



# HEALTH & SAFETY POLICY

UPDATED JANUARY 2010



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## SECTION 1 General Policy Statement

The Governors and Headteacher of **Birkwood School** accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the importance of placing health and safety as a priority within school.

This policy incorporates the Corporate Health and Safety Policy of Barnsley Metropolitan Borough Council and supercedes the previous policy.

It is the policy of this school that its activities are carried out at all times in such a manner as to ensure, so far as is reasonably practicable, the health and safety and welfare of all its employees, pupils and visitors.

In particular the Headteacher will ensure so far as is reasonably practicable, that hazardous areas are identified and the risks assessed, to use safe methods of working and to provide safe equipment, articles and substances and a healthy working environment.

The Governors and management of this school will give the highest possible commitment to ensuring the health, safety and welfare of our employees, pupils and visitors and treat health, safety and welfare as a priority issue.

The law states that every employee has a duty to look after their own health and safety whilst at work and that of others who might be affected by their work. The governors require employees to recognise and accept this responsibility and the duties imposed on them by this policy.

Employer / Employee consultation as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 will be encouraged.

A copy of this policy will be available to all employees and will be displayed within school.

Signed \_\_\_\_\_  
(Headteacher)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Chairperson of the Governing Body)

Date: \_\_\_\_\_

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## SECTION 2 Statement of Safety Policy

The Governing Body and Headteacher will take all reasonably practicable steps to ensure the health, safety and welfare of all employees, pupils and visitors.

The arrangements outlined in this statement and the various other safety provisions made by the governing body aim to prevent accidents and ensure safe and healthy working conditions. The governing body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the school premises or whilst taking part in school-sponsored activities.

- 2.1 To implement this policy, the Governing Body and Headteacher will ensure that they are familiar with the requirements of the Health and Safety at Work, etc Act 1974 and other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999. In fulfilling the requirements they will so far as is reasonably practicable:
- a) devise and maintain systems of work that are safe and without risks to health;
  - b) provide and maintain plant which is safe and without risks to health;
  - c) devise and maintain arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - d) provide such information, instruction, training and supervision as is necessary to ensure the health and safety of its employees;
  - e) undertake to receive training as is necessary to ensure that the Health and Safety Policy is implemented and monitored;
  - f) maintain premises under the school's control in a condition that is safe and without risks to health and provide and maintain access to and egress from it that are safe and without risks to health;
  - g) provide and maintain an environment that is safe and without risks to health and takes into account the welfare of employees;
  - h) carry out its operations in such a manner that it protects members of the general public, pupils and visitors to the school from any health and safety risks;
  - i) seek the advice and guidance of the Authority on Health and Safety matters as necessary;
  - j) maintain the site and premises in accordance with the division of responsibility for building maintenance as defined in the Fair Funding Scheme for Financing Schools;

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## 2.2 Safety Objectives

- a) To prevent all injuries so far as is reasonably practicable.
- b) To promote occupational health and hygiene, and to control all situations which are likely to cause damage to property and equipment.

## SECTION 3 Statement of Safety Organisation

The school's arrangements for carrying out the policy includes ten key principles.

- a) Place duties on the Governing Body of the school.
- b) Place individual duties on all employees, especially the Headteacher, supervisory staff and other specialist employees.
- c) To investigate accidents which cause injury to employees, pupils or visitors.
- d) Encourage all employees in their responsibilities to report hazards which are likely to cause injury.
- e) Give training to all employees in their responsibilities in the safety organisation. Give specialist training to enable employees to recognise hazardous situations, and to enable employees to make risk assessments of hazardous situations.
- f) Give specific training to employees who are:
  - i) new entrants;
  - ii) changing their occupation within the school;
  - iii) being engaged on new processes or are required to operate; unfamiliar equipment;
  - iv) existing employees with poor safety performance standards.

The training will have the objective of ensuring that employees are operating at the required performance standard without risks of injury to themselves and others.

