



HEALTH AND SAFETY POLICY

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| Date this policy was formally reviewed and agreed by the Governing Body sub committee | 13.11.2025 |
| Signed on behalf of the Governing Body by: | Mr Ian Mearns Chair of Governors |
| Signature: | |
| Date this policy was ratified by the Governing Body of Kelvin Grove Primary School: | 14.11.2025 |
| Details and dates of minor amendments: | 21.11.2024 School H&S Management roles updated. 11.11.2025 Reviewed, no update on LA policy. |
| Date next full review is due: | Autumn 2026 |

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, parents and visitors to share this commitment.

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.

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: 13/11/2025

Review date: Autumn 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 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

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| 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 on the Shared Drive and in the staffroom. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Asbestos

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| 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 Site Manager who is the named Responsible Person. |
| | The site specific management plan is located in the Asbestos Folder on the shared drive. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Consultation and Communication with Employees

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| Adopted standard(s) | <p><u>LCS-HS-08: Communicating the Health & Safety Message</u></p> <p><u>LCS-HS-10: Employee Consultation</u></p> |
| Specific school arrangements | Health & Safety information is communicated to employees via email and at staff briefings. |
| | Employee Representative(s) are <i>to be confirmed</i> . |
| | Trade Union appointed Safety Representatives are: Joanne Whitehead (NEU Union) Catherine Findley (Unison) Graeme Herron (NASUWT) |
| | The above mentioned Safety Representative(s) will: <ul style="list-style-type: none"> • 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 |
| School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. | |
| Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed | |

Disability Support

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| Adopted standard(s) | <u>LCS-HS-56 Disability at Work</u> |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Display Screen Equipment

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| Adopted standard(s) | <u>LCS-HS-21: Display Screen Equipment:</u> |
| Specific school arrangements | Regular DSE Users have been identified as Teachers and Central Support Team |
| | DSE workstation assessments have been are completed by the following trained DSE assessor(s) To be confirmed. |
| | School Business Manager has responsibility for ensuring any actions required are implemented. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Educational Visits

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| 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/are: Jill Thompson Elizabeth Baker Ceiwa Saukuru |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Electrical Safety

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| Adopted standard(s) | <u>LCS-HS-23: Electrical Safety</u> |
| Specific school arrangements | Site Manager is responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used. |
| | Site Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |

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| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |
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Emergency Management Plan

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| Adopted standard(s) | <u>EDU-HS-10 Emergency management plan</u> <u>EDU-HS-14 Unavoidable school closures</u> |
| Specific school arrangements | <p>This plan will be used in conjunction with the Business Continuity Plan.</p> <p>School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p> |

Fire

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| Adopted standard(s) | <u>CGS-HS-01 – Evacuation Chairs</u> <u>LCS-HS-17: Carriage and Storage of Fuel</u> <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 | <p>Site Manager is responsible for regularly reviewing the fire risk assessment action plan</p> <p>Site Manager is responsible for keeping the fire log book regularly updated</p> <p>School Business Manager and Head Teacher are responsible for preparation and review of Fire Emergency Procedure</p> |

First Aid

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| Adopted standard(s) | <u>EDU-HS-05: First Aid Provision in Schools</u> |
| Specific school arrangements | <p>The first aid box(es) is/are kept in: the classrooms and communal areas</p> <p>The appointed person(s)/first aider(s) is/are:</p> <ul style="list-style-type: none"> - Please refer to First Aid poster in the communal area, halls and along the corridors. |

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

Gas Safety

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| Adopted standard(s) | <u>LCS-HS-28 Gas Safety</u> |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Hand Arm Vibration

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| Adopted standard(s) | <u>CSG-HS-29 Hand Arm Vibration</u> |
| Specific school arrangements | The following roles within the school have been identified to use vibratory tools: Site Manager |
| | Site Manger is appointed to carry out vibration testing |
| | Site Manager is appointed to monitor vibratory tool use |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Hazardous Substances

