

# Oxspring Primary School

Head Teacher: Mrs S. Irwin  
Assistant Head Teacher: Mr P. West  
Chair of Governors: Mrs P. Heggie



Revised: September 2017  
Review date: September 2018

---

# **HEALTH AND SAFETY POLICY (LA)**

## HEALTH AND SAFETY POLICY INDEX

|                  |   |           |
|------------------|---|-----------|
| <b>Section 1</b> | <b>General Policy Statement</b>                   | <b>5</b>  |
| <b>Section 2</b> | <b>Organisation, Duties and Responsibilities</b>  | <b>6</b>  |
| 2.1              | The Governing Body                                | 6         |
| 2.2              | The Headteacher/ Lead Learner                     | 6         |
| 2.3              | Deputy Headteacher/ Managers/ Heads of Department | 7         |
| 2.4              | Employees   | 8         |
| 2.5              | Trade Union Safety Representatives                | 8         |
| 2.6              | Representatives of Employee Safety                | 8         |
| <b>Section 3</b> | <b>Arrangements for Health and Safety</b>         | <b>10</b> |
| 3.1              | Accident and Incident Reporting and Investigation | 10        |
| 3.2              | Asbestos  | 10        |
| 3.3              | Building Security                                 | 11        |
| 3.4              | Business Continuity                               | 11        |
| 3.5              | Confined Spaces                                   | 11        |
| 3.6              | Construction Design and Management                | 11        |
| 3.7              | Consultation                                      | 11        |
| 3.8              | Contact with Enforcement Officers                 | 12        |
| 3.9              | Contractors (Selection, Monitoring and Control)   | 12        |
| 3.10             | Display Screen Equipment (DSE)                    | 12        |
| 3.11             | Driving at Work                                   | 12        |
| 3.12             | Drugs/Clinical Waste                              | 13        |
| 3.13             | Electrical Installations and Appliances           | 13        |
| 3.14             | Fire, Emergency and Resilience                    | 13        |

|             |  |           |
|-------------|--|-----------|
| <b>3.15</b> | <b>First Aid</b>   | <b>14</b> |
| <b>3.16</b> | <b>Gas Installations and Appliances</b>                                  | <b>14</b> |
| <b>3.17</b> | <b>Hazardous Substances (COSHH)</b>                                      | <b>14</b> |
| <b>3.18</b> | <b>Health Surveillance and Occupational Health</b>                       | <b>15</b> |
| <b>3.19</b> | <b>Home Working</b>  | <b>15</b> |
| <b>3.20</b> | <b>Legionella</b>  | <b>15</b> |
| <b>3.21</b> | <b>Legislation</b>   | <b>15</b> |
| <b>3.22</b> | <b>Local Authority</b>   | <b>16</b> |
| <b>3.23</b> | <b>Lone Working</b>  | <b>16</b> |
| <b>3.24</b> | <b>Management of Health and Safety</b>                                   | <b>16</b> |
| <b>3.25</b> | <b>Manual Handling</b>   | <b>17</b> |
| <b>3.26</b> | <b>Medical Needs and Infection Control</b>                               | <b>17</b> |
| <b>3.27</b> | <b>Minibuses</b>   | <b>17</b> |
| <b>3.28</b> | <b>New and Expectant Mothers</b>   | <b>17</b> |
| <b>3.29</b> | <b>Noise</b>   | <b>17</b> |
| <b>3.30</b> | <b>Permits to Work</b>   | <b>18</b> |
| <b>3.31</b> | <b>Personal Protective Equipment (PPE)</b>                               | <b>18</b> |
| <b>3.32</b> | <b>Personal Safety (Violence and Aggression) and Cautionary Contacts</b> | <b>18</b> |
| <b>3.33</b> | <b>Physical Education and Outdoor Pursuits</b>                           | <b>18</b> |
| <b>3.34</b> | <b>Radiation</b>   | <b>18</b> |
| <b>3.35</b> | <b>Risk Assessments</b>  | <b>19</b> |
| <b>3.36</b> | <b>Safety Observation Reporting</b>                                      | <b>19</b> |
| <b>3.37</b> | <b>Safety Signs and Signals</b>  | <b>19</b> |
| <b>3.38</b> | <b>Stress and Employee Wellbeing</b>                                     | <b>19</b> |
| <b>3.39</b> | <b>Trainees, Volunteers, Agency Workers and Seconded Workers</b>         | <b>19</b> |

