

Model Framework for a School H&S Policy (EDU-MOD-01)

Issue Date	01/9/21	Review Schedule	3 yearly (or sooner if there has been a significant change)
Approvers	Corporate Health and Safety Committee	Cross Reference Applicable Documentation	Education Health and Safety policies - Gateshead Intranet Corporate Health and Safety procedures - Gateshead Intranet
Group	Corporate Services & Governance	Service	Human Resources/ Workforce Development
Target Audience	Management in educational settings	Compliance	The Health & Safety at Work etc Act 1974 The Management of H&S Regulations 1999

This document forms part of the Corporate Health and Safety procedural arrangements

Change Record

Date	Controller	Version	Changes
1/09/21	D Kormilkina	3	In the new format; Expanded section for outdoor playground safety; hydrotherapy Additional corporate and Education Policies added
15/9/22	D Kormilkina	4	Removed reference to COVID-19
15/3/23	D Kormilkina	4.1	Minor amendments to add arrangements for PE and Forest School

Occupational Health and Safety Policy and Guidance in Gateshead Council

Gateshead Council's Occupational Health and Safety policies/procedures consider current legislation, rules, regulations and best practice guidance from a range of professional and public bodies.

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1. Introduction

Each school is required to have a Health and Safety Policy in place. It is recommended that the school's Health and Safety Policy should be developed by the Governing Body in conjunction with the head teacher and members of the school leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model where schools may complete the relevant blank sections and adapt for their own use.

The policy has three parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Health & Safety Responsibilities for School staff

Part 3 - School Management Arrangements

2. Support

Please contact the following if additional information or support is required:

Email: CSGhealthandsafety@Gateshead.Gov.UK

Telephone: 0191 433 (ext)

Extensions: 2272 / 2270 / 2236 / 2237 /

Appendix 1 School H&S Model Policy

Part 1 – Policy Statement



White Mere Community 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
- 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: David Tait (Chair of Governors)

Signed: John Archer (Headteacher)

Date: 15/10/2024

Review date: 01/10/2025

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 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 where required.

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 where required.

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.

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.

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.

*Remove / or add fields as required below

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 Reception and on the school website.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are 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 Steve Coleman who is the named Responsible Person.
	The site specific management plan is located in Reception.
	The Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The caretaker is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

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, email reminders and training.
	Employee Representative(s) are
	Trade Union appointed Safety Representatives are N/A
	The above mentioned Safety Representative(s) will: <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
	The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed	

Disability Support

Adopted standard(s)	LCS-HS-56 Disability at Work
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are 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 admin staff.
	DSE workstation assessments have been are completed by the following trained DSE assessor(s) Clare Trainor
	The Head Teacher has responsibility for ensuring any actions required are implemented.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Driving n/a

Adopted standard(s)	<u>LCS-HS-22 Occupational Road Risk (Driving at work)</u>
Specific school arrangements	The following procedure is in place to ensure that any school vehicle is maintained in roadworthy condition
	Driver competency (license checks and insurance) are to be checked every by .
	is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	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 the Head Teacher.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
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Electrical Safety

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

Emergency Management Plan

Adopted standard(s)	EDU-HS-10 Emergency management plan EDU-HS-14 Unavoidable school closures
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Fire

Adopted standard(s)	CGS-HS-01 – Evacuation Chairs LCS-HS-24: Preparing a PEEP LCS-HS-25 Fire Safety
Specific school arrangements	The Head Teacher is responsible for regularly reviewing the fire risk assessment action plan
	The Site Manager is responsible for keeping the fire log book regularly updated
	The Head Teacher 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 at Reception and in each Key Stage.
	The appointed person(s)/first aider(s) is/are John Archer, Sian Purdy Marr, Caroline Nicholson, Diane Cutter, Nicola Parry, Nichola Henderson, Susan Ross and Matthew Murray.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Forest School: N/A

Adopted standard(s)	<u>EDU RA 13 Risk Assessment: Forest School</u>
Specific school arrangements	is responsible for ensuring that all relevant staff are aware of the arrangements and appropriate school specific arrangements are in place.
	is responsible for carrying out periodic monitoring to ensure arrangements are being followed

Gas Safety

Adopted standard(s)	<u>LCS-HS-28 Gas Safety</u>
Specific school arrangements	The headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The caretaker 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>
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Specific school arrangements	The headteacher will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	The headteacher will be responsible for ensuring that all actions identified in the assessments are implemented.
	The headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The headteacher and caretaker 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 by Admin and located at Reception.
	The Head Teacher 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.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed.

