basis. The Admin Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. A fixed electrical installation test (fixed wire test) will be conducted by an approved contractor on a 5 year cycle.

<u>Gas Appliances</u>

All gas appliances are subject to an annual gas safe check and this is carried out by a North Tyneside Council contractor. No person shall interfere with any gas appliance or gas fitting/pipe work unless qualified and competent to do so.

<u>Lifts/Lifting Equipment</u>

The school does not have any lifts.

3.19 Workplace Health, Safety and Welfare

The school will ensure that it meets the health, safety and wellbeing needs of staff, pupils and visitors, this will include providing;

- Sufficiently ventilated enclosed work areas.
- A reasonable comfortable temperature within school.
- Suitable lighting.
- Adequate space for activities.
- Suitable floor and traffic routes free from uneven and slippery surfaces.
- Sufficient number of sanitary conveniences and washing facilities.
- A supply of drinking water.
- Facilities for changing to/from work clothes.
- Facilities for rest and to eat meals.