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| Adopted standard(s) | <u>LCS-HS-19 Control of Substances Hazardous to Health</u> |
| Specific school arrangements | Site Manager will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory. |
| | Site Manager will be responsible for ensuring that all actions identified in the assessments are implemented. |

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| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Incident Reporting & Investigation

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| 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 kept by the School Business Manager and located at room . |
| | All employees 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. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Infection Control

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| Adopted standard(s) | <u>EDU-HS-06: Infection Control in Schools and Childcare Settings</u> <u>LCS-HS-93 Control of Infections at Work</u> <u>LCS-HS-103 The Disposal of Clinical Waste</u> |
| Specific school arrangements | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Lone Working

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| Adopted standard(s) | <u>LCS-HS-31 Lone Working</u> |
| Specific school arrangements | The following employees are considered to be lone workers: Site Manager |

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| | Lone workers have been briefed on the following procedure to adopt when working alone: Yes |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Management of contractors

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| Adopted standard(s) | <p><u>LCS-HS-18: Construction (Design and Management)</u></p> <p><u>LCS-HS-20 Control of Visitors / Contractors on Site</u></p> <p><u>LCS-HS-80 Scaffold and edge Protection</u></p> <p><u>LCS-HS-81 Safety Nets and Soft-Landing systems</u></p> <p><u>LCS-HS-82 Fall protection and prevention guidance</u></p> <p><u>LCS-HS-83 Safety in Roof Work Guidance</u></p> <p><u>LCS-HS-84 Mobile Access Tower</u></p> <p><u>LCS-HS-85 Mobile Elevating Work Platforms</u></p> <p><u>LCS-HS-94 Excavations</u></p> <p><u>LCS-HS-44 Working In Confined Spaces</u></p> <p><u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u></p> |
| Specific school arrangements | <p>School Business Manager/Gateshead Local Authority is responsible for assessing contractor health and safety competency prior to appointment.</p> <p>School Business Manager has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.</p> <p>School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p> |

Manual handling

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| Adopted standard(s) | LCS-HS-32: Manual Handling LCS-HS-91 Moving and handling of service users and pupils |
| Specific school arrangements | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Noise

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| Adopted standard(s) | LCS-HS-34 Noise |
| Specific school arrangements | The following tasks have been identified to need a noise risk assessment: grounds maintenance Corporate Health & Safety team will carry out noise measurements where identified. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Notices to be displayed in the Workplace

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| Adopted standard(s) | LCS-HS-35 Notices to be Displayed in the Workplace |
| Specific school arrangements | Health and Safety Law Poster – “What You Should Know” is located in the Staffroom. |
| | First Aid Notices are located in the Staffroom |
| | Fire Action Notices are located at all call points. |
| | Liability Certificate is located in the Staffroom |
| | Health & Safety Policy Statement is located in the Staffroom |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Outdoor Play Equipment

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| Adopted standard(s) | EDU-HS-07 Outdoor Playground Safety |
| Specific school arrangements | Gateshead Council have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176 |
| | Gateshead Council have been appointed to carry out termly inspections in accordance with BS 1176 (<i>for timber play equipment</i>) |
| | Site Manager have been appointed to perform monthly rot testing of timber play equipment |
| | Site Manager undertakes daily or pre-use visual checks of play equipment and play areas. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Risk Assessment

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| Adopted standard(s) | LCS-HS-40: Risk Assessment LCS-HS-33 New and Expectant Mothers LCS-HS-46 Young Persons at Work |
| Specific school arrangements | School Business Managers are responsible for carrying out risk assessments and their review |
| | The findings of the risk assessment will be reported to the relevant person(s). |
| | Risk assessments will be approved by Head Teacher |
| | School Business Managers have responsibility for ensuring any actions required are implemented |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

PE

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| Adopted standard(s) | EDU RA 22 Risk Assessment: PE |
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| Specific school arrangements | School PE risk assessment plan is completed by the School Business Manager and located in the Staffroom. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

