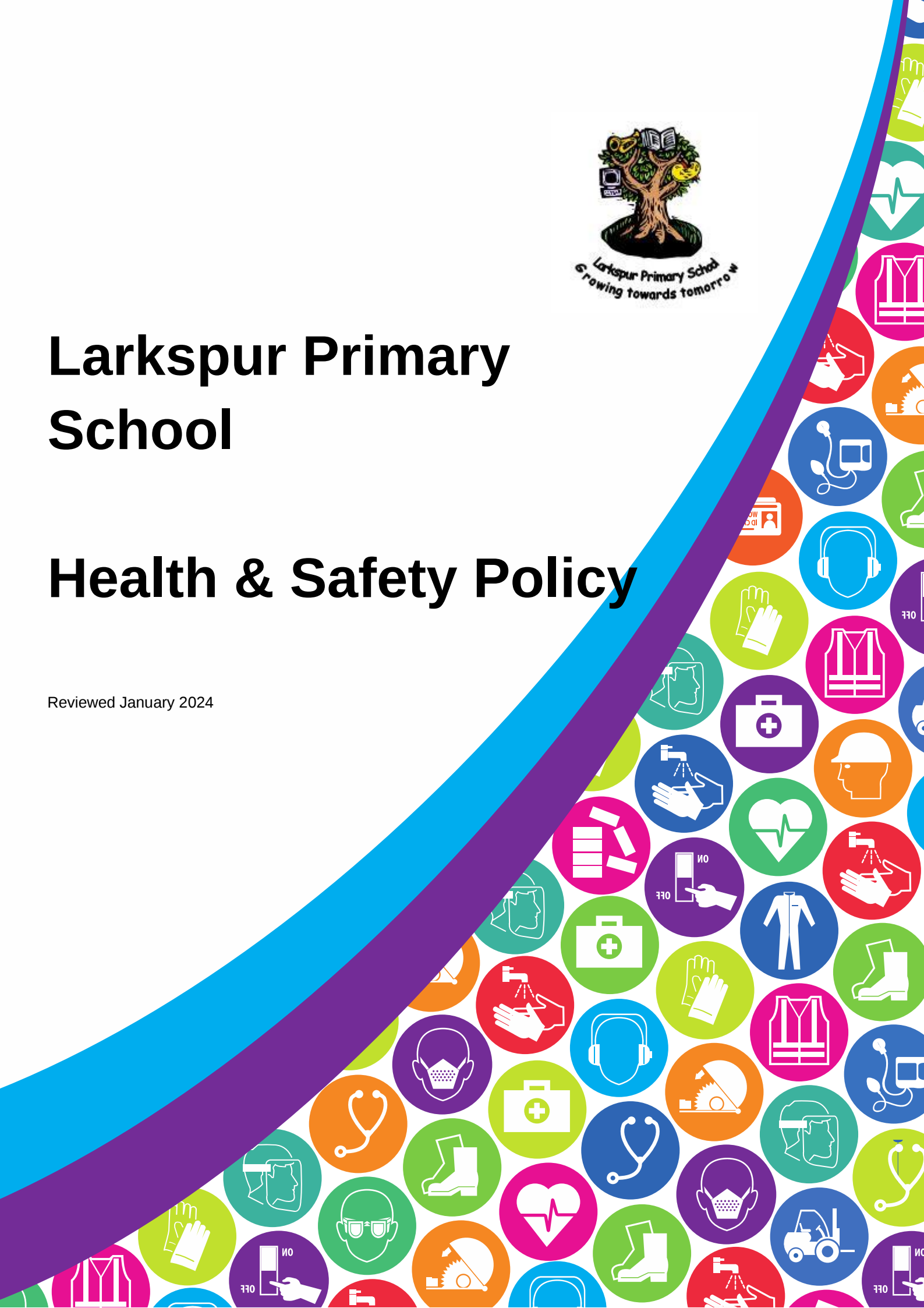




Larkspur Primary School

Health & Safety Policy

Reviewed January 2024



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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 /



Larkspur 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: (Chair of Governors)

Signed: (Head Teacher)

Date: [Click here to enter a date.](#)

Review date: 09/01/2025

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 the Medical File and on the school intranet.
	Nicola Dixon is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Margaret Liddle, Head Teacher is 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 D Curry who is the named Responsible Person.
	The site specific management plan is located In the Admin Office
	The Headteacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	The Site Manager and Headteacher are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being

	followed
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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 Weekly Bulletin's Employee Representative(s) are Miss S Mills Governing body Safety Representatives are Miss S Mills 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 Mrs M Liddle is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. Mr D Curry and Mrs M Liddle are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

COVID-19

Disability Support

Adopted standard(s)	LCS-HS-56 Disability at Work
Specific school arrangements	Mrs M Liddle is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	Mrs M Liddle, Head Teacher and Mr D Curry, Site Manager are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
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Display Screen Equipment

Adopted standard(s)	<u>LCS-HS-21: Display Screen Equipment:</u>
Specific school arrangements	Regular DSE Users have been identified.
	DSE workstation assessments have been completed by the following trained DSE assessor(s) Mr D Curry
	David Curry has responsibility for ensuring any actions required are implemented.
	David Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Margaret Liddle 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 Miss J Hall
	Miss J Hall is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed and all visits approved.