|                  |  |           |
|------------------|--|-----------|
| <b>3.40</b>      | <b>Training and Induction in Health and Safety</b>                     | <b>19</b> |
| <b>3.41</b>      | <b>Vehicles and Occupational Road Risk</b>                             | <b>20</b> |
| <b>3.42</b>      | <b>Vibration</b>   | <b>20</b> |
| <b>3.43</b>      | <b>Visitors and the Public</b>   | <b>20</b> |
| <b>3.44</b>      | <b>Visits and Journeys</b>   | <b>20</b> |
| <b>3.45</b>      | <b>Waste Management</b>  | <b>21</b> |
| <b>3.46</b>      | <b>Work Equipment (including electrical appliances)</b>                | <b>21</b> |
| <b>3.47</b>      | <b>Work Safe Procedures</b>  | <b>21</b> |
| <b>3.48</b>      | <b>Working at Height</b>   | <b>21</b> |
| <b>3.49</b>      | <b>Workplace (Health, Safety and Welfare) Arrangements</b>             | <b>21</b> |
| <b>3.50</b>      | <b>Young Persons</b>   | <b>22</b> |
| <b>3.51</b>      | <b>Zoonoses</b>  | <b>22</b> |
| <b>Section 4</b> | <b>Health, Safety and Emergency Resilience Performance Targets</b>     | <b>23</b> |
| <b>Section 5</b> | <b>Employees' Health, Safety and Emergency Resilience Competencies</b> | <b>24</b> |
| <b>Section 6</b> | <b>Glossary of Terms</b>   | <b>26</b> |

**SECTION 1**  
**STATEMENT OF HEALTH AND SAFETY POLICY**

The Governors and Headteacher\* of Oxspring 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 (next review date September 2017).

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

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

Signed: \_\_\_\_\_  
(Health and Safety Governor)

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

\_\_\_\_\_

\_\_\_\_\_

## **SECTION 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' Strategic Assurance Monitoring regime and ensure that any necessary changes are made to its implementation.

### **2.2 The Headteacher/Lead Learner**

The Headteacher/Lead Learner has been 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/Lead Learner 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 Operational Occupational Health and Safety Management System (comprising Strategic Assurance Standards, Operational Assurance Standards and Strategic Monitoring Standards) including the Emergency Resilience Management System (the Emergency 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 Operational Occupational Health and Safety Management System by promoting and developing healthier and safer working practices.
- f) To ensure that their Operational Occupational Health and Safety Management System is monitored and reviewed regularly with particular reference to organisational changes with the cooperation and involvement of the Governing Body.
- g) To establish and implement any recommendations made by the Health, Safety and Emergency Resilience Unit (HSERU) to improve standards in areas of low performance.
- h) 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.
- i) To advise their managers/deputies/heads of department on new regulations and on any proposed changes in existing regulations.
- j) 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.
- k) 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.
- l) To seek advice and guidance as appropriate from the Council's Health, Safety and Emergency Resilience Unit.

### **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/ Lead Learner 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 HM Inspectors of Health and Safety.
- 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 HM Inspectors of Health and Safety.

## SECTION 3 ARRANGEMENTS FOR HEALTH AND SAFETY

### 3.1 Accidents and Incidents (adverse events)

- a) The School enforces a policy of recording all accidents/incidents to employees and non-employees including those of violence and aggression.

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.

- b) All accidents/incidents are to be reported using the appropriate BMBC accident/incident form, which is to be completed and returned to the Health, Safety and Emergency Resilience Unit. The accident/incident forms are the:

- (i) HS1 Report of a safety observation (including non-conformance with the Occupational Health and Safety Management System)
- (ii) HS2(E) Report of an accident to an employee
- (iii) HS2(NE) Report an accident to a non-employee
- (iv) HS2(V) Report of aggression and violence
- (v) HS2(P) Report of an accident to a pupil
- (vi) HS2(MH) Investigation of manual handling accidents
- (vii) HS3 Report of incident
- (viii) HS2(WS) Witness statement
- (ix) RH1 Bump Note

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) 1995. For community schools and voluntary controlled schools, this will be carried out by the Health, Safety and Emergency Resilience Unit.

***N.B. Voluntary Aided schools will have to report accidents to the HSE themselves using their online reporting system or by contacting the Incident Contact Centre for fatal and major injuries only.***

- c) 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 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.

### 3.2 Asbestos

- a) The School is committed to complying with the legislative requirements of the Control of Asbestos at Work Regulations 2006 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.

