



**WHICKHAM
SCHOOL**

Health and Safety Policy

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Policy Review

Last reviewed	By who
September 2023	F Turnbull / S Ban
July 2024	F Turnbull
July 2025	F Turnbull

Policy aim

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 Estates 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.

Health and 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 Headteacher 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 Headteacher 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 Headteacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters.

Faculty Leaders 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 faculties, faculty leaders 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
<i>S Maher Deputy Headteacher</i>	Designated Safeguarding Leader
<i>Z Arkle Estates Manager</i>	Operational Health and Safety
<i>P Dennis Science Teacher</i>	Radiation Protection Supervisor

School Health & Safety Management Arrangements

Whickham School uses a Service Level Agreement with Gateshead Council to obtain the advice and guidance it requires to manage its Health and Safety responsibilities.

There are various documented standards, forms and guidance materials which can be found in the Corporate Health and Safety Handbook and The Education Health and Safety Handbook many of which are applicable to the school.

The school commits to following procedures referenced in the guidance documents below to ensure that all employees, pupils and all other building users are not put at risk by school activities.

It should be noted that contained within the guidance and advice documents there are references to other health and safety documents, should those documents need to be viewed the Estates Team can provide access to the Services for Schools website on request.

Incident Reporting & Investigation

Adopted standard(s)	<p>CSG-HS-58 Incident Reporting and Investigation Procedures is the guidance document that is used to define the school protocols and procedures regarding incident reporting.</p> <p>This document is available on the Health and Safety Section of the Services for Schools website or by using the link below.</p> <p>CSG - HS- 58</p> <p>Should any further advice be required please contact the Estates Team.</p>
Specific school arrangements	<p>All minor accidents and cases of work-related ill health are to be recorded by all first aiders in an electronic format. Miss S Dewar will ensure that all incidents are recorded as necessary.</p>
	<p>Mr Z Arkle is responsible for investigating and reporting all relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with CSG-HS-58</p>

Administration and management of medicines

Adopted standard(s)	<p>EDU-HS-01 Administration and Management of Health Needs in Schools is the guidance document used to define the school protocols and procedures on Health Needs in School.</p>
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	<p>This document is available on the Health and Safety Section of the Services for Schools website or by using the link below.</p> <p>EDU-HS-01</p> <p>Should any further information be required please contact the Estates Team or Miss S Dewar</p>
Specific school arrangements	<p>Specific protocols and procedures for the school has been developed using the EDU-HS-01 guidance and Miss S Dewar is responsible for the day-to-day administration of all relevant documents</p>

Hazardous Substances

Adopted standard(s)	<p>CSG-HS-19 Control of Substances Hazardous to Health is the guidance document used to define school protocols and procedures regarding COSHH issues in school.</p> <p>This document is available on the Health and Safety Section of the Services for Schools website or by using the link below.</p> <p>CSG-HS-19</p> <p>Should any further information be required please contact the Estates Team.</p>
Specific school arrangements	<p>The Estates Manager along with all Faculty Leaders and Technicians will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.</p>
	<p>The Estates Manager and Faculty Leaders will be responsible for ensuring that all actions identified in the assessments are implemented.</p>

Statutory Maintenance and Testing/ Management of Estates

Adopted standard(s)	<p>EDU-HS-13 Statutory Maintenance and Testing Within Schools & LCS-HS-90 Management of Estates are the guidance documents used to define Statutory Maintenance and Testing protocols and procedures through the school.</p> <p>These documents are available on the Health and Safety section of the Services to Schools website or by using the link below.</p>
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	EDU-HS-13 LCS-HS-90 Should any further information be required please contact the Estates Team
Specific school arrangements	The Estates Manager is responsible for periodically monitoring the maintenance, inspection, examination or testing of equipment by contractors and the estates team.
	A School Statutory Maintenance and Testing Schedule has been prepared and is kept updated by the Estates Manager.