PPE

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| Adopted standard(s) | <u>LCS-HS-37 Personal Protective Equipment</u> |
| Specific school arrangements | Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Prevention of Slips and Trips / Gritting

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| Adopted standard(s) | <u>LCS-HS-38 Prevention of Slips and Trips</u> <u>EDU-HS-11 School Gritting Policy and Plan</u> |
| Specific school arrangements | School gritting plan is completed by Site Manager and located on the school website. |
| | Head Teacher is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | School Business Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Protecting Health During Hot Weather Conditions

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| Adopted standard(s) | <u>EDU-HS-08 Protecting Health During Hot Weather Conditions In schools</u> |
| Specific school arrangements | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |

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| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |
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Security/ Violence at work

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| Adopted standard(s) | <p><u>EDU-HS-12: Security</u></p> <p><u>EDU-HS-15 Warning and Banning Persons from School Premises</u></p> <p><u>LCS-HS-26 Management of Violence and Aggression towards Employees Policy</u></p> <p><u>LCS-HS-79: Violence at Work (Guidance)</u></p> |
| Specific school arrangements | <p>The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures - visitors are to read the fire emergency procedure on the signing in.</p> <p>Access to the school is controlled by wireless gate intercom.</p> <p>School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p> |

Safe Vehicular Access and Egress at Schools

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| Adopted standard(s) | <u>EDU-HS-09 Safe Vehicular Access and Egress at Schools:</u> |
| Specific school arrangements | <p>Vehicles are not allowed on site during the following times 8:30am - 3:30pm</p> <p>The following physical measures are put in place to segregate vehicles and pedestrians: pedestrian walkway and gate that is segregated from carpark.</p> <p>School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p> |

Statutory Maintenance and Testing/ Management of Premises

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| Adopted standard(s) | EDU-HS-13: Statutory Maintenance and Testing Within Schools LCS-HS-90: Management of Premises |
| Specific school arrangements | Site Manager is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor. |
| | A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDU-HS-13) has been prepared and is kept updated by Site Manager. The schedule is located on the M Drive. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Stress

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| Adopted standard(s) | LCS-HS-41: Stress |
| Specific school arrangements | Head Teacher and/or School Business Manager is responsible for carrying out and reviewing stress risk assessments. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Training

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| Adopted standard(s) | LCS-HS-09 Health & Safety Training EDU-01 School H&S Training Matrix |
| Specific school arrangements | School Business Manager is responsible for preparing and updating the training plan. |
| | Training will be identified, arranged and monitored by School Business Manager. |
| | Training records are kept on the M Drive by the School Business Manager. |
| | Induction training will be provided for all employees by School Business Manager. |
| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |

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| | Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |
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Waste

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| Adopted standard(s) | <u>LCS-HS-30 Hazardous Waste Disposal</u> <u>LCS HS-103 The disposal of Clinical Waste -</u> |
| Specific school arrangements | <p>School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p> |

Work at Height

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| Adopted standard(s) | <u>LCS-HS-43 Work at height</u> <u>LCS-HS-68 Ladders</u> <u>LCS-HS-86 Stepladders</u> |
| Specific school arrangements | <p>Ladder/ stepladder checklists are completed monthly and located in the Site Manager’s room.</p> <p>School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed.</p> |

Work Equipment/ Lifting Equipment

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

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| | School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. |
| | Site Manager is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed |

Workplace Inspections

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| Adopted standard(s) | LCS-HS-60 Workplace Inspections LCS-HS-61 Safety Tours LCS-HS-63 Health & Safety Audits |
| Specific school arrangements | <p>School carries out H&S Workplace inspection using the form EDU-03 at the following frequency: Annually</p> <p>School carries out safety tours using the form EDU-06 at the following frequency: Termly</p> <p>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</p> <p>School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p> |

Workplace Safety and Welfare

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| Adopted standard(s) | LCS-HS-45 Workplace Safety and Welfare |
| Specific school arrangements | <p>School Business Manager is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Head Teacher is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p> |