



Health and Safety Policy

Community, Voluntary Controlled and Voluntary Aided Schools



REVIEWED MARCH 2026

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1. Statement of Health and Safety Policy

The Governors and Headteacher of Birkwood Primary School accept their responsibilities under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and realises the importance of placing health and safety as an overriding priority within the school.

This policy is subordinate to the Corporate Health and Safety Policy of Barnsley Metropolitan Borough Council but has been developed for school specific activities. It supersedes the previous policy.

To implement this policy, the Headteacher along with Governors will, so far as is reasonably practicable ensure the provision and maintenance of:

- a) A safe workplace, with safe access and egress.
- b) Safe plant and equipment.
- c) Effective information, instruction and training.
- d) Safe arrangements for the use, handling, storage and transport of articles and substances.
- e) Adequate welfare facilities.

Every employee has a duty to ensure 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.

All employees shall be given access to this Policy and a copy provided upon request.

The effectiveness of this policy and arrangements will be monitored and reviewed as and when necessary, but at intervals not exceeding 12 months.

Signed

(Headteacher)

Date:

Signed:

(Chairperson of the Governing Body)

Date:

2. Organisation, Duties and Responsibilities

2.1 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 School employees, contractors, pupils and members of the general public working within, hiring 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, those who may be affected by the school's activities or those who use or hire the school premises
- b. Make appropriate decisions about remedial action, under their jurisdiction, which are found necessary by inspections carried out in school
- c. That health and safety issues receive appropriate attention and that sufficient funds/resources are made available to implement any such issues
- d. Establish and maintain an effective communication system on health and safety matters between Governing Body and School Management Team
- e. Periodically assess the effectiveness of this policy through the Schools' Health and Safety Standard Monitoring regime and ensure that any necessary changes are made to its implementation

2.2 The Headteacher/Senior Leader

The Headteacher/Senior Leader has delegated 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 or hiring the premises or who are 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/Senior Leader are to:

- a. To ensure they are familiar with the School's Health and Safety Policy.
- b. To meet the declared aims of the Health and Safety Policy.
- c. To ensure the production of an effective Health and Safety Management System (comprising Health and Safety Standards and Compliance Score Sheets) including the Civil Contingencies Management System (the Civil Contingencies Plan and Business Continuity Plan).
- d. To ensure that effective information and instruction on health and safety risks and control measures is provided to their employees and that an appropriate level of training is delivered as set out section five of this document relating to competencies.
- e. To ensure they take a positive lead in their School's Occupational Health and Safety Management System by promoting and developing healthier and safer working practices.
- f. To establish and implement any recommendations made by the Health, Safety and Civil Contingencies Service (HSCCS) to improve standards in areas of low performance.
- g. To ensure that risk assessments are undertaken and that any control measures which are identified as being required are implemented, adhered to and regularly reviewed as appropriate.
- h. To advise their managers/deputies/heads of department on new regulations and on any proposed changes in existing regulations.
- i. To take appropriate action with regard to any of their employees who fail to carry out any health and safety duty, for which they have received appropriate information, instruction and training, or who endanger any of their colleagues by any of their acts or omissions.
- j. To investigate any accident, occurrence or industrial disease, which causes injury or illness to an employee or member of the public, and to ensure the appropriate accident report is completed.
- k. To seek advice and guidance as appropriate from the Council's Health, Safety and Civil Contingencies Service.

2.3 Deputy Headteacher/Managers/Heads of Department

- a. To ensure they are familiar with the Health and Safety Policy, and its effective implementation within their own area of responsibility.
- b. To cooperate with the Headteacher/Senior Leader in complying with statutory duties for health and safety by undertaking any duties which have been delegated to them.
- c. To ensure they are familiar with the appropriate legal requirements concerning the health, safety and welfare of all employees in their area of responsibility and are complied with.
- d. To ensure that the advice of their management on health and safety matters is sought, when necessary.
- e. To ensure that risk assessments and safe working practices for their area of responsibility are implemented and adhered to.
- f. To ensure any identified unsafe or unhealthy situations are reported and rectified, so far as is reasonably practicable.

