Everybody Learns - Everybody Cares

Bede Community Primary School's Health and Safety Policy

Reviewed – October 2026
Review Due – October 2027

Part 1: Policy Statement

Bede Community Primary School
Health & Safety Policy

The Health and Safely 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: (Chair of Governors)

Signed: N Anderson(Head Teacher)

Date: Click here to enter a date.

Review date: Click here to enter a date.

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
Mr Anderson	Health & Safety Officer
Mrs Anderson	Health & Safety Officer
Mr McKeough	Health & Safety Representative
Mrs Tate *Mrs Bell* *Mrs Todd* *Mrs Cawson* *Mrs Dack* *Mrs Smith* *Mrs Walker*	First Aiders
Mrs Beattie	Medicines (dispensing)
Mrs Farley	Care & Welfare
Mr Riley	PE and Swimming
Mr Anderson	Visits / activity holidays
Mr Wright	Science
Mrs Lewis	Art

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)	*LCS-HS-58: Incident Reporting and Investigation Procedure*
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded on CPOMs.
	Mrs Anderson 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)	*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 school office

Hazardous Substances

Adopted standard(s)	*EDU-HS-02 Control of Substances Hazardous to Health*
Specific school arrangements	Mr McKeough will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Mrs Anderson will be responsible for ensuring that all actions identified in the assessments are implemented.

Infection Control

Adopted standard(s)	*EDU-HS-06: Infection Control in Schools and Childcare Settings* *LCS-HS-93 Control of Infections at Work* *LCS-HS-103 The Disposal of Clinical Waste*.
Specific school arrangements	Mrs Anderson will be responsible for ensuring that all actions identified in the assessments are implemented.

Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	*EDU-HS-13: Statutory Maintenance and Testing Within Schools* *LCS-HS-90: Management of Premises*

Specific school arrangements	Mr Anderson /Mr McKeough 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 LA. The schedule is located in the school office.

First Aid

Adopted standard(s)	*EDU-HS-05: First Aid Provision in Schools*
Specific school arrangements	The first aid box(es) are kept in the staff room and in class
	The appointed person(s)/first aiders are: *Mrs Tate* *Mrs Bell* *Mrs Todd* *Mrs Cawson* *Mrs Dack* *Mrs Smith* *Mrs Walker*

Emergency Management Plan

Adopted standard(s)	*EDU-HS-10 Emergency management plan* *EDU-HS-14 Unavoidable school closures*
Specific school arrangements	

Outdoor Play Equipment

Adopted standard(s)	*EDU-HS-07 Outdoor Playground Safety*
Specific school arrangements	Gateshead LA have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	Mr McKeough undertakes daily or pre-use visual checks of play equipment and play areas, reporting any issues to Mr Anderson/Mrs Anderson

Risk Assessment

Adopted standard(s)	*LCS-HS-40: Risk Assessment*
Specific school arrangements	All senior staff are responsible for carrying out risk assessments
	The findings of the risk assessment will be reported to Mrs Anderson
	Risk assessments will be approved by Mr Anderson
	Mrs Anderson has responsibility for ensuring any actions required are implemented

Security/ Violence at work

Adopted standard(s)	*EDU-HS-12: Security* *EDU-HS-15 Warning and Banning Persons from School Premises* *LCS-HS-79: Violence at Work*
Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - Brief induction carried out for visitors working alone or they are under the responsibility of a member of staff
	Access to the school is controlled by school office

Lone Working

Adopted standard(s)	*LCS-HS-31 Lone Working*
Specific school arrangements	The following employees are considered to be lone workers: N/a
	Lone workers have been briefed on the following procedure to adopt when working alone

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 debrief
	Employee Representative is Mrs Anderson
	The above mentioned Safety Representative(s) will: • Attend meetings of safety committees

	• Liaise with the Head Teacher on health and safety matters. • Investigate accidents and potential hazards within the workplace • Investigate complaints made by an employee they represent relating to health, safety and welfare at work • Carry out inspections of the workplace • Represent employees they were appointed to represent in consultations The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977

Training

Adopted standard(s)	*LCS-HS-09 Health & Safety Training* *LCS-HS-77: Identification of Training Needs*
Specific school arrangements	Mrs Anderson is responsible for preparing and updating the training plan.
	Training will be identified, arranged and monitored by Mrs Anderson
	Training records are kept at school office by Mrs Anderson
	Induction training will be provided for all employees by Mrs McCallion

Asbestos

Adopted standard(s)	*Corporate Asbestos Management Plan* *ASB60: Asbestos Management Site Guide*
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by Mrs Anderson who is the named Responsible Person.
	The site specific management plan is located in the school office

Management of contractors

Adopted standard(s)	*LCS-HS-18: CDM* *LCS-HS-89: Assessment, Engagement and Management of Contractors* *LCS-HS-98: Contractor's Health & Safety Standards*
Specific school arrangements	Mrs Anderson is responsible for assessing contractor health and safety competency prior to appointment.
	Mrs Anderson has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

Display Screen Equipment

Adopted standard(s)	*LCS-HS-21: Display Screen Equipment:*
Specific school arrangements	Regular DSE Users have been identified as Mr Anderson, Mrs Anderson, Mrs Beattie
	DSE workstation assessments are completed by the following trained DSE assessor(s) Gillian McTeer
	Mrs Anderson has responsibility for ensuring any actions required are implemented.

Fire

Adopted standard(s)	*LCS-HS-24: Preparing a PEEP* *LCS-HS-25: Fire Emergency Procedures* *LCS-HS-26: Fire Risk Assessments*
Specific school arrangements	Mrs Anderson is responsible for regularly reviewing the fire risk assessment
	M McKeough is responsible for keeping the fire log book regularly updated

Stress

Adopted standard(s)	*LCS-HS-41: Stress*
Specific school arrangements	

Manual handling

Adopted standard(s)	*LCS-HS-32: Manual Handling*
Specific school arrangements	

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 school office. Relevant training is undertaken by M McKeough

Work Equipment/ Lifting Equipment

Adopted standard(s)	*LCS-HS-39: Provision and Use of Work Equipment* *LCS-HS-72: Lifting Operations and Lifting Equipment*
Specific school arrangements	The school possesses the following items of lifting equipment:
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by
	is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

Educational Visits

Adopted standard(s)	*EDU-HS-03: Educational Visits and Learning Outside the Classroom*
Specific school arrangements	The school's Educational Visits Coordinator(s) is Nick Anderson
	Visits are approved by Nick Anderson on Evolve

Electrical Safety

Adopted standard(s)	*LCS-HS-23: Electrical Safety*
Specific school arrangements	Site manager / LA 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