Electrical Safety

Adopted standard(s)	<u>LCS-HS-23: Electrical Safety</u>
Specific school arrangements	Mr D Curry is responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable

	appliances used.
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Emergency Management Plan

Adopted standard(s)	<u>EDU-HS-10 Emergency management plan</u> <u>EDU-HS-14 Unavoidable school closures</u>
	Mrs M Liddle is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Fire

Adopted standard(s)	<u>LCS-HS-24: Preparing a PEEP</u> <u>LCS-HS-25 Fire Safety</u> <u>LCS-HS-110 Temporary Use of Portable LPG Heaters</u>
Specific school arrangements	Mr D Curry is responsible for regularly reviewing the fire risk assessment
	Mr D Curry is responsible for keeping the fire logbook regularly updated
	Mr D Curry 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 outside staff room / beside exit doors ks1 and Ks2
	The appointed person(s)/first aider(s) is/are Mrs N Dixon Mrs Slater /Mrs Bunn/ /Mrs Cleverly/Miss Lawson/Miss Grant/Mrs I Wilding and

	Mrs G Shuker
	Mrs N Dixon is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Gas Safety

Adopted standard(s)	<u>LCS-HS-28 Gas Safety</u>
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle 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>
Specific school arrangements	Mr D Curry will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Mr D Curry will be responsible for ensuring that all actions identified in the assessments are implemented.
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle 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 located outside staffroom.
	Mrs M Liddle 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.

	Mrs M Liddle is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Infection Control

Adopted standard(s)	<i>EDU-HS-06: 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	Mrs M Liddle is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Lone Working

Adopted standard(s)	<i>LCS-HS-31 Lone Working</i>
Specific school arrangements	The following employees are lone workers: Mrs Kelly Furbank and Margaret Liddle
	Lone workers have been briefed on the following procedure to adopt when working alone.
	Margaret Liddle is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Margaret Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Management of contractors

Adopted standard(s)	<i>LCS-HS-18: Construction (Design and Management)</i> <i>LCS-HS-20 Control of Visitors / Contractors on Site</i> <i>LCS-HS-80 Scaffold and edge Protection</i> <i>LCS-HS-81 Safety Nets and Soft-Landing systems</i>
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	<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	Mr D Curry is responsible for assessing contractor health and safety competency prior to appointment. Mr D Curry has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site. Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. Mrs M Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Manual handling

Adopted standard(s)	<u>LCS-HS-32: Manual Handling</u> <u>LCS-HS-91 Moving and handling of service users and pupils</u>
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle 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)	<u>LCS-HS-35 Notices to be Displayed in the Workplace</u>
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Specific school arrangements	Health and Safety Law Poster – “What You Should Know” is located Outside the staffroom
	First Aid Notices are located Outside the Staffroom and beside Ks1 and Ks2 exits
	Fire Action Notices are in every classroom
	Liability Certificate is in the admin office
	Health & Safety Policy Statement is in the admin office
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is 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	Gateshead Council have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	Mr D Curry undertakes daily or pre-use visual checks of play equipment and play areas.
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is 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	Mrs M Liddle and Mr D Curry is/are responsible for carrying out risk assessments and their review
	The findings of the risk assessment will be reported to relevant staff
	Risk assessments will be approved by Mrs M Liddle
	Mr D Curry has responsibility for ensuring any actions required are implemented
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	Mrs M Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
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PPE

Adopted standard(s)	<u>LCS-HS-37 Personal Protective Equipment</u>
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is 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	Miss J Hall is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle 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>
	Access to the school is controlled by Mag Locks on entrance doors

	Miss J Hall is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle 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>
Specific school arrangements	Vehicles are not allowed on site during the following times 8:10am – 9:10am; 11:40am – 1:05pm and 3:10pm – 3:30pm.
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is 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	Mr D Curry is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is 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	Mrs M Liddle is responsible for carrying out and reviewing stress risk assessments
	Mrs M Liddle is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs S Mills, Link Governor is 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	Miss J Hall is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by Miss J Hall
	Training records are kept at admin office
	Induction training will be provided for all employees by Mrs M Liddle/Miss J Hall
	Miss J Hall is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is 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	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is 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
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within Health and safety file

	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle 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: 6 monthly 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 Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. Mrs M Liddle is 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
	Mr D Curry is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs M Liddle is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

