



# Roman Road Primary School Health and Safety Policy

Agreed by the Governing Body

Autumn 2024

Annual review:

Autumn 2025

## Part 1: Policy Statement

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 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.

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                                                                  |
|---------------------|---------------------------------------------------------------------------------|
| E. Monaghan/E Smith | Ensure that all H&S standards are maintained and enhanced throughout the school |
| J Barnes            | Art design and technology is of a safe standard                                 |
| A Allsop/D Nevins   | ICT equipment is of a safe standard to use                                      |
| A Allsop            | Science equipment is of a safe standard to use                                  |
| J Barnes            | Maths equipment is of a safe standard to use                                    |
| D Nevins/C Jeffries | Early years equipment is of a safe standard to use                              |

### 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="#"><i>LCS-HS-58: Incident Reporting and Investigation Procedure</i></a>                                                                                                 |
| 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 by first Aiders and located in the medical room.     |
|                              | Mrs Monaghan 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 |

#### Administration and management of medicines

|                              |                                                                                                                                       |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>EDU-HS-01: Administration and Management of Health Needs in Schools</i></a>                                            |
| Specific school arrangements | A specific policy for the school has been developed using the EDU-HS-01 form and is located in the medical room and safeguarding file |

#### Hazardous Substances

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

#### Infection Control

|                              |                                                                                                                                                                                                                              |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>EDU-HS-06: Infection Control in Schools and Childcare Settings</i></a><br><a href="#"><i>LCS-HS-93 Control of Infections at Work</i></a><br><a href="#"><i>LCS-HS-103 The Disposal of Clinical Waste.</i></a> |
| Specific school arrangements | Council policy is followed on these matters                                                                                                                                                                                  |

## Statutory Maintenance and Testing/ Management of Premises

|                              |                                                                                                                                                                                                                                                                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>EDU-HS-13: Statutory Maintenance and Testing Within Schools</i></a><br><br><a href="#"><i>LCS-HS-90: Management of Premises</i></a>                                                                                                                                                                                      |
| Specific school arrangements | The caretaker/GallifordTry 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 school office. |

## First Aid

|                              |                                                                                                                                                                                                                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>EDU-HS-05: First Aid Provision in Schools</i></a>                                                                                                                                                                                                                                 |
| Specific school arrangements | The first aid box(es) is/are kept in the medical room/small bags in each classroom<br><br>The appointed person(s)/first aider(s) is/are<br><br>First Aid at Work: Mr Allsop/Miss Redhead<br>Paediatric First Aid: Mr Davies/Mrs Greener/Mrs Heckley/Miss Langdon/Mr Nevins/Mrs North/Mrs Pearson |

## Emergency Management Plan

|                              |                                                                                                                                |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>EDU-HS-10 Emergency management plan</i></a><br><br><a href="#"><i>EDU-HS-14 Unavoidable school closures</i></a> |
| Specific school arrangements | Policies/plans are kept in the H & S File/BM also has a copy                                                                   |

## Outdoor Play Equipment

|                              |                                                                                                                                                                                                                                                                                     |
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| Adopted standard(s)          | <a href="#"><i>EDU-HS-07 Outdoor Playground Safety</i></a>                                                                                                                                                                                                                          |
| Specific school arrangements | The council 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.<br><br>The caretaker will undergo training delivered by the LA |

## Risk Assessment

|                              |                                                                                    |
|------------------------------|------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><u>LCS-HS-40: Risk Assessment</u></a>                                  |
| Specific school arrangements | The HT/GOV/caretaker are responsible for carrying out risk assessments             |
|                              | The findings of the risk assessment will be reported to Mrs Jones HT               |
|                              | Risk assessments will be approved by HT/GOVS                                       |
|                              | The caretaker 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><br><br><a href="#"><u>EDU-HS-15 Warning and Banning Persons from School Premises</u></a><br><br><a href="#"><u>LCS-HS-79: Violence at Work</u></a> |
| Specific school arrangements | The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures – leaflets at sign in point                                                          |
|                              | Access to the school is controlled by maglocks                                                                                                                                                |