### **3.3 Building Security**

- a) The school is committed to ensuring that there is an up-to-date Building Security Policy and accompanying risk assessment in place which has been approved by the Governing Body and is subject to an annual review.
- b) The school will display copies of the Authorities 'Trespasser Warning Notice' on and around the perimeter of the school grounds.

### **3.4 Business Continuity**

- a) The School is committed to ensuring that an up-to-date business continuity plan is accepted and signed by the Governing Body on an annual basis.
- b) The School is committed to ensuring that that appropriate records, inventories and details of staff contact details and that 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 business continuity plan has been activated.

### **3.5 Confined Spaces**

- a) The School is committed to complying with the legislative requirements of the Confined Spaces Regulations 1997
- b) The School acknowledges the hazards arising from confined spaces and is committed to protecting employees and others who are required to enter confined spaces so far as is reasonably practicable.
- c) Those employees who may enter confined spaces whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training.

### **3.8 Construction Design and Management**

- a) The School is committed to complying with the legislative requirements of the Construction (Design and Management) Regulations 2007.
- b) 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 Construction (Design and Management) Regulations 2007.

### **3.6 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, so as to ensure effective consultation on matters which affect the employees represented by the safety representatives/representatives of employee safety concerned.

### **3.7 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 Environmental Health
  - (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 Emergency Resilience Unit.
- d) Health, Safety and Emergency Resilience Unit advisors have the authority to issue internal prohibition notices (see Section 6 of the Corporate Policy). A notice will normally only be issued when the School's work activities involve, or a 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.

### **3.9 Contractors (Selection, Monitoring and Control)**

- a) In addition to the arrangements outlined in 3.7, the School accepts its responsibilities for the selection, management and control of contractors which it engages to undertake work activities on its behalf.
- b) The school is committed to ensuring that contractors have undergone the necessary technical and competency checks to ensure that it carries out its work in such a manner that ensures the health, safety and welfare of those affected by its undertakings.

### **3.10 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 Unit will continue to review and update this document as and when necessary and make it available to all employees via the School's intranet site.

### **3.11 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.

- b) 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).
- c) The School will ensure that all School owned vehicles are suitably and sufficiently maintained.

### **3.12 Drugs/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 increased risk to employees of incurring sharps injuries from discarded drugs waste and does not expect any of its employees to remove or dispose of discarded drugs waste which they may encounter whilst carrying out their duties unless they have received specific information, instruction and training and have the appropriate equipment.
- c) Guidance is available for those who may have to deal with or sustain injury from sharps in the Strategic Assurance Standard for contaminated injuries.

### **3.13 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 with the revised HSE guidance (issued in 2012).
- 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) Last and next due test dates are displayed on the individual appliance being tested. 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 CE marked.

### **3.14 Fire, Emergency and Resilience**

- a) The Council's Health, Safety and Emergency Resilience Unit will undertake a 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 risk categorisation.
- 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 BMBC Fire Safety Advisor. 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 Emergency Resilience Unit 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.

### **3.15 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. The Council's Health, Safety and Emergency Resilience Unit monitor these standards.
- b) The School will ensure that there is an up-to-date First Aid Policy and associated risk assessment and that the appropriate number of first aiders are appointed and trained as determined by the risk assessment.

### **3.16 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.

### **3.17 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 Emergency Resilience Unit have established and maintain a database of all substances that have been COSHH (risk) assessed.
- 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 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 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.

### **3.18 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 well being 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 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.

### **3.19 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 may use their home as their 'workplace' and any other persons who may be affected by their activities. This category of persons is known as 'home workers'.
- b) The Headteacher will ensure that those persons who are classified as 'home workers' are subject to a home working risk assessment.

### **3.20 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 Bacteria in Water Systems Approved Code of Practice 2000 and associated UK regulations and requirements.
- b) The Council will 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, and provide this report to the School.
- 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 in the log book.

### **3.21 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, via the Health, Safety and Emergency Resilience Unit, keep abreast of current developments in health and safety practice.



### **3.22 Local Authority**

- a) The School recognises the unique relationship between itself and the local authority. To this end the Council has produced a template health and safety policy for schools highlighting the school specific issues to be addressed and reflecting the content and general responsibilities of the Corporate Health and Safety Policy. The template health and safety policy for schools shall be subordinate to the Corporate Health and Safety Policy.

### **3.23 Lone Working**

- a) The School recognises the increased risks to lone workers and will extend existing risk assessments to cover lone workers and implement control measures as appropriate to reduce the risks. Employees will be informed of any additional risks they may face as a lone worker.
- b) 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.