2.4 All Employees

All employees must comply with the requirements listed below:

- a. To take reasonable care of their health, safety and welfare and others who may be affected by their acts or omissions.
- b. Co-operate with their employer to comply with statutory duties for health and safety.
- c. Use correctly and safely any work item provided by their employer in accordance with the training and instruction given.
- d. To assist the Headteacher/Manager/ Head of Department in reporting any accident or incident that may cause injury to a person or damage to plant or property.

2.5 Trade Union Safety Representatives

Safety Representatives have been appointed by recognised Trade Unions. The duties of Safety Representatives are as detailed in the Safety Representatives and Safety Committees Regulations 1977.

An outline of the main duties are as follows:

- a. Representing employees in consultation with the employer to develop arrangements for effective co-operation in measures to ensure the health safety and welfare of the employees.
- b. Investigating potential hazards at the workplace.
- c. Investigating accidents and dangerous occurrences at the workplace.
- d. Investigating complaints by the employees they represent.
- e. Making representations to the employer on matters arising out of points b, c and d.
- f. Making representations to the employer on general matters affecting the health, safety and welfare of employees at the workplace.
- g. Carrying out inspections of the workplace.
- h. Representing employees in consultations with Enforcement Agencies
- i. Attending safety committee meetings, as necessary.

2.6 Representatives of Employee Safety

The School recognises employees not represented by Trade Unions and Safety Representatives. These employees have rights to consultation with their employer under the Health and Safety (Consultation with Employees) Regulations 1996.

An outline of the main functions are as follows:

- a. Making representations to their employer on any hazards, dangerous occurrences and general health and safety matters that may affect the health and safety of the employees they represent
- b. Representing their group of employees in consultations with Enforcement Agencies.

3 Health and Safety Performance Targets 2026/27

Targets are based on the Corporate Health and Safety Report 2024/2025:

1. To implement the Council's Occupational Health and Safety Management System to a standard that would meet the Health, Safety and Civil Contingencies Service's "Good" rating upon audit, with a good rating of 90%.

2. To produce and maintain all required Occupational and Premises risk assessments.
3. To increase the number of reported 'near misses' in order to capture information to contribute to future incident reduction. This may be done through an in-house reporting system such as a physical or online form, or via the SMART AA online system provided and maintained by the Council, or a combination of both.
4. To ensure that managers investigate all incidents reported in a timely manner, (within 5 working days for RIDDOR reportable incidents).

4 Arrangements for Health and Safety

4.1 Accidents and Incidents (adverse events)

- a. The School enforces a policy of recording all accidents and incidents to employees and non-employees including those of violence and aggression. In addition, the School recognises the role of employees in health and safety and will encourage and provide means for employees to report matters of concern regarding health and safety, either directly to the school management team or to the Local Authority.
- a. All worker accidents, incidents or safety observations are to be reported using the Accident/Incident on-line reporting system (SMART AA). Non-worker accidents will be submitted to the authority if they meet the requirements of the Schools Health and Safety Standard for Accidents and Incidents. Following submission, reports must be investigated and approved by their Manager and submitted for further review to the Health, Safety and Civil Contingencies Service for the final investigation. The accident/incident forms are as follows:
 - Employee incident (this includes accident, violence and aggression or a safety observation or Near miss)
 - Incident Reporting (Environmental, Security, Vehicle, Fire or Other incidents)
 - Non-Employee experiences an accident or aggression and violence

Where necessary the accident/incident/ill health will be reported to the Health and Safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. For community schools and voluntary controlled schools, this will be carried out by the Health, Safety and Civil Contingencies Service.

- b. Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by Headteachers, Line Managers or Heads of Department. If necessary, the Council's Health, Safety and Civil Contingencies Service 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.

