

School's Health and 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 the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.

This is the Health and Safety Policy Statement of

[St Joseph's RC VA Primary School, Gateshead](#)

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.

Signed: Mrs M Jobling

(Chair of Governors)

Date: 26/05/2016

Review date: March 2018

Responsibilities

1. The Governors and Headteacher of St Joseph's RC VA Primary School recognise and accept their responsibilities, within the framework of the Education Health and Safety Policy of Gateshead Council, for ensuring a safe and healthy working environment for all its staff, pupils and visitors.
2. The Governors and Headteacher will take all steps within their power to meet these responsibilities. To this end they delegate to the Headteacher as Health and Safety Manager.
3. The Governors and Headteacher will appoint a Premises, Health and Safety committee of Governors to monitor, review and develop standards of health and safety.
4. All employees should:
 - co-operate on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own health and safety
 - report all health and safety concerns to the Headteacher

Education Health and Safety Policy

- Gateshead's Education Health and Safety Policy provides guidance and practical advice for all Headteachers when dealing with health and safety issues that occur within their school. It assists Headteachers in ensuring that employees, pupils and members of the public are not put at risk by the activities of the Council.
- A copy of the Policy can be accessed via Gateshead Council's Intranet.
- The Policy includes the following arrangements/codes of practice: -
 1. Accident Reporting
 2. Administration of Medicines
 3. Infection Control and Communicable Disease Guidelines for Schools
 4. Health Education
 5. Asbestos (Currently Under Review)
 6. Heating
 7. Contractors and Visitors on Site
 8. Control of Substances Hazardous to Health Regulations (COSHH)
 9. Educational Visits and Outdoor Activities
 10. Statutory Maintenance and Testing
 11. Fire and Emergency Procedures
 12. First Aid
 13. Hiring of Premises
 14. Major Incidents Procedure/School Closures
 15. Manual Handling Operations
 16. Minibuses
 17. Playground Safety
 18. Risk Assessment
 19. Safe Access and Egress
 20. School Security
 21. Stress
 22. Training
 23. Use of Portable Scaffolding/Ladders/Step-Ladders (Access Equipment)
 24. Vehicle Access
 25. Violence at Work (Council Policy under Review)
 26. Visual Display Units (VDUs)
 27. Work Experience
 28. Code of Practice for Health and Safety in Technology in Secondary Schools
 29. Code of Practice for Health and Safety in Physical Education and Sport
 30. Code of Practice for Health and Safety in Science in Secondary Schools

Health and safety risks arising from work activities

- Risk assessments will be undertaken by the relevant member of staff and findings reported to the Headteacher. Any necessary action to remove or control the risk will be taken.
- Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.
- It is the responsibility of John Hattam, Headteacher to ensure that Risk Assessments are carried out.
- The Governors are responsible for the management of Health & Safety across school.

Safe plant and equipment

- The Headteacher/caretaker/school business manager will be responsible for identifying all equipment/plant needing maintenance.
- The Headteacher will be responsible for ensuring effective maintenance procedures are drawn up.

or

Through the LEA repairs and maintenance buy back service, the School Organisation and Development within the Planning and Resources section will be responsible for ensuring effective maintenance procedures are drawn up.

- The School Business Manager / Headteacher will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the School Business Manager.

Safe handling and use of substances

- School Business Manager / Caretaker will be responsible for identifying all substances which need COSHH assessment.
- Through the Building Cleaning buy back service Gateshead Council will be responsible for undertaking COSHH assessments relating to cleaning materials.
- The Caretaker will be responsible for ensuring that all actions identified in the assessments are implemented.
- School Business Manager / Caretaker will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The School Business Manager will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed once per year or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the Staffroom.
- Health and safety advice is available from the Health and Safety Adviser in Human Resources.
- The designated Educational Visits Co-ordinator is the School Business Manager.

Competency for tasks and training

- Induction training will be provided for all employees by the Headteacher or School Business Manager.
- Specific jobs requiring special training are:

Job	Training	Person Responsible
Asbestos Management	Asbestos Management Training for Responsible Person	Headteacher
Use of Step Ladders	Step Ladder Training	Caretaker
Water Hygeine	Legionella Awareness	Caretaker
Display Screen Users	Display Screen Equipment Training	Headteacher
First Aider	First Aid at Work Paediatric First Aid	Headteacher

- Training records are kept and updated on the school MIS by the School Business Manager.
- Training will be identified, arranged and monitored by the School Business Manager.

Accidents, first aid and work-related ill health

- The first aid boxes are kept in the school office, staffroom, outside Y3 and in the Reception cloaks area.
- The appointed persons/first aiders are Anne Atkinson and Susan Kenny.
- All accidents should be recorded in the accident book located in the school office.
- Notifiable accidents or near misses should be reported using Gateshead Council's online accident reporting system.
- The Headteacher or School Business Manager is responsible for reporting accidents, diseases and dangerous occurrences to the LEA.

Monitoring

- The Headteacher is responsible for investigating accidents.
- The Headteacher is responsible for investigating work-related causes of sickness absences.
- The Headteacher is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures - fire and evacuation

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- The Headteacher organises regular fire drills on a termly basis. These fire drills are recorded in the Fire Log Book.
- Escape routes are checked by the Caretaker every week.
- Fire extinguishers are checked visually inspected by the Caretaker once per month to check that they are in place and have not been tampered with - this is recorded in the Fire Log Book.
- Fire extinguishers are maintained and checked by Chubb through the Council's contract once per year.
- Alarms are tested by the caretaker every week.