### **3.24 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 Emergency Resilience Unit have and will continue to develop, produce and implement a Corporate Health and Safety Management System that will include Strategic Assurance Standards and Strategic Assurance Monitoring Standards and set out how the Council will manage health and safety with regard to:
  - (i) Policy
  - (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. Performance review and audit also ensure that the other elements adequately provide measures to implement the policy throughout the Council).
  - (v) Management review of the holistic management of health and safety
- c) The school will endorse and implement the Council's Corporate Occupational Health and Safety Management System and produce Operational Occupational Health and Safety Management Systems (including Occupational Assurance Standards and Operational Monitoring Programmes).
- d) 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.



### **3.25 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 regard to manual handling is to avoid the need where reasonably practicable.
- d) Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques.

### **3.26 Medical Needs and Infection Control**

- a) The School is committed to complying with the Medical Needs and Infection Control guidance document distributed by the Health, Safety and Emergency Resilience Unit.
- b) The Headteacher will ensure that any pupils within it's 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 which provides guidance and advice about arrangements which need to be made to ensure their health, safety and welfare.
- c) The Headteacher will ensure that the necessary consent and notification forms and training records are completed and retained should the School allow the administration of medicines on behalf of parents.
- d) The school shall display a copy of the Health Protection Agency's Guidance on Infection Control poster.

### **3.27 Minibuses**

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

### **3.28 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 control 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 her manager 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.

### **3.29 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.

### **3.30 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 documented permit to work systems.

### **3.31 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. 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, Safety and Emergency Resilience Unit upon request. Where the need of PPE cannot be avoided provision for the storage and maintenance of it must be provided.
- c) Where the need for PPE has been identified and its requirement is unavoidable, Headteachers should follow the guidance and implement the required control measures as referenced in the Safety Assurance System.
- d) All PPE must be appropriately CE marked.

### **3.32 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.
- d) The Council will undertake to identify and evaluate systems for keeping a database of premises and persons where and with whom violent incidents may occur, so that employees can more easily be made aware of challenging individuals. The school may make a request to check on an individual or premises by contacting the HSERU.

### **3.33 Physical Education and Outdoor Pursuits**

- a) The school will ensure that relevant staff have access to the afPE (formerly known as BAALPE) publication, "Safe Practise in Physical Education & School Sports". PE 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.

### **3.34 Radiation**

- a) The School is committed to implementing procedures in order to comply with the Ionising Radiations Regulations 1999. These 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) All radioactive materials and substances will be used and stored in line with CLEAPSS guidance.

### **3.35 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 Health, Safety and Emergency Resilience Unit provides a suite of risk assessment templates for occupation groups, premises, activities and operations which can be used to ensure that suitable and sufficient risk assessments are produced.

### **3.36 Safety Observation Reporting**

- a) 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. The reporting form for matters of concern is the HS1 Safety Observation Report.

### **3.37 Safety Signs and Signals**

- a) 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.

### **3.38 Stress and Employee Wellbeing**

- a) The school is committed to protecting the health and welfare of its employees and with regard to work-related stress and general employee wellbeing and will ensure that necessary suitable and sufficient actions are undertaken to meet the Health and Safety Executive's Stress Management Standards.

### **3.39 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 the Council or working under the direct or indirect control of the 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.

### **3.40 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 regard 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 Council's Induction Guide as a template or the appropriate DfEs Guidance.

- 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. All employees should attend an IOSH (Institution of Occupational Safety and Health) accredited training course, delivered by the Health, Safety and Emergency Resilience Unit or other IOSH approved provider, appropriate to their level of responsibility as detailed in section 5:

These courses are the minimum standard of training for the employees specified (employees with qualifications exceeding that of the course appropriate to them need not attend the IOSH course suitable for them).

- c) Headteachers shall ensure that all health and safety training needs are considered in employees' Performance and Development Reviews and that training provided to employees is recorded.
- d) Headteachers should check that Governors have received a copy of The Department for Education and Skills "Guide to the Law for Governors" and that those with responsibilities for health and safety have been on the training course provided by the Health, Safety and Emergency Resilience Unit.

#### **3.41 Vehicles and Occupational Road Risk**

- 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.
- b) The School will ensure that all persons driving vehicles in the course of their employment are suitably informed; instructed; trained; licensed and insured as appropriate.

#### **3.42 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.

#### **3.43 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.

#### **3.44 Visits and Journeys**

- 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 before embarking on a visit or journey, the necessary risk assessments are carried and appropriate control measures introduced in accordance with the Authorities guidance document on organising school visits and journeys.