4.2 Asbestos

- a. The School is committed to complying with the legislative requirements of the Control of Asbestos at Work Regulations 2012 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. To this end the school will ensure that there is an up-to-date asbestos survey available on the premises.
- c. Those employees who may be exposed to asbestos whilst carrying out their duties will be provided with suitable and sufficient information, 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. Anyone engaged by the School to carry out works in or on the premises and who is likely to discover, suspect or work near asbestos should be informed of its location and the appropriate working arrangements to take, including emergency action.

4.3 Building Security

- a. The school will display copies of the Authorities 'Trespasser Warning Notice' on and around the perimeter of the school grounds.
- b. The school will undertake a security assessment of the school premise and review this annually or following any changes to the premises.

4.4 Confined Spaces

- a. The School is committed to complying with the legislative requirements of the Confined Spaces Regulations 1997 in that no member of staff should enter what is defined by these regulations as a 'confined space' (e.g. pipes or manholes), before consulting the Health and Safety Service for specialist advice.

4.5 Construction Design and Management

- a. The School is committed to complying with the legislative requirements of the Construction (Design and Management) Regulations 2015.
- b. In acting as a duty holder under these regulations, the school will provide facilities to the minimum standards as required, and ensure it engages other competent duty holders to manage any activities classified as 'construction work'.
- c. Any staff undertaking construction activities will be trained and competent to do so.

4.6 Consultation

- a. The School is committed to complying with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- b. The School will consult with the recognised trade unions and employees' representatives (both trade union and non-trade union) on the appointment of safety representatives and representatives of employee safety, and the formulation of Safety Committees.
- c. Such consultation is to take place, where practicable, using existing procedures and in good time, to ensure effective consultation on matters which affect the employees represented by the safety representatives/representatives of employee safety concerned.

4.7 Contact with Enforcement Officers

- a. The School is committed to ensuring that all contact with enforcement officers is recorded, matters of concern addressed and actions required undertaken.
- b. The enforcement agencies applicable are the:
 - (i) Health and Safety Executive (HSE)
 - (ii) Environment Agency
 - (iii) South Yorkshire Fire and Rescue
 - (iv) South Yorkshire Police
 - (v) BMBC Regulatory Services
 - (vi) Any other similar agencies
- c. Following any contact with the above agencies the person with whom the contact is made must immediately complete the 'Contact with Enforcement Officer Record' and return the record to the Health, Safety and Civil Contingencies Service.
- d. Health, Safety and Civil Contingencies Service Advisors have the authority to issue internal prohibition notices (see Section 6 of the Corporate Policy available by request). A notice will normally only be issued when work activities involve, or are likely to involve, a risk of serious personal injury or ill health to 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

4.8 Contaminated Injuries and Clinical Waste

- a. The School is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health Regulations 2002.
- b. The School recognises the risk to employees of incurring injuries from bites, scratches and human waste and bodily fluids. Additionally, it and does not expect any of its employees to remove or dispose of discarded drugs waste discovered on site unless they have received specific information, instruction and training and have the appropriate equipment.

4.9 Contractors (Selection, Monitoring and Control)

- a. The School accepts its responsibilities for the selection, management and control of contractors which it engages to undertake work activities on its behalf.
- b. Those appointing contractors will ensure that the contractors' competency to do the appointed task has been checked (including health and safety and technical competence). As a minimum this should include assessing competence to the Safety Schemes in Procurement (SSIP) standard (unless the Health, Safety and Civil Contingencies Service consider that another form of assessment is appropriate with regard to the circumstances such as the internal contractor approval for local companies employing under 5 people).
- c. Contractor's activities will be coordinated, managed and supervised to an appropriate/proportionate level, taking into account risk arising from or pertinent to the contract work.

4.10 Display Screen Equipment

- a. The School is committed to complying with legislative requirements as stated within The Health and Safety (Display Screen Equipment) Regulations 1992.
- b. All workstation users have access to suitable equipment and a safe, comfortable, and adjustable working environment.
- c. Each DSE user must complete a workstation risk assessment, which will be reviewed and approved by their manager. Where additional requirements are identified due to individual health needs, the Health and Safety Service will provide appropriate support.
- d. In accordance with regulations, all designated DSE users are entitled to eyesight tests and, where necessary, a contribution towards corrective appliances. The School will make it clear how to obtain these or otherwise claim back incurred costs.
- e. Training on the safe use and correct set-up of computer workstations is available via the BMBC POD online portal.

