

# Whickham Parochial C of E Primary School



## Health and Safety Policy

**'Let your light shine before people, that they may see the good things you do and praise your Father in Heaven.'**

Matthew 5:16

### **Mission Statement**

At our Parochial school we aim to provide a stimulating and caring environment with Christianity at the heart of all we do, in which every child has the opportunity to let their light shine - for themselves, for their community and for the world.

### **Aims**

At Whickham Parochial we believe that every child is entitled to enjoy their childhood, celebrate their individuality and reach their full potential. We aim to do this through:

- Creating a caring school family living by Christian values.
- Celebrating everyone's strengths and efforts.
- Valuing the opportunities we have to contribute to our community and the wider world.
- Offering wide ranging, quality experiences that stimulate children's minds.
- Encouraging respect for others, positive behaviour and good manners, enabling all children to feel secure and valued.
- Building strong links between school, home and church.
- Preparing children for future challenges in a changing world.

We wish every child to take with them happy memories of Whickham Parochial into their future life.



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## Part 1: Policy Statement

# **Whickham Parochial Church of England 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: *Lorraine Ferguson* (Chair of Governors)

Signed: *Russell Warren* (Head Teacher)

Date: 01/10/2021

Review date: 01/10/2022 ☒  
01/10/2023 ☒  
01/10/2024 ☒  
01/10/2025 ☒  
03/09/2026 ☒



## **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.

**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 |
|--------------------------------------|----------------|
| <i>Russell Warren (Head Teacher)</i> | Whole School   |
| <i>Michael Conroy (Caretaker )</i>   | Whole School   |
|                                      |                |



## 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 employees, pupils and members of the public are not put at risk by school activities.

*\*Remove / or add fields as required below*

### Incident Reporting & Investigation

|                              |                                                                                                                                                                                   |
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| Adopted standard(s)          | <a href="#">LCS-HS-58: Incident Reporting and Investigation Procedure</a>                                                                                                         |
| Specific school arrangements | All minor accidents and cases of work-related ill health are to be recorded in the School's accident books. The book located in the school office.                                |
|                              | The Head Teacher 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="#">EDP-APP-05 Model admin and medical needs policy for schools.doc</a>                            |
| Specific school arrangements | A specific policy for the school has been developed using the EDU-HS-01 form and is located on our website |

### Hazardous Substances

|                              |                                                                                                                              |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#">LCS-HS-19 Control of Substances Hazardous to Health</a>                                                          |
| Specific school arrangements | The caretaker 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.             |

### Infection Control

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| Adopted standard(s) | <a href="#">EDU-HS-06: Infection Control in Schools and Childcare Settings</a> |
|                     | <a href="#">LCS-HS-93 Control of Infections at Work</a>                        |
|                     | <a href="#">LCS-HS-103 The Disposal of Clinical Waste</a>                      |



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| Specific school arrangements | See COVID-19 risk assessment |
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### Statutory Maintenance and Testing/ Management of Premises

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| Adopted standard(s)          | <a href="#"><u>EDU-HS-13: Statutory Maintenance and Testing Within Schools</u></a><br><br><a href="#"><u>LCS-HS-90: Management of Premises</u></a>                                                                                                                                                                            |
| Specific school arrangements | The caretaker is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.<br><br>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 caretaker's room. |

### First Aid

|                              |                                                                                                                                                                                                                                                                     |
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| Adopted standard(s)          | <a href="#"><u>EDU-HS-05: First Aid Provision in Schools</u></a>                                                                                                                                                                                                    |
| Specific school arrangements | The first aid box(es) are kept at in the staffroom (medication) and in both the KS1 and KS2 corridors<br><br>The appointed first aiders are Mrs Claire Saint plus others<br><br>The appointed paediatric first aiders are Mrs Rebecca Jackson and Mrs Alison Aitken |

### Emergency Management Plan

|                              |                                                                                                                                |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>EDU-HS-10 Emergency management plan</u></a><br><br><a href="#"><u>EDU-HS-14 Unavoidable school closures</u></a> |
| Specific school arrangements | All contact information is available in the office to be collected and can be accessed via any school SIMs system              |

### Outdoor Play Equipment

|                              |                                                                                                                                                                                                                 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>EDU-HS-07 Outdoor Playground Safety</u></a>                                                                                                                                                      |
| Specific school arrangements | The LA have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176<br><br>The caretaker undertakes daily or pre-use visual checks of play equipment and play areas. |

