



Windy Nook Primary School Health & Safety Policy

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

Signed: (Chair of Governors)

Signed: (Head Teacher)

Date: 13/09/2024

Review date: 15/09/2025

Adopted: Resources Committee on 3/10/24

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
L. Forrest & Governors	Ensuring a safe and healthy working environment for all staff, pupils and visitors
M. Gerry	Manager of Health and Safety, Fire Warden
B. Leighton	Site – internal and external, Fire Warden
J. Traynor	Fire Warden
D.Barnett	Fire Warden
V. Collison	Fire Warden
J. Ferry	EV Co-ordinator
Teaching Staff	Pupils in their care
Pupils	Safety of themselves and fellow pupils
Visitors	Observe safety rules
G. Riley	Medication
D. Pedersen Wylie	First Aider, Breakfast Club
D. Jones	First Aider, Medication- Diabetes Care, Lunchtime Supervisor
D. Cole	First Aider
L. Bulch	First Aider
A.Foster	First Aider,lunchtime
L. Pearson	First Aider, Lunchtime
C. Ramanandi	First Aider

C. Turnbull	First Aider, lunchtime
A. Clough	First Aider
J. Gibson	First Aider, lunchtime
V. Collison	First Aider, lunchtime
L. McDonald	First Aider, lunchtime

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.

Administration and management of medicines

Adopted standard(s)	<i>EDP-HS-02: Administration and Management of Health Needs in Schools</i>
Specific school arrangements	A specific policy for the school (Windy Nook Medical Needs policy) has been developed and is located in the Policy file in the Office as well as on Sharepoint. This is reviewed annually and updated where needed. Gillian Riley is responsible for the administering of medicines and the updating of care plans.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Asbestos

Adopted standard(s)	<i>LCS-HS-15 Asbestos</i> <i>Corporate Asbestos Management Plan</i> <i>ASB60: Asbestos Management Site Guide</i>
Specific school arrangements	The Asbestos Management Survey was completed (October 2023) and the site-specific asbestos management plan for the school has been prepared by Lucie Forrest who is the named Responsible Person.
	The site specific management plan (Red Folder) is located in the main office
	The AMAP has been completed by L. Forrest and M. Gerry and submitted to the DFE.
	Following a windy day all ceiling tiles around school are checked by B. Leighton to ensure they are still in place.

	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. B.Leighton / M. Gerry are responsible for ensuring that visitors to school are aware of the policy
	L. Forrest / B. Leighton are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Consultation and Communication with Employees

Adopted standard(s)	<u>LCS-HS-08: Communicating the Health & Safety Message</u> <u>LCS-HS-10: Employee Consultation</u>
Specific school arrangements	Health & Safety information is communicated to employees via Induction/Staff Handbook/Staff Meetings/Staff Training/ Staff notice board
	Employee Representative(s) are Michelle Gerry/Lucie Forrest/Brian Leighton/
	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
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Curriculum Safety

Adopted standard(s)	<u>EDP-HS-29b: Code of practice for Technology in Primary Schools</u> <u>EDP-HS-30: Code of practice for PE and Sports</u>
Specific school arrangements	Sports events (e.g. after school clubs) held within school always have a member of staff who holds a First Aid qualification on site. Any event that the school attends has a member of staff who holds a First Aid qualification on site.
	The school has a specific risk assessment for PE which is updated annually.
	The school has a specific risk assessment for DT – Food technology which is updated regularly

Disability Support

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

Display Screen Equipment

Adopted standard(s)	<i>LCS-HS-21: Display Screen Equipment:</i>
Specific school arrangements	Regular DSE Users have been identified as Lucie Forrest, Michelle Gerry and Gillian Riley.
	DSE workstation assessments have been completed by Heather Taylor from the Health and Safety Team and Michelle Gerry
	Michelle Gerry has responsibility for ensuring any actions required are implemented.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Driving

Adopted standard(s)	<i>LCS-HS-22 Occupational Road Risk (Driving at work)</i>
Specific school arrangements	The following procedure is in place to ensure that any school vehicle is maintained in roadworthy condition N/A
	Driver competency (license checks and insurance) are to be checked every year in September by M. Gerry.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Educational Visits