4.11 Driving at Work

- a. The School is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 as they apply to vehicles.
- a. The School will ensure that all persons driving vehicles are suitably licensed and insured as appropriate and that the car has been maintained in a roadworthy condition (through an MOT).
- b. The School will ensure that all School owned vehicles are suitably and sufficiently maintained (see also minibuses).

4.12 Electrical Installations and 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 School must engage competent persons, as required by the Electricity at Work Regulations 1989, to be responsible for the electrical testing of all portable appliances and fixed electrical systems within School owned premises. The competent person will advise on the frequency of testing depending upon use of the equipment/systems in line HSE guidance.
- c. Headteachers must ensure that all employees 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. Test certificates should be retained, and next test dates may also be displayed on appliances. Headteachers should also retain back-up records obtained from the competent person who conducted the testing.
- e. All electrical equipment used within the School must be appropriately UKCA or CE marked and meet appropriate British Standards.

4.13 Emergency Planning

- a. The School is committed to ensuring that an up-to-date Emergency Plan which includes business continuity is accepted and signed by the Governing Body on an annual basis.
- b. The School is committed to ensuring that appropriate records, inventories and details of staff contact details and records of any information, instruction and training given to employees and managers/supervisors are kept and maintained.
- c. The School will keep records of all occasions when the Emergency Plan has been activated.

4.14 Fire, Emergency and Resilience

- a. The Council's Health, Safety and Civil Contingencies Service will, in conjunction with the Council's Assets Management team, set standards for fire risk assessment for all schools as required by the Regulatory Reform (Fire Safety) Order 2005. Frequency of inspection and review of assessments depends upon the individual building.
- b. Headteachers will ensure that termly emergency evacuation drills are carried out in all premises that they are responsible for (including those for fire and other emergencies such as suspect packages/gas leak). All persons using the building with disabilities (whether permanent or temporary) must be given specific consideration in relation to their evacuation procedures through the completion of a Personal Emergency Evacuation Plan (PEEP). All such evacuation drills are to be recorded in the Premises' Fire Log Book.
- c. Fire and emergency procedures (including those for fire and other emergencies such as suspect packages/gas leak) are in place within the school. Headteachers hold the responsibility for managing these procedures in consultation with the Health, Safety and Civil Contingencies Service. All means of escape, fire detection/alarm systems and fire equipment are to be fully maintained.
- d. All persons who undertake design work for or specify or undertake alterations to premises that may affect the premises' fire precautions (including procedures) must:
 - (i) Consult the Health, Safety and Civil Contingencies Service regarding the effects on the premises' fire risk assessment

- (ii) Where necessary notify, consult and seek and gain approval from a competent Building Control Service (such as BMBC)

Alterations must not be made to premises unless the appropriate approvals have been granted and appropriate documentation received to authorise and approve the works before, during and after they take place. Upon completion of works requiring Building Control approval a 'Building Control Completion Certificate' and a complete set of 'As Built' plans of the premises must be obtained.

- e. All staff are required to have, as a minimum, 3-yearly formal training in general fire safety arrangements and any specialist equipment such as Evac-chairs and slide sheets, as well as be given regular refreshers in fire mitigation and escape. This is provided via the BMBC POD online portal.

4.15 First Aid

- a. The School is committed to providing first aid services and facilities for employees to at least the minimum standards as required by the Health and Safety at Work (First Aid) Regulations 1981 and the School Premises (England) Regulations 2012.
- b. The School will ensure that there is an up to date First Aid Needs Risk Assessment and that the school has sufficient trained personnel, facilities and equipment as is identified by that assessment.

4.16 Gas Installations and Appliances

- a. The School is committed to complying with the Gas Safety (installation and use) Regulations 1998.
- b. The School will ensure that gas installations and appliances are safe and do not pose a risk to the health or safety of persons. All gas installations and appliances will be maintained by competent engineers registered with the Gas Safety Register.