### Risk Assessment

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| Adopted standard(s) | <a href="#"><u>LCS-HS-40: Risk Assessment</u></a> |
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|                              | <a href="#"><u>LCS-HS-33 New and Expectant Mothers</u></a><br><br><a href="#"><u>LCS-HS-46 Young Persons at Work</u></a> |
| Specific school arrangements | The head teacher and caretaker are responsible for carrying out risk assessments and its review                          |
|                              | The findings of the risk assessment will be reported to the headteacher and governors                                    |
|                              | The head teacher has responsibility for ensuring any actions required are implemented                                    |

### Security/ Violence at work

|                              |                                                                                                                                                                                                                                                                                                                 |
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| Adopted standard(s)          | <a href="#"><u>EDU-HS-12: Security</u></a><br><br><a href="#"><u>EDU-HS-15 Warning and Banning Persons from School Premises</u></a><br><br><a href="#"><u>LCS-HS-26 Management of Violence and Aggression towards Employees Policy</u></a><br><br><a href="#"><u>LCS-HS-79: Violence at Work (Guidance)</u></a> |
| Specific school arrangements | The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - a visitor leaflet is given to all visitor detailing expected actions                                                                                                                                 |
|                              | Access to the school is controlled by a security entrance door                                                                                                                                                                                                                                                  |

### Lone Working

|                              |                                                                                       |
|------------------------------|---------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-31 Lone Working</u></a>                                         |
| Specific school arrangements | The following employees are considered to be lone workers: head teacher and caretaker |
|                              | Lone workers have been briefed on the following procedure to adopt when working alone |

### Consultation and Communication with Employees

|                              |                                                                                                                                                                       |
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| Adopted standard(s)          | <a href="#"><u>LCS-HS-08: Communicating the Health &amp; Safety Message</u></a><br><br><a href="#"><u>LCS-HS-10: Employee Consultation</u></a>                        |
| Specific school arrangements | Health & Safety information is communicated to employees via staff meetings, emails etc                                                                               |
|                              | Staff will <ul style="list-style-type: none"> <li>Attend meetings of safety committees</li> <li>Liaise with the Head Teacher on health and safety matters.</li> </ul> |



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|  | <ul style="list-style-type: none"> <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> |
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## Training

|                              |                                                                               |
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| Adopted standard(s)          | <a href="#"><u>LCS-HS-09 Health &amp; Safety Training</u></a>                 |
| 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       |
|                              | Induction training will be provided for all employees by the head teacher     |

## Asbestos

|                              |                                                                                                                                                                                |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-15 Asbestos</u></a><br><br><a href="#"><u>Corporate Asbestos Management Plan</u></a><br><br><a href="#"><u>ASB60: Asbestos Management Site Guide</u></a> |
| Specific school arrangements | The site specific asbestos management plan for the school has been prepared by the caretaker who is the named Responsible Person.                                              |
|                              | The site specific management plan is located in the office                                                                                                                     |

## Management of contractors

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Adopted standard(s) | <a href="#"><u>LCS-HS-18: Construction (Design and Management)</u></a><br><br><a href="#"><u>LCS-HS-20 Control of Visitors / Contractors on Site</u></a><br><br><a href="#"><u>LCS-HS-80 Scaffold and edge Protection</u></a><br><br><a href="#"><u>LCS-HS-81 Safety Nets and Soft-Landing systems</u></a><br><br><a href="#"><u>LCS-HS-82 Fall protection and prevention guidance</u></a><br><br><a href="#"><u>LCS-HS-83 Safety in Roof Work Guidance</u></a> |
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|                              | <a href="#"><u>LCS-HS-84 Mobile Access Tower</u></a><br><br><a href="#"><u>LCS-HS-85 Mobile Elevating Work Platforms</u></a><br><br><a href="#"><u>LCS-HS-94 Excavations</u></a><br><br><a href="#"><u>LCS-HS-44 Working In Confined Spaces</u></a><br><br><a href="#"><u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u></a> |
| Specific school arrangements | <p>The head teacher and caretaker are responsible for assessing contractor health and safety competency prior to appointment.</p> <p>The head teacher and caretaker have responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.</p>                                          |

### 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 the headteacher and the office admin staff |

### Fire

|                              |                                                                                                                                                                                                                                                                                                            |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-17: Carriage and Storage of Fuel</u></a><br><br><a href="#"><u>LCS-HS-24: Preparing a PEEP</u></a><br><br><a href="#"><u>LCS-HS-25 Fire Safety</u></a><br><br><a href="#"><u>LCS-HS-110 Temporary Use of Portable LPG Heaters</u></a>                                                |
| Specific school arrangements | <p>The caretaker and the headteacher are responsible for regularly reviewing the fire risk assessment</p> <p>The caretaker is responsible for keeping the fire log book regularly updated</p> <p>The head teacher and caretaker are responsible for preparation and review of Fire Emergency Procedure</p> |