### **3.45 Waste Management**

- a) The School is committed to ensuring that it complies with the Environmental Protection Act 1990, 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.

### **3.46 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/Managers 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/managers are responsible for ensuring all work equipment is registered and maintained.
- d) All work equipment used within the school must be appropriately CE marked.

### **3.47 Work Safe Procedures**

- a) No employee will be expected to carry out tasks where the risk to their health, safety and welfare is considered to be unacceptable. Similarly no employee will be expected to carry out any task, which would impose a similar such risk to others. All employees will be briefed on the work safe procedure, so that they understand the process by which they can bring such work activities to the attention of the person in charge of the work, and the subsequent procedure to resolve the matter.

### **3.48 Working at Height**

- a) The School is committed to complying with the Working at Height Regulations 2005.
- b) Headteachers/ Managers must ensure suitable safe systems of work are implemented for working at height, including the provision of appropriate information, instruction and training.

### **3.49 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 Education (School Premises) Regulations 1999.

- b) The Health, Safety and Emergency Resilience Unit is responsible for advising on formal visual inspections of all Council owned premises in accordance with the stated inspection regime/programme. Inspections are carried out at least biennially and any issues identified by the Health and Safety Advisor will be presented to the Headteacher/Manager via a Health and Safety inspection report with prioritised actions.
- c) Headteachers are responsible for ensuring that more frequent inspections are carried out (i.e. at least termly) of the area of responsibility depending on the nature of work that takes place.

### **3.50 Young Persons**

- a) The School recognises the increased risks to young persons and will extend existing risk assessments to cover them and implement controls measures as appropriate to reduce the risks. They will be informed of any additional risks they may face as a young person.
- b) Additional risk assessments will be made when a young person is to enter the school for a short period of time during a work experience programme.

### **3.51 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

**SECTION 4**  
**HEALTH, SAFETY AND EMERGENCY RESILIENCE**  
**PERFORMANCE TARGETS**

- a) All Schools will implement the Council's Occupational Health and Safety Management System to a standard that would meet the Health, Safety and Emergency Resilience Unit's "Satisfactory" rating upon audit by implementing the actions identified in their last health and safety audit.
- b) All Schools will complete the Health and Safety Performance Audit 2012 - 2014.
- c) All Schools will produce all required occupation group and premises (welfare) risk assessments.
- d) Each School will have an action plan to implement the health and safety competencies detailed in Section 5 of this Policy.
- e) All Schools will have up to date Emergency Plans.
- f) All Schools will have up to date Business Continuity Plans
- g) All Schools will have an up to date Fire Strategy and Fire Log Books.

## **SECTION 5**

### **HEALTH, SAFETY AND EMERGENCY RESILIENCE**

### **COMPETENCIES**

In order to achieve successful health and safety management, the Health and Safety Executive (HSE) state that:

“If employees [at ALL levels] are to make a maximum contribution to health and safety there must be proper arrangements in place to ensure that they are competent. This means more than simply training them, experience of applying skills and knowledge is another important ingredient...Managers need to be aware of relevant legislation and how to manage health and safety effectively... All employees [at ALL levels] need to be able to work in a safe and healthy manner.”

Therefore all employees at all levels should have a clear understanding of the key occupational health and safety issues for the School and be continually developing their skills and knowledge. The guidance below details the health and safety competencies which employees in the Council and subsequently, which schools are required to meet in order to implement the responsibilities detailed in Section Two of this Policy.

#### **5.1 Headteachers/ Lead Learners**

- a) In order to provide appropriate background knowledge of health and safety, successfully achieve the IOSH Safety for Senior Executives certificate or preferably the IOSH Managing Safely certificate.
- b) Knowledge of the Council's and subsequently, the School's occupational health and safety management system including the provisions for monitoring.
- c) Knowledge, as appropriate, of the Council's and subsequently, the School's monitoring regime for health and safety.
- d) Knowledge of the School's protocols and procedures for corporate governance, strategic and operational risk management and statement of internal control.
- e) Knowledge of the operational control, co-ordination, consultation and communication networks for health and safety.
- f) Knowledge of the School's emergency resilience arrangements and the role/functions of all staff who have duties as outlined in the School's Emergency Plan and Business Continuity Plan.
- g) Knowledge of the risk assessment process and particularly risk assessments which have been developed for the school occupation groups, premises and classroom based activities and lessons.
- h) Knowledge and membership of the CLEAPSS service and how the advice and guidance applies to the undertaking of the school.