Adopted standard(s)	<i>EDU-HS-03: Educational Visits and Learning Outside the Classroom</i> <i>EDU-HS-04 Emergency Management During Educational Visits</i>
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Specific school arrangements	The school's Educational Visits Coordinator(s) is Jacqueline Ferry. Risk assessments are completed for school visits. They are processed through the Evolve system.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Electrical Safety

Adopted standard(s)	<u>LCS-HS-23: Electrical Safety</u>
Specific school arrangements	Brian Leighton has been designated the responsible person for preparing and maintaining an accurate up-to-date the electrical maintenance register for portable appliances used.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Emergency Management Plan

Adopted standard(s)	<u>EDU-HS-10 Emergency management plan</u> <u>EDU-HS-14 Unavoidable school closures</u>
Specific school arrangements	The school has a current Emergency Management Plan. Copies of the plan are saved on the cloud so that the Headteacher, Assistant Headteachers and Chair of Governors can access them offsite. It is annually updated and agreed by the Governing Body.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Fire

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 Emergency Procedures</u> <u>LCS-HS-26: Fire Risk Assessments</u> <u>LCS-HS-110 Temporary Use of Portable LPG Heaters</u>
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Specific school arrangements	Brian Leighton and Lucie Forrest are responsible for regularly reviewing the fire risk assessment. A risk assessment was carried out by the LA in May 2024 and an action plan written in line with their recommendations.
	Brian Leighton is responsible for keeping the fire log book regularly updated. L. Forrest is responsible for updating staff on Fire safety – through an annual fire safety training session. New staff will be told of the Fire Safety procedures during their induction process. Regular fire drills are held within school.
	A. Preece is responsible for writing PEEPS in consultation with the class teacher. 5 PEEPs are currently in place for children in school. Temporary PEEPs have been in place for those children who have limited mobility due to breaks/ fractures etc .
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

First Aid

Adopted standard(s)	<u>EDP-HS-12: First Aid Provision in Schools</u>
Specific school arrangements	The first aid box(es) are kept in the photocopying room
	The appointed person(s)/first aider(s) are: D. Jones D. Pedersen Wylie L. Bulch D. Cole L. Pearson C. Ramanandi C. Turnbull J. Gibson A.Foster V.Collison A.Clough J. Gibson L. McDonald
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
	M. Gerry is responsible for ensuring that First Aid Qualifications are current and staff are paid for their First Aid duties.

Forest School

Adopted standard(s)	<u>EDU RA 13 Risk Assessment: Forest School</u>
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Specific school arrangements	C.Ramanandi and A. Clough are responsible for ensuring that all relevant staff are aware of the arrangements and appropriate school specific arrangements are in place when undertaking forest school type activities within school.
	L. Forest is responsible for carrying out periodic monitoring to ensure arrangements are being followed

Gas Safety

Adopted standard(s)	<u>LCS-HS-28 Gas Safety</u>
Specific school arrangements	B.Leighton/ M. Gerry is responsible that gas appliances and flues are maintained in a safe condition, that annual checks are carried out and records kept.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Hand Arm Vibration

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
	B.Leighton is appointed to carry out vibration testing
	L. Forrest is appointed to monitor vibratory tool use
	L.Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	L.Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Hazardous Substances

Adopted standard(s)	<u>LCS-HS-19 Control of Substances Hazardous to Health</u>
Specific school arrangements	Brian Leighton is responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Brian Leighton is responsible for ensuring that all actions identified in the assessments are implemented.
	L.Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L.Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Incident reporting & investigation

Adopted standard(s)	<u>LCS-HS-58: Incident Reporting and Investigation Procedure</u>
Specific school arrangements	All minor accidents and cases of work-related ill health are to be recorded in the School's incident books (2). The incident books are kept by Michelle Gerry and located in the School Office
	Michelle Gerry is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with EDP-HS-01: Copies of submitted HS-20 documents are kept by Michelle Gerry and located in the School Office and on the M drive.
	L.Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Infection Control

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	Agreed procedures for disposal of bodily waste – see General School Risk assessment. HPA Guidance on infection control procedures are followed when parents ring regarding reported children illnesses.
	L.Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
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Lone Working