4.17 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 Health, Safety and Civil Contingencies Service have established and maintains a database of all substances that have been COSHH (risk) assessment.
- c. Headteachers shall 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 Civil Contingencies Service will process any request for a COSHH assessment and arrange for the substance/process to be assessed by the Council's specialist consultants. This completed assessment shall 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. Headteachers will ensure that COSHH assessments are made available and disseminated to those employees who will be using the substance.

4.18 Health Surveillance and Occupational Health

- a. The School is committed to providing an Occupational Health service for its employees. This service will promote and maintain the highest degree of physical, mental and social wellbeing for workers in all occupations. It will undertake to protect the workers from factors adverse to their health.
- b. The School will ensure that the Occupational Health Service they engage is responsible for providing adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999 (as amended) and other specific legislation to those employees who are exposed to hazards such as noise, asbestos, hazardous substances and vibration.
- c. Headteachers shall identify those employed and others exposed to noise, asbestos or vibration and other such chemical, physical or biological hazards and refer them to the Occupational Health Service as required.

4.19 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 who are required to work from home or routinely use their home as their 'workplace'. This category of persons is known as 'home workers'.

- b. The Headteacher will ensure that those persons who are given permission to work from home are subject to a home working risk assessment.

4.20 Legionella

- a. The School is aware of and supports the contents, requirements and intentions of the Health and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations 2002, the Control of Legionella Bacterial in Water Systems Approved Code of Practice and associated UK regulations and requirements.
- b. The school will obtain a Legionella risk assessment report to assess, prevent and control risks associated with the Legionella bacteria and subsequent development of Legionnaires Disease from work activities and water systems on its premises. A competent assessment can be facilitated by the Councils Assets service on request.
- c. On receipt of the Legionella risk assessment report, the Headteacher will make provisions to deal with the actions that have been proposed by the Council to reduce the risk of Legionella.
- d. The Headteacher will ensure that the Legionella tests, checks and inspections are completed as required and recorded.

4.21 Legislation

- a. The School is committed to complying with all relevant health and safety and associated legislation, Approved Codes of Practice (ACOPs) and guidance.
- b. The School will keep up to date with current developments in health and safety practice via their 'competent person' – the Health, Safety and Civil Contingencies Service, and specialist advisory organisations such as CLEAPSS (guidance on school science, Design Technology and Art), Association for Physical Education, etc.

4.22 Lone Working

- a. A Headteacher's first requirement with regards to lone working is to avoid the need where this is reasonably practicable.

- b. Where lone working is unavoidable, the school recognises the increased risks and will extend existing risk assessments to cover lone working and implement appropriate control measures to reduce the risks. Employees will be informed of any additional risks they may face as a lone worker.

4.23 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 School recognises that the Council's Health, Safety and Civil Contingencies Service have and will continue to develop, produce and implement a School focused Health and Safety Management System that will include a Template Health and Safety Policy and Associated Health and Safety Standards and Compliance Score Sheets and set out how the Council will manage health and safety with regard to:
 - (i) Policy – ensuring that this document is accepted and signed by the Governing Body every 12 months or if there is a significant change in arrangements
 - (ii) Planning for health and safety (including for hazard identification, risk assessment and risk control)
 - (iii) Implementation and operation arrangements for the policy and occupational health and safety management system
 - (iv) Checking and corrective action (including measurement of performance arrangements to ensure that the policy and organisational and planning and implementation arrangements are put into operation, and reviewing performance and audit arrangements to ensure that the policy addresses legal and organisational requirements and is revised if it does not.
 - (v) Management review of the holistic management of health and safety
- c. The School will support the Council in fulfilling its statutory duty to audit the health and safety management system in place at the school and will implement the requirements of the action plan produced, to improve any deficiencies identified in the audit.

4.24 Manual Handling

- a. The school is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.
- b. Headteachers will be responsible for identifying all activities within their work area that involve manual handling and the employees who carry out these tasks continually as part of their normal working day. Headteachers must also make provisions for those employees who carry out manual handling activities on an occasional basis.
- c. A Headteacher's first requirement with regards to manual handling is to avoid the need where this is reasonably practicable.
- d. Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques via the BMBC POD online portal.