First Aid

Adopted standard(s)	EDU-HS-05 First Aid Provision in Schools is the guidance document used to define the protocols and procedures followed in school regarding first aid. This document is available on the Health and Safety Section of the Services for Schools website or by using the link below. EDU-HS-05 Should any further information be required please contact the Estates Team or Mr A Linfoot for operational first aid issues.
Specific school arrangements	All first aiders are provided with a first aid kit and we have a first aider in all high-risk faculties
	First aid in school is managed by Mr A Linfoot (Operations) and Miss S Dewar (Administration).
	First aiders at present are as follows: Laura Envy Dionne Purdham Allison Hall Steve Jarvie Ant Linfoot Gavin Houston Jennifer McMeiken Jane Hughes

	<p>Sandra Taylor</p> <p>Ian Ward</p> <p>Jo O'Brien</p> <p>Chris Dunn</p> <p>Chris Wilson</p> <p>Liberty Caithness</p> <p>Sam Tumelty</p> <p>Lee Whitfield</p> <p>Casual Staff (Evening/Weekend Cover)</p> <p>Nicola Irving</p> <p>Fletcher Surtees</p> <p>Grace Johnson</p> <p>Faye Renton</p> <p>Rachel Tate</p> <p>Ryan Milburn</p> <p>Sam Tate</p> <p>Isabella Cheetham</p> <p>Specific School Documents:</p> <p>WSC-RA-12 First Aid</p>
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Emergency Management Plan

Adopted standard(s)	<p>EDU-HS-10 Emergency Management Plan & EDU-HS-14 Unavoidable School Closures are the guidance documents used to define and produce the schools Disaster Recovery Plan.</p> <p>These documents are available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>EDU-HS-10</p> <p>EDU-HS-14</p> <p>Should you require any further information regarding this issue please contact the Director of Finance and Operations.</p>
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Specific school arrangements	The Disaster Recovery Plan is a separate confidential document which is shared with key leadership team colleagues and the IT provider.
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Risk Assessment

Adopted standard(s)	<p>LCS-HS-40 Risk Assessment is the guidance document used to define protocols and procedures for the completion of risk assessments across the school estate.</p> <p>This document is available in the Health and Safety Section of the Services for Schools website or by using this link.</p> <p>LCS-HS-40</p> <p>Should you require any further information regarding this issue please contact the Estates Manager</p>
Specific school arrangements	The Estates Manager and Faculty Leaders are responsible for carrying out risk assessments and its review
	The findings of the risk assessment will be reported to Headteacher
	Risk assessments will be approved by Headteacher
	The Estates Manager and Faculty Leaders have the responsibility for ensuring any actions required are implemented
	<p>School Specific Documents:</p> <p>COVID 19 RA</p> <p>WSC-RA-01 Access and Egress</p> <p>WSC-RA-04 Cleaning</p> <p>WSC-RA-06 Contractors</p> <p>WSC-RA-07 Control of Hazardous Substances</p> <p>WSC-RA-12 First Aid</p> <p>WSC-RA-17 Electricity</p> <p>WSC-RA-22 PE</p> <p>WSC-RA-28 Science</p> <p>WSC-RA-29 DT</p>

Consultation and Communication with Employees

Adopted standard(s)	<p>LCS-HS-08 & LCS-HS-10 are the documents which provide guidance to the school regarding communications with employees.</p> <p>These documents are available in the Health and Safety Section of the Services for Schools website or by using the link below.</p> <p>LCS-HS-08</p> <p>LCS-HS-10</p> <p>Should you require any further information regarding this issue please contact a member of the school leadership or your trade union representative</p>
Specific school arrangements	<p>Health & Safety information is communicated to employees via full staff meetings, staff training sessions, faculty meetings, daily staff bulletins and specific H&S training courses</p>
	<p>The school embraces engagement with both employee union representatives and official trade union appointed representatives and sees these important roles as a positive. The school will always engage with union colleagues and will consult on matters at local offices as and when the need arises.</p> <p>Employee's representative is vacant</p> <p>Trade union appointed representative is vacant</p>
	<p>The above-mentioned Safety Representative(s) will:</p> <ul style="list-style-type: none"> • Attend meetings of safety committees • Liaise with the Headteacher 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 <p>The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977</p>

Training

Adopted standard(s)	<p>CSG-HS-09 Health and Safety Training is the guidance document used to help the school identify and plan its employee training needs.</p> <p>This document is available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>CSG-HS-09</p> <p>Should you require any further information regarding Health and Safety training please contact the Estates Manager.</p>
Specific school arrangements	The Estates Manager is responsible for preparing and updating the Health and Safety training plan.
	Training will be identified and monitored by the Estates Manager in conjunction with Faculty Leaders
	Training records are held on the Health and Safety matrix and relevant risk assessment documents.
	General Health & Safety induction training will be coordinated for all employees by the Estates Manager. Faculty Leaders will arrange specific training for any areas with additional risks identified.

