

# FURROWFIELD SCHOOL

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## HEALTH & SAFETY POLICY

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2022

Approved By:	Full Governing Body	Date:	9/11/22
Last Reviewed On:	October 2022		
Next Review Date by:	October 2024		

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.

## 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 Executive Headteacher/Head of School 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 Executive Headteacher/Head of School is responsible for ensuring that advice from competent advisers is sought on health and safety matters.

**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.

**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
David Reed, Site Manager	Grounds and Premises
Lynn Turner, School Business Manager	Grounds and Premises

### **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)	<a href="#"><u>LCS-HS-58: Incident Reporting and Investigation Procedure</u></a>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be electronically recorded on form HS20 and email to Lynn Turner to forward to the appropriate member of SLT to investigate.
	SLT are 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)	<a href="#"><u>EDU-HS-01: Administration and Management of Health Needs in Schools</u></a>
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located on the M and R drive and loaded into the library of CPOMS for all staff to access.

#### **Hazardous Substances**

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

#### **Infection Control**

Adopted standard(s)	<a href="#"><u>EDU-HS-06: Infection Control in Schools and Childcare Settings</u></a> <a href="#"><u>LCS-HS-93 Control of Infections at Work</u></a> <a href="#"><u>LCS-HS-103 The Disposal of Clinical Waste.</u></a>
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Specific school arrangements	The School has a Crisis Management Plan which details control of infection and is accessible on the M and R Drive and CPOMS Library.
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### Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<a href="#">EDU-HS-13: Statutory Maintenance and Testing Within Schools</a>  <a href="#">LCS-HS-90: Management of Premises</a>
Specific school arrangements	The Site Manager is 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 Site Manager. The schedule is located in a paper-based file in the school kitchen office.

### First Aid

Adopted standard(s)	<a href="#">EDU-HS-05: First Aid Provision in Schools</a>
Specific school arrangements	The first aid boxes are kept locked in the Medical Room in the Hall, Science Room, Food Tech and D & T Room.
	The appointed person(s)/first aiders are: Karen Beagarie- Assistant Headteacher, James Hart- Teacher.
	All Staff have undertaken Emergency First Aid Training

### Emergency Management Plan

Adopted standard(s)	<a href="#">EDU-HS-10 Emergency management plan</a>  <a href="#">EDU-HS-14 Unavoidable school closures</a>
Specific school arrangements	School has a Crisis Management Plan which is on the R and M Drive and stored in the Library in CPOMS.

### Outdoor Play Equipment

Adopted standard(s)	<a href="#">EDU-HS-07 Outdoor Playground Safety</a>
Specific school arrangements	Furrowfield has no outdoor play equipment. Pupils are always supervised while on break or PE lessons. PE equipment is annually inspected by Sport Safe.

## Risk Assessment

Adopted standard(s)	<a href="#"><u>LCS-HS-40: Risk Assessment</u></a>
Specific school arrangements	Site Manager, School Business Manager and Department Heads are responsible for carrying out risk assessments
	The findings of the risk assessment will be reported to the Site Manager
	Risk assessments will be approved by Executive Headteacher/Head of School/School Business Manager
	The site Manager has responsibility for ensuring any actions required are implemented

## Security/ Violence at work

Adopted standard(s)	<a href="#"><u>EDU-HS-12: Security</u></a>  <a href="#"><u>EDU-HS-15 Warning and Banning Persons from School Premises</u></a>  <a href="#"><u>LCS-HS-79: Violence at Work</u></a>
Specific school arrangements	<p>The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures: -</p> <p>All Visitors must report and access the school through the reception area.</p> <p>There is a further security door to stop access to school until the admin staff/or SLT are satisfied there is no risk to pupils and staff. They are required to sign in and provide any necessary ID.</p> <p>Visitors will be met by a member of staff and escorted to their meetings.</p> <p>Visitors are not left unattended in school and should there be an evacuation they would be escorted out the building with the member of staff they are meeting.</p> <p>The reception staff would also check against the sign in register to ensure all visitors had evacuated the premises and were present or accounted for.</p>
	Access to the school is controlled by Admin/Reception Office

## Lone Working

Adopted standard(s)	<a href="#"><u>LCS-HS-31 Lone Working</u></a>
Specific school arrangements	<p>The following employees are considered to be lone workers:</p> <p>We have no lone workers but if this did apply then the school would follow the lone working procedure specifically ensuring someone else had contact with the person via mobile and knew what time they were expected to return or check back into work.</p>

	<p>Staff have been briefed on the following procedure to adopt when working alone: Always ensure they sign out and advise staff where they are going/visiting.</p> <p>Advise staff of a time when they should return and a contact number they can be reach at.</p> <p>If possible take another member of staff with them for security.</p> <p>Carry out a risk assessment prior to any home visits.</p>