## **5.2 Deputy Headteacher/ Managers/ Heads of Department**

- a) In order to provide appropriate background knowledge of health and safety, successfully achieve the IOSH Working Safely certificate as a minimum or preferably the IOSH Managing Safely certificate (particularly for those managers managing higher risk operations or larger/more complex school premises).
- b) Knowledge of the Council's and subsequently, the School's occupational health and safety management system and the arrangements for monitoring.
- c) Knowledge of the School's protocols and procedures for operational risk management.
- d) Knowledge of the School's operational control, co-ordination, consultation and communication networks for health and safety.
- e) Knowledge of the School's emergency resilience arrangements and the role/functions of all staff who have duties as outlined in the School's Emergency Plan and Business Continuity Plan.
- f) Knowledge of the risk assessments and the role they play in their development for the school occupation groups, premises and classroom based activities and lessons.
- g) Knowledge of and access to the CLEAPSS service and publications and how they are relevant to their activities and undertakings.

## **5.3 Employees**

- a) In order to provide appropriate background knowledge of health and safety, successfully achieve the IOSH Working Safely certificate.
- b) Knowledge of the School's occupational health and safety management system as it applies to employees.
- c) Knowledge of the risk assessments and safe systems of work for their role and activities undertaken within the role.
- d) Knowledge of the School's consultation and communication arrangements for health and safety.
- e) Knowledge of any duties they have as outlined in the School's Emergency Plan and Business Continuity Plan.
- f) Awareness of the CLEAPSS service, advice and guidance as it applies to their work activities and undertakings.
- g) Access to general or specific information, instruction and training as is appropriate for the tools, machinery and equipment used by them or their pupils.

## SECTION 6

### GLOSSARY OF TERMS

|                   |  |
|-------------------|--|
| <b>AfPE</b>       | The <b>Association for Physical Education (afPE)</b> . This is the only physical education subject association in the UK. Schools must obtain a copy of the publication <a href="#">Safe Practice in Physical Education &amp; Sport (2012 Edition)</a> and nominate a PE coordinator to ensure that health and safety requirements are implemented in school.  |
| <b>ANT system</b> | The <b>Advanced New Technology</b> website. An internet based package which allows the school to manage and close out actions that were identified during their health and safety audit, inspection or fire risk assessment and documented in the corresponding report.<br><br><b>Web Address</b> <a href="http://antwebsystems.co.uk/sys/barnsley">http://antwebsystems.co.uk/sys/barnsley</a><br><b>Username</b> dfes number<br><b>Password</b> Provided on health and safety reports  |
| <b>CHAS</b>       | The <b>Contractor Health and Safety Assessment Scheme</b> . A comprehensive database of contractors providing various services, who have submitted health and safety documentation and been assessed against a set of core criteria to achieve 'compliance' status as having a suitable and sufficient health and safety management system.<br><br>This system should be consulted as part of the Stage 2 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<br><br><b>Web Address</b> <a href="http://www.chas.gov.uk">www.chas.gov.uk</a><br><b>Username</b> bmbcsub<br><b>Password</b> oakwell |
| <b>CLEAPSS</b>    | An Educational based teaching resource which provides advice to teachers with regard supporting practical science 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.<br><br><b>Web Address</b> <a href="http://www.cleapss.org.uk">www.cleapss.org.uk</a><br><b>Username</b> boron<br><b>Password</b> 5b4g2c3a   |
| <b>COSHH</b>      | The <b>Control of Substances Hazardous to Health</b> Regulations   |
| <b>DSE</b>        | <b>Display Screen Equipment</b> . In terms of health and safety regulation, this incorporates the entire computer workstation and environment.   |
| <b>EVOLVE</b>     | The online system used to enable the process of planning, processing, monitoring, evaluating and reporting of educational and off-site visits.   |
| <b>HSE</b>        | The <b>Health and Safety Executive</b>   |
| <b>HSERU</b>      | The <b>Health, Safety and Emergency Resilience Unit</b> , comprising health, safety, emergency planning, business continuity and fire safety support.  |
| <b>IOSH</b>       | The <b>Institution of Occupational Safety and Health</b> , the organisation to which all Health and Safety Advisors are affiliated and who accredit the HSERU 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 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](http://www.ssiportal.org.uk)  
**Username** [ssip@barnsley.gov.uk](mailto:ssip@barnsley.gov.uk)  
**Password** barnsleymbc