- g) Provide advice and backup facilities from the Corporate Health, Safety & Emergency Resilience Unit, School Advisers and Assistant Executive Director Performance, Infrastructure and Development.
- h) Provide safe systems of work, codes of safe working practice and procedures and risk assessments.
- i) Provide lines of communication for dealing with health and safety matters in the school premises and between all relevant parties.
- j) Prepare a structured management scheme which will indicate the responsibilities of employees with regard to Health and Safety.

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## SECTION 4 Duties

### 4.1 The Governing Body

To be responsible for ensuring that the declared statement of safety policy is effective in achieving, so far as is reasonably practicable, the health and safety of all council employees, contractors, pupils and members of the general public working within or visiting the school premises.

The Governing Body will ensure that the functions listed below are carried out:

- a) that there is an effective and enforceable policy for the provision of health and safety throughout the school, including a signed declaration of the Governing Body's commitment to the safety of the school premises for persons employed there or those who may be affected by the school's activities;
- b) make a commitment to allocate adequate resources to implement the policy;
- c) organisational details are drawn up to implement the policy, including the identification of key persons and their specific responsibilities;
- d) implement the health and safety policy by setting health and safety objectives and promoting a positive view of health and safety;
- e) arrangements are made within the school, to implement the policy, including standards to be met and procedures to be followed;
- f) establish and maintain an effective communication system on health and safety matters between Governing Body and School Management Team;
- g) all levels of staff receive adequate and appropriate information, instruction and training in health and safety matters;
- h) periodically assess the effectiveness of this policy through a monitoring regime and ensure that any necessary changes are made to its implementation;
- i) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- j) provide reports on health and safety matters to Education Services and to parents;
- k) make appropriate decisions about remedial action, under their jurisdiction, which are found necessary by inspections carried out in school;
- l) purchase and maintain health and safety equipment including fire fighting equipment, as identified through the Fire Risk Assessment;

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- m) carry out maintenance and repairs as fall within the Governing Body's area of responsibility;
  - n) carry out internal and external cleaning as it relates to health and safety and hygiene;
  - o) display in school the First Aid Policy;
  - p) to act upon advice and guidance from the Authority in formulating policies and practice for the school;
  - q) ensure that modification to buildings, plant or equipment are not undertaken without the guidance of the Asset Management Team;
  - r) ensure, in conjunction with the Service Provider, that the dining area is a safe place of work for catering services employees, SMSAs, teachers and pupils;
  - s) obtain the appropriate public licence for functions held in the school;
  - t) ensure that supervision, training and instruction is provided so that all staff and pupils can perform their school-related activities in a healthy and safe manner;
  - u) ensure an appropriate number of governors receive training on health and safety in order to monitor the schools performance;
  - v) ensure adequate welfare facilities are provided for employees.

#### **4.2 The Headteacher**

The Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher will take all reasonable steps to achieve this through the involvement of all staff at the school.

The Health and Safety functions to be carried out by the Headteacher are to:

- a) ensure any operational health and safety assurance procedures, operational health and safety monitoring standards, health and safety instructions and relevant codes of practice etc. issued by the Authority, are understood and put into practice;
- b) implement the Education Service operational health and safety assurance monitoring programme;
- c) ensure they are familiar with and comply with the appropriate legal requirements concerning the health, safety and welfare of all staff, pupils and others affected by the school's activities and ensure that advice on their management of health and safety is obtained from the Authority;

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- d) ensure that risk assessments are undertaken and subsequently operational safety assurance procedures are devised, implemented and adhered to;
  - e) ensure that all levels of staff are adequately informed, instructed, supervised and trained in health and safety matters and encourage all staff to suggest ways and means of improving health and safety;
  - f) ensure that any defects in the premises, its plant, equipment or facilities which relate to, or may affect the health and safety of staff, pupils and others are made safe without delay;
  - g) take appropriate action with regard to any of their employees who fail to carry out any health and safety duties assigned to them, for which they have received appropriate information, instruction and training, or who endanger any of their colleagues by any of their acts or omissions;
  - h) investigate any accident in conjunction with the Corporate Health, Safety and Emergency Resilience Unit and to ensure the appropriate accident report is completed and forwarded to the Authority;
  - i) ensure that all incidents involving Violence and Aggression towards staff are reported to the Authority;
  - j) promote and help develop healthier and safer working practices;
  - k) ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable;
  - l) ensure, so far as is reasonably practicable, that school services do not endanger the general public;
  - m) ensure that appropriate action is taken to implement any recommendation made by HM Inspectors of health and safety, fire prevention officers and similar law enforcement officers;
  - n) liaise with and provide information to safety representatives and deal with matters arising from any reports submitted;
  - o) take account of school audits undertaken by the Corporate Health, Safety and Emergency Resilience Unit in assessing their performance and making management decisions for the school;
  - p) maintain an up to date file of all current health and safety advice issued by the Authority and make all staff aware of it;
  - q) ensure that a fire drill is carried out once per term for all occupants of the premises including those who normally work outside of recognised session times and ensure that the requirements of the Council's fire log are complied with and that this document is completed and kept up to date;

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- r) ensure that all levels of staff have received specific training before engaging on new processes or operating unfamiliar equipment and the appropriate safety representatives will be informed of any intended installation of new processes or equipment;
  - s) ensure that adequate induction training is given to employees who are new entrants, or who are changing their occupation within the school;
  - t) ensure that a planned termly inspection programme is implemented for buildings, plant and equipment under the School's control and that records are kept;
  - u) ensure that any articles or substances purchased directly by the school conforms to the relevant standards or Council codes;
  - v) monitor in conjunction with the Governing Body the standard of health and safety throughout the school.

#### **4.3 Deputy Headteacher**

- a) This person will be responsible for co-ordinating procedures for ensuring the health, safety and welfare of staff, pupils and others within school as determined by the Headteacher.
- b) All staff will be made aware of those health and safety matters to be dealt with by this person.

#### **4.4 All Members of Staff**

All employees must comply with the requirements listed below:

- a) take reasonable care of their health, safety and welfare and others who may be affected by their acts or omissions;
- b) be familiar with the safety policy and all safety regulations;
- c) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- d) co-operate with their employer to comply with statutory duties for health and safety;
- e) use correctly and safely any work item provided by the School in accordance with the training and instruction given;
- f) familiarise themselves with the health and safety aspects of their work and avoid conduct which would put them or anyone else at risk;
- g) understand their responsibilities under the relevant provisions of the health and safety legislation, and to ask for advice and guidance when in doubt;

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- h) report any defects in the premises, plant, equipment and facilities which they observe;
  - i) report any accident or incident that may cause injury to a person or damage to plant or property and where applicable with completion of the appropriate form;
  - j) report all incidents of aggression and violence carried out by parents and/or members of the public;
  - k) attend courses of training appropriate to their employment and act on instruction and training provided to enable them to work safely;
  - l) know and be able to implement the emergency procedures in respect of fire, bomb scare and first aid including emergency procedures for accidents out of school hours;
  - m) prevent activities from going ahead if safety measures and safe working procedures are not available;
  - n) ensure that protective clothing, guards, special safe working procedures etc are made available and used where necessary in the correct manner;
  - o) be aware of the role of the school's Health and Safety Representative;
  - p) plan any external visits in accordance with Authority Guidelines on Organising School Visits and Journeys.

#### **4.5 Caretaker**

- a) Ensure that articles or substances purchased directly by the school for cleaning purposes or other tasks carried out by the caretaker and cleaners, must conform to the relevant standards or BMBC codes.
- b) Arrange for safe storage of hazardous substances in line with COSHH Regulations and the safe use and storage of caretaking and cleaning equipment.
- c) Be responsible for the security of the premises.
- d) Ensure that all playground surfaces are clean and free of litter.

#### **4.6 Hirers**

- a) When the premises are used for purposes not under the direction of the Headteacher, then the person in charge of the activities for which the premises are in use will have responsibility for safe practices. This person will be treated as the hirer and will conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

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- b) It will be a requirement for all hirers to be familiar with the school's Health and Safety policy and to comply with all safety directives of the governing body.
  - c) Unless permission has been given by the Governing Body hirers must not:
    - introduce equipment for use on the school premises;
    - alter fixed installations;
    - remove fire and safety notices or equipment.

#### **4.7 Contractors**

- a) All contractors who work on school premises must have been assessed and approved by the 'Contractors Health and Safety Assessment Scheme'(CHAS)Standard.
- b) It will be a condition for all contractors to be familiar with the school's Health and Safety Policy and comply with all safety directives of the governing body. They should understand their responsibilities in relation to health and safety.
- c) Contractors should ensure safe working practice by their own employees and must pay due regard to the safety of all persons using the premises.
- d) In instances where the contractor creates hazardous conditions and refuses to eliminate them, or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in care from risk of injury.

## **SECTION 5 Arrangements for Health and Safety**

### **5.1 Accident and Incident Reporting and Investigation**

- a) The Council enforces a policy of recording all accidents/incidents to employees and non-employees including those of violence and aggression.
- b) All accidents / incidents will be reported on the appropriate form.
  - HS2 (P) Pupil Minor accident
  - HS2 (E) Employee Accident
  - HS2 (NE) Non Employee Accident
  - HS2 (V) Report on Violence And Aggression
- c) Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by the Headteacher. If necessary the Authority and/or the Corporate Health, Safety and Emergency Resilience Unit will provide assistance in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.

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## **5.2 Asbestos**

- a) The school is committed to complying with the legislative requirements of the Control of Asbestos at Work Regulations 2003 and associated legislation.
- b) The school acknowledges the health hazards arising from exposure to asbestos and is committed to protecting employees and others who are potentially exposed to asbestos so far as is reasonably practicable.
- c) Those employees who may be exposed to asbestos whilst carrying out their duties will be provided with suitable and sufficient instruction and training.
- d) All employees who may discover asbestos or suspected asbestos in the workplace will be instructed to cease work until the material has been analysed.
- e) The school will ensure that all employees and contractors who may come into contact with asbestos have sight of the Asbestos Survey.

## **5.3 Codes of Practice and Safety Rules**

- a) The Education Health and Safety Committee will approve (where necessary) codes of practice for observation of safety requirements in the school.
- b) The Department for Education and Skills (DFES), the Health and Safety Executive and other regulatory or advisory bodies issue codes of practice on particular topics for the guidance of the Headteacher and others who are in control of educational premises, who will incorporate such codes into their health and safety procedures.

## **5.4 Consultation Arrangements**

- a) Consultation between the Authority and employee representatives takes place via the Education Health and Safety Committee which covers all appropriate areas of work or special hazards.
- b) The School also recognises employees not represented by appointed Safety Representatives. These employees have rights to consultation with employers under the Health and Safety (Consultation with Employees) Regulations 1996.

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## **5.5 Contractors**

- a) The Headteacher will ensure that all contractors appointed are competent to undertake the task. The Corporate Health, Safety and Emergency Resilience Unit maintain a database of all contractors who have been assessed and approved to the 'Contractors Health and Safety Assessment Scheme' (CHAS) standard. All contractors must be registered and approved on this scheme before work commences unless the Corporate Health, Safety and Emergency Resilience Unit consider that another form of assessment is appropriate with regard to the circumstances.
- b) Contract work involving occupied premises carries a dual responsibility. The Headteacher when organising such work will ensure there is effective liaison between themselves and the contractor. All parties involved should understand their responsibilities in relation to health and safety.

## **5.6 Display Screen Equipment (DSE)**

- a) The school is committed to complying with legislative requirements as stated within the Health and Safety (Display Screen Equipment) Regulations 1992.
- b) The Council's Health, Safety and Emergency Resilience Unit have produced a document detailing the provision of workstation assessments accompanied by guidance notes. The school will undertake DSE Risk Assessments in accordance with the guidance notes.