4.25 Medical Needs and Infection Control

- a. The School is committed to complying with the Department for Education (DfE) guidance on 'Supporting pupils at school with Medical Conditions' and can seek further advice via their named link School Nurse or the 0-19 Public Health Nursing team (Single Point of Access).
- b. The Headteacher will ensure that any pupils within its care which require specific medical care are subject to a health care plan produced in conjunction with parents, health professionals, the Local Authority and any other relevant organisation.
- c. The Headteacher will ensure that records are maintained as per the DfE guidance in relation to the administration of medicines on behalf of parents.
- d. The school shall display an NHS 'Managing Cases of Infection Diseases' Poster and seek additional guidance from Public Health on infection control and outbreak action as is necessary.

4.26 Minibuses

- a. The School is committed to complying with best practice guidance regarding the use of minibuses contained in the BMBC Code of Practice.

4.27 New and Expectant Mothers

- a. The School recognises the increased risks to new and expectant mothers and will complete a new and expectant mothers risk assessment with anyone notifying the Headteacher that she is pregnant. This will be revised where necessary throughout or after pregnancy. 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.

4.28 Noise

- a. The School is committed to complying with the legislative requirements of the Control of Noise at Work Regulations 2005.
- b. The School will ensure that where necessary noise assessments are carried out by a competent person and appropriate control measures introduced.

4.29 Permits to Work

- a. The School will where necessary due to the hazards and risk involved ensure that work activities will be controlled by the use of a documented permit to work system.

4.30 Personal Protective Equipment (PPE)

- a. The School is committed to complying with the legislative requirements stated within the Personal Protective Equipment Regulations 2002.
- b. The Headteacher will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task being considered. However, managers should, wherever reasonably practicable, eliminate or reduce the risk at source before PPE is considered. The use of PPE should only be considered as a last resort. Detailed advice on the selection, suitability and use of PPE can be obtained from the Council's Health and Safety Service upon request. Where the need of PPE cannot be avoided provision for the storage and maintenance of it must be provided.
- c. All PPE must be appropriately UKCA and/or CE marked and meet the appropriate British Standard for the task.

4.31 Personal Safety (Violence and Aggression) and Cautionary Contacts

- a. The School recognises the fact that there are risks to employees in the provision of its 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. Headteachers will assess, through risk assessment, the risk of aggression, violence or potential violence to employees and take all reasonably practicable measures to eliminate or reduce the level of risk to employees' health and safety.
- c. Employees are not expected to go alone into a potentially dangerous situation or unnecessarily put themselves at risk (see also Lone Working).
- d. The School will undertake to identify and evaluate systems for keeping a record of premises and persons where and with whom violent incidents may occur, so that employees can be made aware of challenging individuals. The school can access the Council's Cautionary Contacts Database and associated online POD training via the Health and Safety Service.

4.32 Physical Education and Outdoor Pursuits

- a. The school will ensure that relevant staff have access to the Association for Physical Education (afPE) publication, "Safe Practice in Physical Education & School Sports". Activities will be carried out in accordance with the guidance.
- b. All outdoor and indoor PE/adventurous equipment will be inspected periodically (at least annually) by a competent person. The Authority's Parks Services department can advise on the annual inspection of trim trails.

4.33 Risk Assessments

- a. 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.

- b. The school will ensure that risk assessments are conducted for all work activities using the appropriate Council templates as follows:
 - i) Occupational Risk Assessment Template (RA2) for risks related to the job,
 - ii) The Basic Activity Risk Assessment form (RA3) for risks posed by activities and events
 - iii) The Workplace Risk Assessment Template (RA4) for risks associated with the building and outdoor areas.

The Health and Safety Service provides a suite of risk assessment templates for occupation groups, premises, activities and operations which can be used and adapted to ensure that suitable and sufficient risk assessments are produced.