### Stress

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|---------------------|-----------------------------------------------------------------------|
| Adopted standard(s) | <a href="#"><u>LCS-HS-41: Stress</u></a>                              |
| Specific school     | The head teacher is responsible for carrying out and reviewing stress |



|              |                  |
|--------------|------------------|
| arrangements | risk assessments |
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### Manual handling

|                              |                                                                                                                                           |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-32: Manual Handling</u></a><br><br><a href="#"><u>LCS-HS-91 Moving and handling of service users and pupils</u></a> |
| Specific school arrangements | Training is offered to staff when required                                                                                                |

### Work at Height

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

### Educational Visits

|                              |                                                                                                                                                                                |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>EDU-HS-03: Educational Visits and Learning Outside the Classroom</u></a><br><br><a href="#"><u>EDU-HS-04 Emergency Management During Educational Visits</u></a> |
| Specific school arrangements | The school's Educational Visits Coordinator(s) is the head teacher and we have a policy on our website                                                                         |

### Electrical Safety

|                              |                                                                                                                                                                                                   |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-23: Electrical Safety</u></a>                                                                                                                                               |
| Specific school arrangements | The caretaker and head teacher have been designated the responsible person for preparing and maintaining an accurate up-to-date the electrical maintenance register for portable appliances used. |

### Waste

|                     |                                                           |
|---------------------|-----------------------------------------------------------|
| Adopted standard(s) | <a href="#"><u>LCS-HS-30 Hazardous Waste Disposal</u></a> |
|---------------------|-----------------------------------------------------------|



|                              |                                                                         |
|------------------------------|-------------------------------------------------------------------------|
|                              | <a href="#"><u>LCS HS-103 The disposal of Clinical Waste -</u></a>      |
| Specific school arrangements | Waste that is potentially hazardous is double bagged and removed daily. |

## PPE

|                              |                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-37 Personal Protective Equipment</u></a>                          |
| Specific school arrangements | Staff have been trained in the donning and doffing of PPE – please see risk assessment. |

## Gas Safety

|                              |                                                                                                                                                                 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-28 Gas Safety</u></a>                                                                                                                     |
| Specific school arrangements | Any issues with gas appliances are reported to the head teacher and caretaker who would then contact facilities management and make sure that the area is safe. |

## Prevention of Slips and Trips / Gritting

|                              |                                                                                                                                        |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-38 Prevention of Slips and Trips</u></a><br><br><a href="#"><u>EDU-HS-11 School Gritting Policy and Plan</u></a> |
| Specific school arrangements | School gritting plan is completed by the caretaker and located at the area beside the boiler house.                                    |

## Protecting Health During Hot Weather Conditions

|                              |                                                                                             |
|------------------------------|---------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>EDU-HS-08 Protecting Health During Hot Weather Conditions In schools</u></a> |
| Specific school arrangements | Fans are available in all classrooms and ventilation is ongoing                             |

## Safe Vehicular Access and Egress at Schools

|                              |                                                                                                                                                                                                                                                   |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>EDU-HS-09 Safe Vehicular Access and Egress at Schools</u></a>                                                                                                                                                                      |
| Specific school arrangements | <p>Vehicles are <b>not</b> allowed on site during the following times 8:45am – 9:15am and 3:00pm – 3:30pm</p> <p>The following physical measures are put in place to segregate vehicles and pedestrians: cones, barriers and our school gates</p> |



## Workplace Safety and Welfare

|                              |                                                               |
|------------------------------|---------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-45 Workplace Safety and Welfare</u></a> |
| Specific school arrangements | NA                                                            |

## Disability Support

|                              |                                                                                       |
|------------------------------|---------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-56 Disability at Work</u></a>                                   |
| Specific school arrangements | Risk assessments and necessary adjustments will be put in place if and when required. |

## Workplace Inspections

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-60 Workplace Inspections</u></a><br><br><a href="#"><u>LCS-HS-61 Safety Tours</u></a><br><br><a href="#"><u>LCS-HS-63 Health &amp; Safety Audits</u></a>                                                                                                                                                                                                                                                                   |
| Specific school arrangements | <p>School carries out H&amp;S Workplace inspection using the form <a href="#"><u>EDU-03</u></a> at the following frequency: termly</p> <p>School carries out safety tours using the form <a href="#"><u>EDU-06</u></a> at the following frequency: termly</p> <p>School carries out self-audit using the form <a href="#"><u>EDU-05</u></a> at least <i>every three years</i>, which is then submitted to Corporate Health &amp; Safety Team</p> |

|                    |                       |
|--------------------|-----------------------|
| Headteacher        | Mr Russell Warren     |
| Chair of Governors | Mrs Lorraine Ferguson |
| Date of Approval   | September 2026        |
| Date of Review     | September 2027        |