## **5.7 Education Visits and Journeys**

- a) The Headteacher will ensure that the guidance in respect of Educational Visits and Journeys is followed by all staff involved in organising visits.
- b) The Headteacher will ensure that approval is sought from the Governing Body and the Authority for those visits requiring such approval.

## **5.8 Electrical Appliances**

- a) The school is committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.
- b) The Headteacher will engage competent persons, as required by the Electricity at Work Regulations 1989, to be responsible for the electrical testing of all portable appliances within the school premises. The testing will be undertaken on an annual basis.

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- c) The Headteacher will ensure that all staff are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported.
  - d) Last and next due test dates are displayed on the individual appliance being tested. The Headteacher will also retain back-up records obtained from the competent person who conducted the testing.

### **5.9 Emergency Preparedness**

- a) The school is committed to delivering the requirements of the Home Office Guidelines with respect to emergency preparedness within Local Authorities.
- b) Headteachers will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - Save life
  - Prevent injury
  - Minimise loss

This sequence will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

### **5.10 Fire and Emergency Arrangements**

- a) The Council's Health, Safety and Emergency Resilience Unit will undertake a fire risk assessment for the school as required by the Fire Precautions (Workplace) Regulations 1997. Frequency of inspection and review of assessments depends upon the individual building risk categorisation.
- b) The Headteacher must ensure a termly evacuation drill of the school premises. All persons using the building with disabilities must be specifically catered for in relation to their evacuation procedures. Evacuation drills are to be recorded in the school's Fire Log Book.

### **5.11 First Aid**

- a) The Governing Body will implement a policy for First Aid that complies with the minimum standard as required by the Health and Safety (First Aid) Regulations 1981.
- b) The number of first aiders will be in accordance with the school's first aid risk assessment.

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- c) Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly (not exceeding 3 months) and any deficiencies made good without delay by a nominated member of staff, who will also make an appropriate signed entry in the First Aid Treatment Book.
  - d) Adequate and appropriate first aid provision will form part of the arrangements for all out-of school activities.
  - e) A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

#### **5.12 Hazardous Substances (COSHH)**

- a) The school is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986.
- b) The Corporate Health, Safety and Emergency Resilience Unit has established a database of all substances that have been COSHH (risk) assessed.
- c) The Headteacher will ensure that any substance/process, which is hazardous to health, has been adequately assessed before purchasing the substance or allowing a process to start.
- d) The Council's Health, Safety and Emergency Resilience Unit will process any request for a COSHH assessment and arrange for the substance/process to be assessed by the Council's specialist consultants. This complete assessment will then be returned to the Headteacher with the recommended precautions for use including any details of personal protective equipment required to be worn whilst using the substance.
- e) The Headteacher will ensure that COSHH assessments are made available and disseminated to those members of staff who will be using the substance.

#### **5.13 Health Surveillance**

- a) The Human Resource Provider for the school will offer an Occupational Health Service for school employees. This service promotes and maintains the highest degree of physical, mental and social well being for employees in all occupations. It will undertake to protect the employees from factors adverse to their health.
- b) The Occupational Health Service provider will be responsible for providing adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999 to those employees who are exposed to hazards.

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- c) Headteachers will identify staff who they feel may need referring to the Provider.

#### **5.14 Information, Instruction and Training Arrangements**

Health and safety information, instruction and training form an integral part of the overall training within the School. The health and safety information, instruction and training needs of all members of staff will be the subject of periodic review by the Headteacher and any necessary refresher training carried out. Staff should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. The Headteacher will ensure that all health and safety training provided to their staff is recorded.

#### **5.15 Management of Health and Safety**

- a) The Governing Body is committed to ensure that a high level of Health and Safety performance is established maintained and promoted throughout the school and will monitor that the Health and Safety policy is being implemented in school.
- b) The Headteacher will complete on an annual basis and implement the Education Services operational Health and Safety Monitoring Programme.
- c) The school will endorse and implement the Council's Health and Safety Management System.

#### **5.16 Manual Handling**

- a) The school is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.
- b) The Headteacher will be responsible for identifying all activities within school premises that involve manual handling and the staff who carry out these tasks as part of their normal working day. They must also make provisions for those staff who carry out manual handling activities on an occasional basis.
- c) The Corporate Health, Safety and Emergency Resilience Unit will make available, advisers to assist with manual handling risk assessment.
- d) The Headteacher's first requirement with regard to manual handling is to avoid the need where reasonably practicable.
- e) Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques.

#### **5.17 Monitor, Audit and Review**

The Corporate Health, Safety and Emergency Resilience Unit will implement a safety audit of the school and also advise the Headteacher and Senior Management Team on procedures for monitoring work activities.

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### **5.18 Personal Protective Equipment (PPE)**

- a) The school is committed to complying with the legislative requirements stated within the Personal Protective Equipment Regulations 1992.
- b) The Headteacher will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task being considered.
- c) Where the need for PPE has been identified and its requirement is unavoidable. The Headteacher will follow the guidance and implement the required control measures as referenced in the Safety Assurance System.

### **5.19 Personal Safety**

- a) The School recognises the fact that there are risks to employees in the provision of their services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.
- b) The Headteacher is responsible for people, premises and services and will assess, through risk assessment, the risk of aggression, violence or potential violence to pupils and members of staff and take all reasonably practicable measures to eliminate or reduce the level of risk to their health and safety.
- c) Employees will not go alone into a potentially dangerous situation or unnecessarily put themselves at risk.

### **5.20 Premises Inspections**

The Headteacher will ensure that a termly inspection of the premises, methods of work and all school-sponsored activities is undertaken. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such inspections will be reported to the Governing Body.

### **5.21 Risk Assessments**

The school is committed to implementing risk assessment procedures in order to comply with the Management of Health and Safety at Work Regulations 1999. These assessment procedures, will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.

### **5.22 Trainees, Agency Workers and Seconded Workers**

- a) The School recognises its responsibilities both as sponsor and managing agents to all its trainees and agency workers. Trainees and agency workers will be afforded the same level of commitment to health and safety as any employee.

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- b) The School recognises its responsibilities to all those workers seconded to them or working under the direct or indirect control of them via a partnership or other such arrangement (seconded workers). Seconded workers will be afforded the same level of commitment to health and safety as any employee.

#### **5.23 Visitors and the Public**

- a) The School will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out on school premises.
- b) All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that they are made aware of such risks.

#### **5.24 Work Equipment**

- a) The school is committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and ensuring that all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements.
- b) The Headteacher will ensure that all staff receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are engaged in its use. In addition they are responsible for ensuring all equipment is registered and maintained.
- c) The school will purchase all equipment and machinery in accordance with the Council's purchasing procedure.

#### **5.25 Workplace (Health, Safety & Welfare) Arrangements**

- a) The school is committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the Health, Safety and Welfare (Workplace) Regulations 1992.
- b) Advisers from the Corporate Health, Safety and Emergency Resilience Unit will carry out a formal inspection of the premises.
- c) The Headteacher is responsible for carrying out an inspection once per term.

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## **SECTION 6    New Arrangements for Health and Safety (2005)**

### **6.1    Supporting Children in School who have a Medical Need**

- a)    It is recognised that a considerable number of pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term for others it could be that if their conditions are not properly managed it may limit their access to education.
- b)    It is acknowledged that staff in charge of pupils have a duty of care and that in an emergency action will be taken to safeguard the welfare of the pupil. Beyond the expectation that emergency action would be taken Teachers' Conditions of Employment do not include giving medication or supervising a pupil who is self-medicating.
- c)    The Governing Body will implement a policy which outlines the schools arrangements for managing children with a medical need.

### **6.2    Building Security**

- a)    The School recognises its duty to ensure, so far as is reasonably practicable, that children should be able to learn and that staff should be able to carry out their full range of duties and responsibilities in a safe and secure environment that is free from the threat of crime and violence.
- b)    The Governing body will implement a policy which puts into place reasonable and practical measures to safeguard the welfare of pupils, staff and visitors and reduces the risk of damage to the school buildings and equipment.