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

Lone Working

Adopted standard(s)	<u>LCS-HS-31 Lone Working</u>
Specific school arrangements	The following employees are considered to be lone workers: caretaker
	Lone workers have been briefed on the following procedure to adopt when working alone: Lone working times (usually 5-5.30pm) when the building is empty to contact Headteacher (Deputy HT) if needed or if requiring first aid.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are 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	The headteacher (supported by Admin Officer) is responsible for assessing contractor health and safety competency prior to appointment.

	The headteacher has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.
	The headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Manual handling

Adopted standard(s)	LCS-HS-32: Manual Handling LCS-HS-91 Moving and handling of service users and pupils
Specific school arrangements	The headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Noise

Adopted standard(s)	LCS-HS-34 Noise
Specific school arrangements	The following tasks have been identified to need a noise risk assessment: no items Corporate Health & Safety team or competent assessor will carry out noise measurements where identified.
	The headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Notices to be displayed in the Workplace

Adopted standard(s)	LCS-HS-35 Notices to be Displayed in the Workplace
Specific school arrangements	Health and Safety Law Poster – “What You Should Know” is located opposite the staff room.
	First Aid Notices are located in every classroom.

	Fire Action Notices are located in every classroom.
	Liability Certificate is located in Reception.
	Health & Safety Policy Statement is located in Reception.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are 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	Sportsafe have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	Sportsafe have been appointed to carry out termly inspections in accordance with BS 1176 (<i>for timber play equipment</i>)
	The site manager undertakes daily or pre-use visual checks of play equipment and play areas.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Risk Assessment

Adopted standard(s)	<u>LCS-HS-40: Risk Assessment</u>
	<u>LCS-HS-33 New and Expectant Mothers</u>
	<u>LCS-HS-46 Young Persons at Work</u>
Specific school arrangements	The Head Teacher and SLT are responsible for carrying out risk assessments and their review
	The findings of the risk assessment will be reported to the Head Teacher.
	Risk assessments will be approved by the Head Teacher.
	The Head Teacher has responsibility for ensuring any actions required are implemented

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

PE

Adopted standard(s)	<u>EDU RA 22 Risk Assessment: PE</u>
Specific school arrangements	School PE risk assessment plan is completed by PE Coordinator and located at the hall/PE cupboard.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

PPE

Adopted standard(s)	<u>LCS-HS-37 Personal Protective Equipment</u>
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resource Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

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 caretaker and headteacher and located at the main office.

	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are 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	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee 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 - On-entry briefing by admin staff regarding fire emergency actions, safeguarding procedures and conduct expected of visitors.
	Access to the school is controlled by the caretaker
	The headteacher and office staff is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The headteacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Safe Vehicular Access and Egress at Schools

Adopted standard(s)	<u>EDU-HS-09 Safe Vehicular Access and Egress at Schools</u>
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Specific school arrangements	Vehicles are not allowed on site during the following times 8.40-9am and 3.10-3.30pm.
	The following physical measures are put in place to segregate vehicles and pedestrians: locked entrance to the car park, clear pathways around vehicles, restricted parking at the road entrance of school.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are 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	The caretaker and headteacher are 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 the caretaker. The schedule is located in the main office.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are 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	The Deputy Head Teacher is responsible for carrying out and reviewing stress risk assessments
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
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Training

Adopted standard(s)	LCS-HS-09 Health & Safety Training EDU-01 School H&S Training Matrix
Specific school arrangements	The Head Teacher is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by the Head Teacher.
	Training records are kept at Reception by admin.
	Induction training will be provided for all employees by The Head Teacher.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Waste

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

Work at Height

Adopted standard(s)	LCS-HS-43 Work at height LCS-HS-68 Ladders LCS-HS-86 Stepladders
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Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within Reception.
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Work Equipment/ Lifting Equipment: n/a

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

Workplace Inspections

Adopted standard(s)	LCS-HS-60 Workplace Inspections LCS-HS-61 Safety Tours LCS-HS-63 Health & Safety Audits
Specific school arrangements	School carries out H&S Workplace inspection using the form EDU-03 at the following frequency: termly.
	School carries out safety tours using the form EDU-06 at the following frequency: termly.

	School carries out self-audit using the form EDU-05 at least every <i>three years</i> , which is then submitted to Corporate Health & Safety Team
	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Workplace Safety and Welfare

Adopted standard(s)	LCS-HS-45 Workplace Safety and Welfare
Specific school arrangements	The Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Head Teacher and Resources Committee is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed