



Brandling 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.

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:

Mr E Bartley, Chair of Governors

Signed:

Mrs A Clennell, Head Teacher

Date: 01/09/2025 Review date: 01/09/2026

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.

The School Business Manager is 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.

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
Lesley Johnston	School Business Manager / Gov, H&S Committee (chair)
Derek Murray	Caretaker
Aimi Clennell	Head Teacher / Gov, H&S Committee
Cllr Bill Dick	Governor on H&S Committee
Margaret Walton	Governor on H&S Committee
Steven Hatherley	Governor on H&S Committee

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)	<i>EDP-HS-01: Incident Reporting and Investigation Procedure</i>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded in the School's accident book. The book is kept School business manager and located at School Office.
	Head Teacher and School Business Manager is responsible for reporting relevant accidents, near misses, diseases incl COVID19 and dangerous occurrences to the Council's Health & Safety Team in accordance with EDP-HS-01: • The School Business Manager and Head Teacher are responsible for investigating work-related causes of sickness absences. • The School Business Manager and Head Teacher are responsible for acting on investigation findings to prevent a recurrence.

Administration and management of medicines

Adopted standard(s)	<i>EDP-HS-02: Administration and Management of Health Needs in Schools</i>
Specific school arrangements	A specific policy for the school has been developed using the EDP-HS-05 form and is located in school office and on the server under statutory policies.

Hazardous Substances

Adopted standard(s)	<i>EDP-HS-08 Control of Substances Hazardous to Health</i>
Specific school arrangements	School Business Manager and Caretaker will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Head Teacher and School Business Manager will be responsible for ensuring that all actions identified in the assessments are implemented.

	• The Head Teacher and School Business Manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. • The Caretaker and 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.
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Infection Control

Adopted standard(s)	<i>EDP-HS-03: 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	School follow guidelines given by GMBC for the DfE.

(NEW 2020) Covid 19 Infection Control

Adopted standard(s)	N/A
Specific school arrangements	School follow guidelines and advice given by GMBC, Public Health and government when issued

Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<i>EDP-HS-10: Statutory Maintenance and Testing Within Schools</i> <i>LCS-HS-90: Management of Premises</i>
Specific school arrangements	The Caretaker and School Business Manager are responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.
	A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDP-HS-10) has been prepared and is kept updated by L Johnston. The schedule is located in the school office.
	The School Business Manager 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. The School Business Manager will then check with the caretaker if things can be safely repaired and if not, the School Business Manager will take any appropriate steps necessary.

First Aid

Adopted standard(s)	<u>EDP-HS-12: First Aid Provision in Schools</u>
Specific school arrangements	The first aid box(es) is kept at the School Office and also in the Nursery building adjacent to the main school building.
	The appointed first aider(s) are: Kelsa George, Holly Butler, Kim Taplin, Lorraine Emmet, Dawn Huggins, Ellie Sullivan and Bahare Kazemi
	All accidents and cases of work-related ill health are to be recorded in the schools accident book. The book is kept within the main school office. The School Business Manager and/or the Head Teacher is responsible for reporting accidents, diseases and dangerous occurrences to the LEA.

Emergency Management Plan

Adopted standard(s)	<u>EDP-HS-14 Emergency management plan</u> <u>EDP-HS-15 Unavoidable school closures</u>
Specific school arrangements	See Critical Incident Plan and Business Continuity Plan

Outdoor Play Equipment

Adopted standard(s)	<u>EDP-HS-18 Outdoor Play Equipment</u>
Specific school arrangements	FM4U have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	The Caretaker undertakes daily checks of play equipment and play areas. He had Timber Play Equipment Inspection training in February 2024.

Risk Assessment

Adopted standard(s)	<u>EDP-HS-19: Risk Assessment</u>
Specific school arrangements	Head Teacher and School Business Manager are responsible for carrying out risk assessments
	The findings of the risk assessment will be reported to the relevant contact within GMBC
	Risk assessments will be approved by the Head Teacher
	Head Teacher and School Business Manager have responsibility for ensuring any actions required are implemented.
	• Head Teacher and School Business Manager will check that the implemented actions have removed/reduced the risks. • Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

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Security/ Violence at work

Adopted standard(s)	<i>EDP-HS-21: Security</i> <i>EDP-HS-35 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 - The office staff show new visitors the nearest fire exists and advise them of the nominated assembly point. Access to the school is controlled at the gate and front office by the office staff and Head Teacher

Lone Working

Adopted standard(s)	<i>LCS-HS-31 Lone Working</i>
Specific school arrangements	There are no employees who are considered to be lone workers Lone workers have been briefed on the following procedure to adopt when working alone: N/A

Curriculum Safety

Adopted standard(s)	<i>EDP-HS-29b: Code of practice for Technology in Primary Schools</i> <i>EDP-HS-30: Code of practice for PE and Sports</i>
Specific school arrangements	Carry out risk assessments where necessary. Key guidelines from Be Safe are incorporated into this policy. Training and monitoring is carried out from time to time. Follows the authority code of practice for PE and sport and 'Safe Practice in Physical Education and Sport'. The school will consult the health and safety representatives in the local authority where necessary for advice and support.

Consultation and Communication with Employees

Adopted standard(s)	<i>LCS-HS-08: Communicating the Health & Safety Message</i> <i>LCS-HS-10: Employee Consultation</i>
Specific school arrangements	Health & Safety information is communicated to employees via staff meetings and the Health and Safety Law poster is displayed in the staff room.

	Health and safety advice is available from the Health and Safety Adviser in Human Resources. To check our working conditions, and ensure our safe working practices are being followed, we will: Ensure all members of staff have read and understand the school policy and procedures for Health & Safety. Regular safety checks are carried out in and around the school premises.
	Employee Representative(s) are N/A
	The above mentioned Safety Representative(s) will: • 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

Training

Adopted standard(s)	LCS-HS-09 Health & Safety Training LCS-HS-77: Identification of Training Needs
Specific school arrangements	Lesley Johnston & Angela Hatherley are responsible for preparing and updating the training plan. Training will be identified, arranged and monitored by the Head Teacher and School Business Manager. Training records are kept in the school office by the admin staff. School uses the Gateshead 'Services for Schools' portal as first choice for booking training. Induction training will be provided for all employees by the School Business Manager. Specific jobs requiring special training are the Caretaker and the Headteacher and School Business Manager are responsible for this.

Asbestos

Adopted standard(s)	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 Matty Rodger (GMBC) and Lesley Johnston who is the

	named Responsible Person. School have an SLA with FM4U for annual re-inspections
	The site specific management plan is located in the school office in the yellow ring binder located in the lateral suspension drawer.

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	School Business Manager is responsible for assessing contractor health and safety competency prior to appointment.
	School Business Manager 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 Lesley Johnston, Angela Hatherley and Amanda Langdon
	DSE workstation assessments are completed by the following trained DSE assessor(s) Lesley Johnston, School Business Manager
	School Business Manager and Head Teacher have responsibility for ensuring any actions required are implemented.

Fire

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

Adopted standard(s)	<u>LCS-HS-41: Stress</u>
Specific school arrangements	Take appropriate action to mitigate the effects of stress. Carry out individual risk assessments to support employees particularly when returning to work after a period of absence caused by stress using the document HS19. Refer the employee to the Occupational Health Unit who will arrange for face to face counselling where appropriate if the need for counselling is identified by the risk assessment. Keep in touch with employees who are off work with a stress related disorder and plan for when the employee returns to work. If the stress is work related, measures to remove or significantly reduce this stress should be put in place. Not to tolerate bullying and harassment and deal effectively with any informal or formal complaint of bullying and harassment which is brought to their attention.

Manual handling

Adopted standard(s)	<u>LCS-HS-32: Manual Handling</u>
Specific school arrangements	The Caretaker is trained October 2023. He can provide training to staff on manual handling. All staff received online training Sept 2025.

Work at Height

Adopted standard(s)	<u>LCS-HS-43 Work at height</u> <u>LCS-HS-68 Ladders</u> <u>LCS-HS-86 Stepladders</u>
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Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within the school office
	The Caretaker has completed a working at height training course

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: NONE
	Caretaker and School Business Manager are responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

Educational Visits

Adopted standard(s)	<u>EDP-HS-09: Educational Visits and Learning Outside the Classroom</u>
Specific school arrangements	The school's Educational Visits Coordinator(s) is: Aimi Clennell
	All teaching staff are trained in the use of EVOLVE and carrying out risk assessments.

Electrical Safety

Adopted standard(s)	<u>LCS-HS-23: Electrical Safety</u>
Specific school arrangements	FM4U has been designated the responsible person for preparing and maintaining an accurate up-to-date the electrical maintenance register for portable appliances used.
	School have annual PAT testing through the purchase of the annual SLA with FM4U. Completed 30.10.24, scheduled 24.11.25.

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