Adopted standard(s)	<i>LCS-HS-31 Lone Working</i>
Specific school arrangements	The following employees are considered to be lone workers: Brian Leighton Anne Marie Conroy
	Lone workers have been briefed on the following procedure to adopt when working alone: Brian Leighton has been registered for Carecall. He will contact the helpline when he has safely left the site. If Brian Leighton does not contact the helpline by an agreed time, his next of kin will be contacted. If Brian Leighton's next of kin cannot be contacted, the Headteacher and Assistant Headteachers will be contacted. AM Conroy will follow the lone workers policy and procedure agreed by school
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Management of contractors

Adopted standard(s)	<i>LCS-HS-18: Construction (Design and Management)</i> <i>LCS-HS-20 Control of Visitors / Contractors on Site</i> <i>LCS-HS-80 Scaffold and edge Protection</i> <i>LCS-HS-81 Safety Nets and Soft-Landing systems</i> <i>LCS-HS-82 Fall protection and prevention guidance</i> <i>LCS-HS-83 Safety in Roof Work Guidance</i> <i>LCS-HS-84 Mobile Access Tower</i> <i>LCS-HS-85 Mobile Elevating Work Platforms</i> <i>LCS-HS-94 Excavations</i> <i>LCS-HS-44 Working In Confined Spaces</i> <i>LCS-HS-89: Assessment, Engagement and Management of Contractors</i>
Specific school arrangements	Michelle Gerry is responsible for assessing contractor health and safety competency prior to appointment. Training took place in June 2017.
	Michelle Gerry has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.

	Brian Leighton usually remains on site with contractors to ensure that any issues are dealt with quickly. Stephen Brown is the school's contracts manager and liaises with M. Gerry and B. Leighton.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Manual handling

Adopted standard(s)	<u>LCS-HS-32: Manual Handling</u> <u>LCS-HS-91 Moving and handling of service users and pupils</u>
Specific school arrangements	Staff are trained as to how to move pupils/equipment safely. Team teach / De escalation and Physical intervention approach is used by staff who deal with children who are likely to need support when being moved.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
	L. Forrest delivered manual handling training (LA toolkit) to all staff in September 2024.

Noise

Adopted standard(s)	<u>LCS-HS-34 Noise</u>
Specific school arrangements	The following tasks have been identified to need a noise risk assessment; Drumming lessons, Corporate Health & Safety team or competent assessor will carry out noise measurements where identified.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Notices to be displayed in the Workplace

Adopted standard(s)	<u>LCS-HS-35 Notices to be Displayed in the Workplace</u>
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Specific school arrangements	Health and Safety Law Poster – “What You Should Know” is located in the staff room
	First Aid Notices are located in prominent places around school
	Fire Action Notices are located next to fire exits and fire break glass alarms
	Liability Certificate is located in the school office
	Health & Safety Policy Statement is located staff room
	L.Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L.Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Outdoor Play Equipment

Adopted standard(s)	<u>EDU-HS-07 Outdoor Playground Safety</u>
Specific school arrangements	FM4U been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	Brian Leighton undertakes daily or pre-use visual checks of play equipment and play areas. EYFS staff undertake daily or pre-use visual checks of play equipment and play areas. Lunchtime Staff undertake daily or pre-use visual checks of play equipment and play areas. Any concerns to be reported to M. Gerry and B Leighton
	L.Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L.Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Risk Assessment

Adopted standard(s)	<u>EDP-HS-19: Risk Assessment</u> <u>LCS-HS-33 New and Expectant Mothers</u> <u>LCS-HS-46 Yong Persons at Work</u>
Specific school arrangements	Brian Leighton / Lucie Forrest / Teaching staff are responsible for carrying out risk assessments linked to the use of the buildings.
	The findings of the risk assessment will be reported to Lucie Forrest
	Risk assessments will be approved by Lucie Forrest.
	Brian Leighton/ Michelle Gerry/ Lucie Forrest have responsibility for ensuring any actions required are implemented

	Staff complete risk assessments for visits using the evolve system. J. Ferry checks these assessments before they are sent to L. Forrest to be approved.
	L.Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L.Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

PE

Adopted standard(s)	<u>EDU RA 22 Risk Assessment: PE</u>
Specific school arrangements	School PE risk assessment plan is completed by C. Crowe/ J McKay and located on Sharepoint
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

PPE

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

Prevention of Slips and Trips / Gritting

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 L.Forrest and located on the M drive.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Protecting Health During Hot Weather Conditions

Adopted standard(s)	<u>EDU-HS-08 Protecting Health During Hot Weather Conditions In schools</u>
Specific school arrangements	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Security/ Violence at work