## **SECTION 7(a)    New Arrangements for Health and Safety (2007)**

### **7.1    Construction, Design and Management (CDM)**

- a)    The school is committed to complying with the legislative requirements of the Construction (Design and Management) Regulations 1994.
- b)    The school provides CDM services and facilities to at least the minimum standards as required by the Construction (Design and Management) Regulations.

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## **7.2 Enforcement of Health and Safety**

- a) The Council is committed to ensuring that all contact with enforcement officers is recorded, matters of concern addressed and actions required undertaken throughout the Council.
- b) The enforcement agencies applicable are the:
  - (i) Environment Agency
  - (ii) South Yorkshire Fire and Rescue Service
  - (iii) South Yorkshire Police
  - (iv) BMBC Environmental Health
  - (v) Any other similar agencies
- c) If the school, is contacted by any of the above agencies the school will complete the 'Contact with Enforcement Officer Record' and return the record to the Health, Safety and Emergency Resilience Unit immediately.
- d) Health, Safety and Emergency Resilience Unit Advisors have the authority to issue internal prohibition notices. A notice will normally only be issued when the Council's work activities involve, or are likely to involve, a risk of serious personal injury or ill health to council employees, persons in our care, or members of the public.
- e) Internal prohibition notices are issued under executive powers of the Chief Executive, and failure to comply will normally result in disciplinary action.

## **7.3 Home Working**

- (a) The school is committed to ensuring the health, safety and welfare of all its employees and all those persons who are affected by its activities. This applies to those persons not only working within the school environment but those persons who may work from home as a part of Planning, Preparation and Assessment time (PPA).
- (b) The school will ensure that a risk assessment is undertaken for employees working from home and the Authority's guidance on home working followed.

## **7.4 Legionella**

- (a) The school will assess, prevent and control risks associated with the legionella bacteria and subsequent development of legionella i.e. disease from work activities and water systems on the premises.
- (b) The school will ensure compliance with the legionella risk assessment and ensure that the legionella log book is kept up to date.

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## 7.5 New and Expectant Mothers

- a) The school recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement controls measures as appropriate to reduce the risks. Women will be informed of any additional risks they may face as a new or expectant mother.
- b) Risk assessments will be reviewed when a woman notifies the Headteacher that she is pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or where necessary until such time as the new mother is no longer breast-feeding.

## 7.6 Safety Signs and Signals

The School is committed to complying with the Health and Safety (Signs and Signals) Regulations 1996 and will ensure that where necessary suitable and sufficient signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards.

## 7.7 Stress (Mental Well Being)

The school is committed to protecting the health and welfare of its employees. The school will ensure that it complies with the Authority's policy on stress management.

## **SECTION 7 (b) Corporate Health and Safety Policy Arrangements that may apply to a minority of employees in school**

The following arrangements which are incorporated into Health and Safety Policy may only apply to a minority of employees in schools. Where the school feels these may apply to employees in school the school will refer to the Corporate Health and Safety Policy and apply the corporate standards as necessary.

Animal Husbandry, specifically the keeping of chickens – please refer to *Policy on the keeping of livestock in schools*.

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## **SECTION 8    New Arrangements that apply to Secondary Schools**

### **8.1    Work Experience Placements**

The Governing Body will implement a policy that ensures that it fulfils its statutory responsibilities in respect of the Health and Safety of pupils undertaking work experience placements.

The Headteacher will ensure effective management so far as is reasonably practicable of all health and safety matters effecting the operations and activities of key stage 4 pupils on work experience and will have systems in place to:-

- (i)    prepare pupils for work experience.
- (ii)   monitor pupils whilst on placement
- (ii)   review the work experience placement following its completion by the pupil.

### **8.2    Minibuses**

The school will ensure that it complies with the 'Best Practice Guidance' on the Safe Use of Minibuses.

The school will ensure that all employees driving minibuses have the appropriate license and have successfully completed the Authority's Driver Assessment Test.

## **SECTION 9    New Arrangements that apply to Primary Schools**

**Currently None**