Asbestos

Adopted standard(s)	<p>LCS-HS-15 Asbestos & ASB60 Asbestos Management Site Guide are the guidance documents that are used to produce the schools Asbestos Management Plan</p> <p>These documents are available in the Health and Safety Section of the Services for Schools website or by using the link below.</p> <p>LCS-HS-15</p> <p>ASB-60</p> <p>Should you require any further information regarding asbestos in school please contact the Estates Manager.</p>
Specific school arrangements	The site-specific asbestos management plan for the school has been prepared by the Estates Manager.

	The site-specific management plan along with all associated documents is located in the Estates Manager's Office.
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Management of contractors

Adopted standard(s)	<p>The following guidance documents are all referenced when employing contractors on site to ensure safe working practices are maintained.</p> <p>LCS-HS-20 Control of Visitors and Contractors Onsite</p> <p>CSG-HS-80 Scaffold and Edge Protection</p> <p>LCS-HS-81 Safety Nets and Soft Landing Systems</p> <p>LCS-HS-82 Fall Protection and Prevention Guidance</p> <p>LCS-HS-83 Safety in Roof WorkGuidance</p> <p>LCS-HS-84 Mobile Access Tower</p> <p>LCS-HS-85 Mobile Elevating Work Platforms</p> <p>LCS-HS-94 Excavations</p> <p>LCS-HS-44 Working In Confined Spaces</p> <p>LCS-HS-89 Assessment Engagement and Management of Contractors</p> <p>All of these documents are available in the Health and Safety Section of the Services for Schools website or by using the links below</p> <p>LCS-HS-20</p> <p>LCS-HS-44</p> <p>CSG-HS-80</p> <p>LCS-HS-81</p> <p>LCS-HS-82</p> <p>LCS-HS-83</p> <p>LCS-HS-84</p> <p>LCS-HS-85</p> <p>LCS-HS-89</p> <p>LCS-HS-94</p> <p>Should you require any further information regarding this issue please contact the Estates Team.</p>
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Specific school arrangements	The Estates Manager is responsible for assessing contractor health and safety competency prior to appointment.
	The Estates Manager has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

Display Screen Equipment

Adopted standard(s)	<p>CSG-HS-21 Display Screen Equipment is the document that is used to provide guidance to the school to produce protocols and procedures for DSE users</p> <p>This document is available in the Health and Safety Section of Services for Schools website or by using the link below.</p> <p>CSG-HS-21</p> <p>Should you require any further information please contact the Estates Team or the HR Manager.</p>
Specific school arrangements	Regular DSE users have been identified within the school workforce
	DSE workstation assessments will be completed by competent advisers as and when requested
	The Estates Manager and the HR Manager have the responsibility for ensuring any actions required are implemented.

Driving

Adopted standard(s)	<p>LCS-HS-22 Occupational Road Risk (Driving at Work) is the guidance document used to produce school protocols and procedures for driving school vehicles.</p> <p>This document is available in the Health and Safety Section of the Services for Schools website or by using the link below.</p> <p>LCS-HS-22</p> <p>Should any further information be required please contact the Estates Manager.</p>
Specific school arrangements	The school has a maintenance contract for all school vehicles with All Star Service Point.