Security/ Violence at work

Adopted standard(s)	<u>EDP-HS-21: Security</u> <u>EDU-HS-15 Warning and Banning Persons from School Premises</u> <u>LCS-HS-26 Management of Violence and Aggression towards Employees Policy</u> <u>LCS-HS-79: Violence at Work</u>
Specific school arrangements	The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures – - All visitors sign the visitor book on arrival - All visitors are given a visitor information card to read on arrival linked to health and safety and safeguarding procedures - All visitors are given a visitor's lanyard which has a badge
	Access to the school is controlled by Lucie Forrest/ Michelle Gerry/Gillian Riley via an intercom system
	School security policy is regularly reviewed and updated where necessary. Procedures for dealing with terrorist threats have been shared with staff.

	Procedures for lock downs and evacuations have been shared with all staff March 2023. Procedures and key roles were discussed. Lockdown practice held 07/6/23. Fire door in hall now needs fob to get out so that children can't let themselves out.
	When staff are making home visits on their own (HSLO) they inform the office of their route and the houses they will visit. If there are any known concerns regarding the family, the Lone Worker rings to say the visit has started and finished Staff to return to school once the visit is finished – see lone worker policy

Safe Vehicular Access and Egress at Schools

Adopted standard(s)	<u>EDU-HS-09 Safe Vehicular Access and Egress at Schools</u>
Specific school arrangements	Vehicles are not allowed on site during the following times 8:30-9am 3:00-3:30pm The following physical measures are put in place to segregate vehicles and pedestrians: Cones at the front of school to prevent traffic turning into school grounds during the prohibited times. There is also a separate pedestrian gate and footpath into school to keep pupils and vehicles separate. Parents are not allowed to park in the school car park at breakfast club as it is for staff only.. Member of staff on the school gate on a morning between 8:30 and 8:45 L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	<u>EDU-HS-13: Statutory Maintenance and Testing Within Schools</u> <u>LCS-HS-90: Management of Premises</u>
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Specific school arrangements	Brian Leighton is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.
	A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDP-HS-10) is kept updated by Michelle Gerry. The schedule is located on the M drive with a copy in Site Manager's room.
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Stress

Adopted standard(s)	<u>LCS-HS-41: Stress</u>
Specific school arrangements	Lucie Forrest attended stress management in an educational setting awareness training on 17/6/2019. School have mental health and well-being support through the Rise programme. Named members of staff for mental Health are Andrea Preece / Laura Hope. Named Governor is Janeisha Sadler.

Training

Adopted standard(s)	<u>LCS-HS-09 Health & Safety Training</u> <u>EDU-01 School H&S Training Matrix</u>
Specific school arrangements	Lucie Forrest is responsible for preparing and updating the training plan. Training will be identified, arranged and monitored by Lucie Forrest/ Michelle Gerry Training records are kept by M. Gerry Health and Safety and safeguarding Induction training will be provided for all employees by Lucie Forrest

Waste

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

Work at Height

Adopted standard(s)	<u>LCS-HS-43 Work at height</u> <u>LCS-HS-68 Ladders</u> <u>LCS-HS-86 Stepladders</u>
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Specific school arrangements	Ladder/ stepladders are checked by the site manager before being used,. Teachers and Teaching Assistants have received annual ladder training using LA Toolbox . (September 2024)
	L. Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L. Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Work Equipment/ Lifting Equipment

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	The school possesses the following items of lifting equipment: sack barrow
	Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by Brian Leighton
	Brian Leighton is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment
	Lucie Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place
	Lucie Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Workplace Inspections

Adopted standard(s)	<u>LCS-HS-60 Workplace Inspections</u> <u>LCS-HS-61 Safety Tours</u> <u>LCS-HS-63 Health & Safety Audits</u>
Specific school arrangements	School carries out H&S Workplace inspection using the form <u>EDU-03</u> at the following frequency: every term.
	School carries out self-audit using the form <u>EDU-05</u> at least every <i>three years</i> , which is then submitted to Corporate Health & Safety Team
	L.Forrest is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	L.Forrest is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Workplace Safety and Welfare

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

Footnote: Further assistance and guidance is available by contacting Health and Safety, telephone number 0191 433 2272 / 2281 / 2270 / 2237 / 2371 / 3827