4.34 Trainees, Volunteers, Agency Workers and Seconded Workers

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

4.36 Training and Induction in Health and Safety

- a. Health and safety information, instruction and training form an integral part of the overall training within the school. This is particularly important with regards to induction training, which is arranged for all new employees by the Headteacher, and completed within the first month of their employment start date using the school induction guide.
- b. The health and safety information, instruction and training needs of employees should be the subject of periodic review and any necessary refresher training carried out. Employees should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. Mandatory training requirements are as follows:

- IOSH Managing Safely for Headteachers and Business Managers
 - IOSH Working Safely for Premises Managers/Caretakers
 - Introduction to Health and Safety or an equivalent Level 1 course – all employees should receive a basic health and safety awareness training provision. This is available online via the BMBC POD course 'introduction to health and safety' or may be accessed through an education specific provider or training platform via the BMBC POD online portal.
- c. Headteachers shall ensure that all health and safety training needs are considered in employees' Supervision meeting and/or annual review and that training provided to employees is recorded.
- d. Governors who have responsibilities for health and safety must also receive health and safety training in management responsibilities in line with the DfE 'Schools governance guide'.

4.37 Vibration

- a. The School is committed to complying with the requirements of the Control of Vibration at Work Regulations 2005.
- b. The School will ensure that where necessary vibration assessments are carried out by a competent person and appropriate control measures introduced.

4.38 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.

4.39 Visits and Activities

- a. The School is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work

Regulations 1999 as they apply to visits and journeys whether they involve employees, non-employees or clients of the Council.

- b. The School will ensure that they have access to a competent Educational Visits and Activities Advisor and appoint a School Visits and Activities Coordinator.
- c. Before embarking on a visit or journey, the necessary risk assessments are carried and appropriate control measures introduced in accordance with the school policy and the advice of the 'competent advisor'.

4.40 Waste Management

- a. The School is committed to ensuring that it complies with the, Environmental Protection Act 1990, the Waste (England and Wales) Regulations 2011 and the Hazardous Waste Regulations 2005 and the associated duty of care for waste.
- b. The school will retain records of any hazardous waste consignment notes/waste transfer notes it receives for waste which has been collected from the premises, and that anyone who disposes of waste is a registered/exempted organisation.

4.41 Work Equipment (including electrical appliances)

- 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 Council schedules for ensuring that all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements.
- b. Headteachers must ensure that all employees receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are charged in its use.
- c. Headteachers are responsible for ensuring all work equipment is pre-assessed and maintenance and inspection regimes are determined.
- d. All equipment used within the school must be appropriately UKCA or CE marked and meets and relevant British Standards.

4.42 Working at Height

- a. The School is committed to complying with the Working at Height Regulations 2005.
- b. Headteachers must ensure suitable safe systems of work are implemented for working at height, including the provision of appropriate information, instruction and training (e.g. the POD Ladder Safety training course) and inspection regimes.

4.43 Workplace (Health, Safety and Welfare)

- 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 requirements of the Workplaces (Health, Safety and Welfare) Regulations 1992 and the School Premises (England) Regulations 2012.
- b. The Health and Safety Service is responsible for conducting regular and routine premises inspections in accordance with their risk-based programme. Inspections are carried out at least biennially and any issues identified by the Health and Safety Advisor will be presented to the Headteacher via a report with prioritised actions.
- c. Headteachers are responsible for ensuring that more frequent inspections are carried out (recorded at least termly), at a frequency which depends on the risk and the nature of work that takes place in the area.

4.44 Young Persons (at work)

- a. The School recognises the increased risks to 'young persons' at work and will complete the Young Persons Risk Assessment template to identify additional risk control measures required to protect them. They will be informed of any additional risks they may face as a 'vulnerable' worker.
- b. This duty to protect a young person and undertake a risk assessment applies to those which enter the school for a short period of time, e.g. during a work experience programme. The work experience coordinator may provide a means to assess the risk on the school's behalf, although the school should ensure that all aspects of the checklist are considered.