	Driver competency (licence checks and insurance) are to be checked on first application to use the school vehicles and subsequently every year
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Fire

Adopted standard(s)	<p>CSG-HS-25 Fire Safety is the guidance document used to produce school protocols and procedures for all aspects of fire safety.</p> <p>This document is available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>CSG-HS-25</p> <p>Should any further information be required please contact the Estates Team</p>
Specific school arrangements	The Estates Manager is responsible for regularly reviewing the fire risk assessment
	The Caretaker is responsible for keeping the fire log book regularly updated
	The Estates Manager is responsible for preparation and review of Fire Emergency Procedure

Manual Handling

Adopted standard(s)	<p>CSG-HS-32 Manual Handling is the guidance document used to produce manual handling protocols and procedures in school.</p> <p>This document is available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>CSG-HS-32</p> <p>Should any further information be required please contact the Estates Team.</p>
Specific school arrangements	Manual handling in school is only completed by trained personnel. Lifting and moving aids are provided as and when necessary and will only be used by trained personnel

Work at Height

Adopted standard(s)	<p>LCS-HS-43 Work at Height , LCS-HS-68 Ladders, LCS-HS-86 Stepladders are the guidance documents used when producing protocols and procedures for working at height in school.</p> <p>This document is available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>LCS-HS-43</p> <p>LCS-HS-68</p> <p>LCS-HS-86</p> <p>Should any further information be required please contact the Estates Team.</p>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within the caretaker's office

Work Equipment/ Lifting Equipment

Adopted standard(s)	<p>LCS-HS-39 & LCS-HS-72 are guidance documents that used by the school to produce protocols and procedures for using lifting equipment on site</p> <p>These documents are available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>LCS-HS-39</p> <p>LCS-HS-72</p> <p>Should any further information be required please contact the Estates Team.</p>
Specific school arrangements	The school possesses the following items of lifting equipment: Skyjack SJ3226 Scissor Lift
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by AFI Uplift
	The Estates Manager is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.
	<p>Trained staff are as follows:</p> <p>M Johnstone</p>

	<p>M Horton</p> <p>A Linfoot</p>
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Educational Visits

Adopted standard(s)	<p>EDU-HS-03 Educational Visits and Learning Outside the Classroom & EDU-HS-03 Emergency Management During Educational Visits are the guidance documents that are used to help prepare the school protocols and procedures for educational visits</p> <p>These documents are available in the Health and Safety Section of the Services for Schools website or by using the link below.</p> <p>EDU-HS-03</p> <p>EDU-HS-04</p> <p>Should any further information be required please contact Mr D Crosland</p>
Specific school arrangements	The school's Educational Visits Coordinator is Mr S Berry.
	<p>School Specific Documents:</p> <p>Educational Visit Policy</p>

Electrical Safety

Adopted standard(s)	<p>LCS-HS-23 Electrical Safety is the guidance document used to produce protocols and procedures for the monitoring and testing of electric and electrical equipment across the school estate</p> <p>This document is available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>LCS-HS-23</p> <p>Should further information be required please contact the Estates Team</p>
Specific school arrangements	<p>The Estates Manager has been designated as the responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used.</p> <p>The Estates Manager also co-ordinates the quinquennial fixed wiring testing for all of the school estate buildings</p>

	<p>Specific School documents:</p> <p>WSC-RA-17</p>
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Hand Arm Vibration

Adopted standard(s)	<p>CSG-HS-29 Hand Arm Vibration is the document used to produce protocol and procedures to monitor the used of hand arm vibration tools across the school estate</p> <p>This document is available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>CSG-HS-29</p> <p>Should further information be required please contact the Estates Team</p>
Specific school arrangements	The following roles within the school have been identified to be using vibratory tools: School Caretaker, School Groundsman and Estates Manager
	Gateshead Council is appointed to carry out vibration testing
	The Estates Manager is appointed to monitor vibratory tool use and the collation of monitoring reports for affected employees

Waste

Adopted standard(s)	<p>LCS-HS-30 Hazardous Waste Disposal & LCS-HS-103 are the guidance documents used by the school to produce protocols and procedures for the disposal of hazardous waste</p> <p>These documents are available in the Health and Safety Section of the Services for Schools website or by using the link below.</p> <p>LCS-HS-30</p> <p>LCS-HS-103</p> <p>Should further information be required please contact the Estates Team</p>
Specific school arrangements	Should the school require the disposal of any hazardous waste an appropriate approved contractor will be appointed.