## 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: Mr Patterson                                                                                                    |
|                              | Lone workers have been briefed on the following procedure to adopt when working alone: to brief each other or relative with times when working and to have a check on time |

## Consultation and Communication with Employees

|                              |                                                                                                                                                |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 meeting                                                                     |
|                              | Employee Representative(s) are Mrs Monaghan/Mr Patterson<br><br>Governor appointed Safety Representative is XXXXXXXXXX                         |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | <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 Head Teacher 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)          | <a href="#"><i>LCS-HS-09 Health &amp; Safety Training</i></a><br><br><a href="#"><i>LCS-HS-77: Identification of Training Needs</i></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                                                                 |
|                              | Training records are kept at the school office/H&S file by the BM                                                                       |
|                              | Induction training will be provided for all employees by HT/DHT                                                                         |

## Management of contractors

|                              |                                                                                                                                                                                                                         |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>LCS-HS-18: CDM</i></a><br><br><a href="#"><i>LCS-HS-89: Assessment, Engagement and Management of Contractors</i></a><br><br><a href="#"><i>LCS-HS-98: Contractor's Health &amp; Safety Standards</i></a> |
| Specific school arrangements | The caretaker works in conjunction with GallifordTry who assess all of their on-site contractors                                                                                                                        |
|                              | The caretaker/GallifordTry 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="#"><i>LCS-HS-21: Display Screen Equipment:</i></a>                                            |
| Specific school arrangements | Regular DSE Users have been identified as Mrs Monaghan/Mrs Harrison/Miss Bell                          |
|                              | DSE workstation assessments have been are completed by the following trained DSE assessor(s) Miss Bell |
|                              | Miss Bell has responsibility for ensuring any actions required are implemented.                        |

## Fire

|                              |                                                                                                                                                                              |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>LCS-HS-24: Preparing a PEEP</i></a><br><a href="#"><i>LCS-HS-25: Fire Emergency Procedures</i></a><br><a href="#"><i>LCS-HS-26: Fire Risk Assessments</i></a> |
| Specific school arrangements | The caretaker/HT is responsible for regularly reviewing the fire risk assessment                                                                                             |
|                              | The caretaker is responsible for keeping the fire log book regularly updated                                                                                                 |

## Stress

|                              |                                                  |
|------------------------------|--------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>LCS-HS-41: Stress</i></a>         |
| Specific school arrangements | The school will follow the above recommendations |

## Manual handling

|                              |                                                   |
|------------------------------|---------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>LCS-HS-32: Manual Handling</i></a> |
| Specific school arrangements | All staff have some training in manual handling   |

## Work at Height

|                     |                                                                                                                                             |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s) | <a href="#"><i>LCS-HS-43 Work at height</i></a><br><a href="#"><i>LCS-HS-68 Ladders</i></a><br><a href="#"><i>LCS-HS-86 Stepladders</i></a> |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

|                              |                                                                                                   |
|------------------------------|---------------------------------------------------------------------------------------------------|
|                              |                                                                                                   |
| Specific school arrangements | Ladder/ stepladder checklists are completed monthly and located within the school office/H&S file |

## Work Equipment/ Lifting Equipment

|                              |                                                                                                                                                         |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>LCS-HS-39: Provision and Use of Work Equipment</i></a><br><br><a href="#"><i>LCS-HS-72: Lifting Operations and Lifting Equipment</i></a> |
| Specific school arrangements | The school possesses the following items of lifting equipment: <ul style="list-style-type: none"> <li>• hoist</li> </ul>                                |
|                              | Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by the caretaker                                         |
|                              | The caretaker is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.                         |

## Educational Visits

|                              |                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>EDU-HS-03: Educational Visits and Learning Outside the Classroom</i></a> |
| Specific school arrangements | The school's Educational Visits Coordinator(s) is Mrs Smith                             |

## Electrical Safety

|                              |                                                                                                                                                                                              |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adopted standard(s)          | <a href="#"><i>LCS-HS-23: Electrical Safety</i></a>                                                                                                                                          |
| Specific school arrangements | The caretaker/GallifordTry 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