## Consultation and Communication with Employees

Adopted standard(s)	<p><a href="#"><u>LCS-HS-08: Communicating the Health &amp; Safety Message</u></a></p> <p><a href="#"><u>LCS-HS-10: Employee Consultation</u></a></p>
Specific school arrangements	<p>Health &amp; Safety information is communicated to employees via email, weekly staff briefings and nightly de-briefs. H &amp; S alerts are put on the staff notice board.</p> <p>Employee Representative(s) are Lynn Turner, Stephen Littlemore or any member of SLT.</p> <p>The above mentioned Safety Representative(s) will:</p> <ul style="list-style-type: none"> <li>• Attend meetings of safety committees</li> <li>• Liaise with the Executive Headteacher/Head of School on health and safety matters.</li> <li>• Investigate accidents and potential hazards within the workplace</li> <li>• Investigate complaints made by an employee they represent relating to health, safety and welfare at work</li> <li>• Carry out inspections of the workplace</li> <li>• Represent employees they were appointed to represent in consultations</li> </ul> <p>The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977</p>

## Training

Adopted standard(s)	<p><a href="#"><u>LCS-HS-09 Health &amp; Safety Training</u></a></p> <p><a href="#"><u>LCS-HS-77: Identification of Training Needs</u></a></p>
Specific school arrangements	<p>The School Business Manager and Head of School are responsible for preparing and updating the training plan.</p> <p>Training will be identified, arranged and monitored by the School Business Manager</p>

	Training records are kept in electronic format on the M drive by the School Business Manager
	Induction training will be provided for all employees by Head of School

## Asbestos

Adopted standard(s)	<a href="#"><i>Corporate Asbestos Management Plan</i></a>  <a href="#"><i>ASB60: Asbestos Management Site Guide</i></a>
Specific school arrangements	Pattinsons were commissioned to carry out a comprehensive Asbestos report during Summer 2022
	The site specific management plan is located In the H & S file in the Site Managers Office and electronically via the LES portal.

## Management of contractors

Adopted standard(s)	<a href="#"><i>LCS-HS-18: CDM</i></a>  <a href="#"><i>LCS-HS-89: Assessment, Engagement and Management of Contractors</i></a>  <a href="#"><i>LCS-HS-98: Contractor's Health &amp; Safety Standards</i></a>
Specific school arrangements	The Site Manager is responsible for assessing contractor health and safety competency prior to appointment.
	The Site 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)	<a href="#"><u>LCS-HS-21: Display Screen Equipment:</u></a>
Specific school arrangements	Regular DSE Users have been identified as Admin and SLT or any member of staff who sits for a lengthy time using a computer and screen
	DSE workstation assessments have been completed by the following trained DSE assessor(s) School Business Manager
	School Business Manager has responsibility for ensuring any actions required are implemented.

## Driving

Adopted standard(s)	<a href="#"><u>LCS-HS-22 Occupational Road Risk (Driving at work)</u></a>
Specific school arrangements	The following procedure is in place to ensure that any school vehicle is maintained in roadworthy condition The vehicle are either leased under our Local Environmental Services or a Private Lease company and are full maintained by the provider under the terms of the lease.
	Driver competency (license checks and insurance) are to be checked regularly by School Business Manager.

## Fire

Adopted standard(s)	<a href="#"><u>LCS-HS-24: Preparing a PEEP</u></a> <a href="#"><u>LCS-HS-25: Fire Emergency Procedures</u></a> <a href="#"><u>LCS-HS-26: Fire Risk Assessments</u></a>
Specific school arrangements	The Site Manager, Head of School and School Business Manager are responsible for regularly reviewing the fire risk assessment
	The Site Manager is responsible for keeping the fire log book regularly updated

## Stress

Adopted standard(s)	<a href="#"><u>LCS-HS-41: Stress</u></a>
Specific school arrangements	The school would follow Gateshead Council's guidance and procedure and take advice from HR and Occupational Health and support any recommendations.

## Manual handling

Adopted standard(s)	<a href="#"><u>LCS-HS-32: Manual Handling</u></a>
Specific school arrangements	The Site Manager and any other relevant staff will undertake refresher manual handling courses as necessary

### Work at Height

Adopted standard(s)	<a href="#"><u>LCS-HS-43 Work at height</u></a>  <a href="#"><u>LCS-HS-68 Ladders</u></a>  <a href="#"><u>LCS-HS-86 Stepladders</u></a>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within the Site Manager's H & S File.

### Work Equipment/ Lifting Equipment

Adopted standard(s)	<a href="#"><u>LCS-HS-39: Provision and Use of Work Equipment</u></a>  <a href="#"><u>LCS-HS-72: Lifting Operations and Lifting Equipment</u></a>
Specific school arrangements	The school possesses the following items of lifting equipment: None

### Educational Visits

Adopted standard(s)	<a href="#"><u>EDU-HS-03: Educational Visits and Learning Outside the Classroom</u></a>
Specific school arrangements	The school's Educational Visits Coordinator(s) is Karen Beagarie, Assistant Headteacher

### Electrical Safety

Adopted standard(s)	<a href="#"><u>LCS-HS-23: Electrical Safety</u></a>
Specific school arrangements	The Site Manager organises all electrical testing through LES and has been designated the responsible person for preparing and maintaining an accurate up-to-date the electrical maintenance register for portable appliances used.

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