4.45 Zoonoses

- a. The School is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- b. The School's policy on the management of zoonoses shall be the same as that for all hazardous substances

4 Health, Safety and Civil Contingencies Competencies

The Health and Safety Executive discuss that *“competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely”*. It combines practical and thinking skills, knowledge and experience. The competence of individuals is vital, whether they are employers, managers, supervisors, or employees. It ensures they recognised the risks in their activities and can apply the right measures to control and manage those risks.

Therefore, all employees at all levels should have a clear understanding of the key occupational health and safety issues for the School with regards to their job role and be continually developing their skills and knowledge.

5 Glossary of Terms

Safety Management System Documentation:

Health and Safety Standards (HASS)	Documents outlining the minimum legal and local authority standards which Schools are required to meet. Produced and issued by the Health, Safety and Civil Contingencies Service.
Compliance Scoring Sheets (CSS)	Self-audit documents relating to each health and safety standard, allowing Schools to measure their performance against a pre-set criteria.

Management Procedures A methodology by which schools can implement and manage the actions outlined within each health and safety standard (and are provided within each HASS document).

Occupational Risk Assessments (ORA) A template produced by the HSCCS for assessing risk in relation to a job role. This also assesses the health surveillance requirements of a job e.g. Caretaker or Occupation 'Group' e.g. Key Stage 1 Teacher

External Websites or Processes:

AfPE The **Association for Physical Education (AfPE)**. This is the only physical education subject association in the UK. Schools must subscribe to view an online copy of the publication 'Safe Practice in Physical Education & Sport' (2024 edition) and nominate a PE coordinator to ensure that health and safety requirements are implemented in school.

CLEAPSS An Educational based teaching resource which provides advice to teachers with regard supporting practical science, art and technology activities. The site offers support to both primary and secondary schools and provides resources such as termly newsletters, a wide range of free publications, model and special risk assessments, low-cost training courses for technicians, teachers and local authority officers, a telephone Helpline.

Access is via www.cleapss.org.uk . The user name and password is school specific and is registered by the school to an email address of their choice. Contact CLEAPSS for a new login and password or the HSCCS for advice.

COSHH The **Control of Substances Hazardous to Health** Regulations

DSE	Display Screen Equipment. In terms of health and safety regulation, this incorporates the entire computer workstation and environment.
EVOLVE	The online system used to enable the process of planning, processing, monitoring, evaluating and reporting of educational and off-site activities.
HSE	The Health and Safety Executive
HSCCS	The Health, Safety and Civil Contingencies Service , comprising health, safety, emergency planning, business continuity and fire safety support.
Internal Contractor Approval	The Health, Safety and Civil Contingencies Service offer and internal contractor assessment scheme to assess health and safety competencies for Barnsley based companies with under 5 employees.
IOSH	The Institution of Occupational Safety and Health , the organisation to which all Health, Safety & Civil Contingencies Advisors are affiliated and who accredit the HSCCS to provide various safety courses.
PEEP	A Personal Emergency Evacuation Plan developed to assist those with special requirements such as mobility issues, in the evacuation of a premise in an emergency.
PPE	Personal Protective Equipment such as ear defenders, masks, goggles, overalls, safety boots.

RIDDOR **The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.**

SSIP A comprehensive database of contractors providing various services, who have undergone a pre-qualification assessment of their health and safety documentation and management systems
This system should be consulted as part of the Stage 1 competency checks prior to appointing a contractor to carry out any work for the school. For further advice and guidance relating to this, see the Health and Safety Schools Intranet site, Contractor Management

Web Address **www.ssiportal.org.uk**

Username **SSIP@barnsley.gov.uk**

Password **barnsleymbc**

**The SMART AA
(ANT) System** An online system used for both reporting and managing actions raised during the audit and inspection regime. It is accessible via <https://barnsleycouncil.smartaa.co.uk/Login2017.aspx>

The login details to enter a new **accident or incident** record are:

Username: barnsley

Password: reporter

The login details to view and update the status of actions are school specific and are either provided on health and safety reports (introduction) or are available by request from the HSCCS.