	<p>Clinical Waste: PHS</p> <p>Chemicals: William Tracey Group</p>
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PPE

Adopted standard(s)	<p>LCS-HS-37 Personnel Protective Equipment is the document used to evaluate the need for PPE for employees as and when requested</p> <p>This document is available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>LCS-HS-37</p> <p>Should further information be required please contact the Estates Team.</p>
Specific school arrangements	<p>PPE will be provided to all staff as and when required following a risk assessment of need</p>

Gas Safety

Adopted standard(s)	<p>LCS-HS-28 Gas Safety is the guidance document used by the school to produce protocols and procedures ensuring that all gas equipment and appliance are monitored and tested as required</p> <p>This document is available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>LCS-HS-28</p> <p>Should further information be required please contact the Estates Team.</p>
Specific school arrangements	<p>The school has two appointed gas contractors for all necessary work to gas services on the school site</p> <p>Gateshead Council</p> <p>H Malones</p> <p>The new building is serviced by gas guard units in designated rooms with gas supplies (Food Technology, DT, Science) which provides automatic shut off to gas supplies in the event of service leak or failure. General classrooms and activities areas have Mobus room controllers which monitor CO2 levels and control outside air intake</p>

Notices to be displayed in the Workplace

Adopted standard(s)	<p>LCS-HS-35 Notices to be displayed in the Workplace is the guidance document which is used to ensure the correct signage is displayed around the school estate.</p> <p>This document is available in the Health and Safety Section of the Services to Schools website or by using the link below.</p> <p>LCS-HS-35</p> <p>Should further information be required please contact the Estates Team.</p>
Specific school arrangements	Health and Safety Law Poster – “What You Should Know” is located in the school staff room
	First Aid Notices are located in each classroom
	Fire Action Notices are located in each room
	Employers Public Liability Certificate is located in reception.

Prevention of Slips and Trips / Gritting

Adopted standard(s)	<p>CSG-HS-38 Prevention of Slips and Trips & EDU-HS-11 are the guidance documents we use to produce protocols and procedures to be used by the school and contractors prevent avoidable incidents</p> <p>These documents are available in the Health and Safety Section of the Services to Schools website or by using the link below</p> <p>CSG-HS-38</p> <p>EDS-HS-11</p> <p>Should any further information be required please contact the Estates Team</p>
Specific school arrangements	School gritting is completed by the school groundsman using automated equipment

Safe Vehicular Access and Egress at Schools

Adopted standard(s)	EDU-HS-09 Safe Vehicular Access and Egress at Schools is the guidance document the school use to produce protocols and procedures for safe access and egress
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	<p>This document is available in the Health and Safety Section of the Services for Schools website or by using the link below</p> <p>EDU-HS-09</p> <p>Should you require any further information regarding this issue please contact the Estates Team</p>
Specific school arrangements	<p>School vehicle access gates are closed at peak times to ensure safe access and egress, at these times-controlled access will be afforded to any emergency service vehicles as and when necessary</p> <p>School Specific Documents:</p> <p>WSC-RA-01</p>

Workplace Safety and Welfare

Adopted standard(s)	<p>LCS-HS-45 Workplace Safety and Welfare is the document that the school refer to when producing protocol and procedures for managing workplace safety</p> <p>LCS-HS-45</p> <p>Should any further information be required please contact the Estates Team</p>
Specific school arrangements	<p>The Estates team will ensure that workplace safety and welfare is in compliance with the Workplace (Health Safety and Welfare) Regulations 1992</p>

Workplace Inspections

Adopted standard(s)	<p>CSG-HS-60 Workplace Inspections, LCS-HS-61 Safety Tours, CSG-HS-63 Health and Safety Audits are the guidance documents that are referred to in order to complete workplace inspections across the school estate</p> <p>These documents are available in the Health and Safety Section of the Services for Schools website or by using the link below</p> <p>CSG-HS-60</p> <p>LCS-HS-61</p> <p>CSG-HS-63</p> <p>Should any further information be required please contact the estates team</p>
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Specific school arrangements	<p>The Estates Manager completes workplace inspections on a termly basis</p> <p>The Estates Manager completes safety inspections every 6 months using the form EDU-06 as a baseline guide</p> <p>The Estates Manager completes a self-audit using the form EDU-05 every 3 years which is then submitted to Corporate Health & Safety Team</p>
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