

Stockport School



FOUNDED IN 1888

Health and Safety Policy

Issued September 2016

Introduction

This is a statement of policy by Stockport School regarding its objectives, organisation and arrangements for ensuring the health and safety at work of its employees, students, visitors and contractors, whilst on the premises, or conducting work elsewhere on behalf of Stockport School.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The school's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Supplementary to this general Policy Statement, each department will be responsible for developing Risk Assessments and Department Specific H&S Procedures. These will be maintained and acted upon in order to control risks. Stockport School will carry out periodic reviews to ensure that this is happening.

Section 1 - Objectives

It is the policy of Stockport School to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst they are at work, also of others who may be affected by their undertakings and to comply with the Health and Safety at Work etc. Act 1974 and all other related and relevant legislation as appropriate.

The School recognises its responsibility to provide a safe and healthy environment and will take all reasonably practicable steps within its power to fulfil this responsibility.

In order to achieve its aim the school will pursue the following objectives:

- To identify risks and set in place programmes to remove or reduce those risks.
- To establish and maintain a healthy environment throughout the School premises.
- To establish and maintain safe working procedures among the staff and children.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction, training and supervision to enable all people working on site, including children, to avoid hazards and to contribute positively to their own health and safety.
- To maintain a safe, healthy place of work and safe access and egress from it.
- To formulate effective procedures in case of fire and other emergencies and for evacuating the School premises.
- To lay down procedures to be followed in the case of accident.
- To provide and maintain adequate welfare facilities

Consultation, communication and training

The name of the persons appointed with responsibility for health and safety on Stockport School or associated premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information, to ensure the control of risks at those premises, is communicated to all staff and visitors. All Stockport School and associated personnel should read the Site Health & Safety Arrangements Poster wherever they work.

The Head Teacher of Stockport School along with School Senior Managers are committed to involving employees at all levels in the maintenance of Health and Safety standards, and to providing them with adequate information, instruction and training.

External Health and Safety Consultants will be used to provide professional health and safety advice as required.

Health and safety will form part of the regular agenda of items discussed at management and staff meetings at all levels.

There shall also be a Staff Health & Safety Committee. The composition of the safety committee will reflect the broad range of activities which take place on the School site with representatives from those areas of the School deemed to present the greatest hazards and will include those staff who have specific responsibilities for dealing with health and safety procedures.

Any issue requiring urgent attention should be brought to the attention of the Estates Team. If appropriate action is not taken the issue should be brought to the attention of a member of the Health and Safety Committee or the Health & Safety Co-ordinator for Stockport School.

Health & Safety related training and communication will include, but not be restricted to:

- A Health & Safety Policy produced for staff
- New staff inducted in Health & Safety procedures by a senior colleague
- An annual briefing on health and safety for all staff

Monitoring and review

Health and Safety will be monitored in the School in the following ways:

- Ongoing monitoring by the Health and Safety Coordinator
- Inspections and audits by Estates team
- Annual internal audit of policy and procedure
- External audit by third party Health and Safety Consultants
- Review of this policy statement annually by the Health & Safety Committee, which will update, modify and amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and visitors.

Section 2 – Organisation

Responsibilities

All Stockport School personnel and those who appoint others to carry out duties on behalf of Stockport School, are required to ensure that those persons are competent and have adequate resources with regard to health and safety. In order to promote a safe and healthy workplace, the following responsibilities have been established:

Governing Body

The Governing Body will act in partnership with the Head Teacher in the exercise of its distinct and joint responsibilities. In discharging its responsibilities the Governing Body will:

- Appoint a Site Health and Safety Committee which will review and report upon matters of health and safety;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School;
- To ensure that the policy is periodically reviewed and amended as appropriate.

Head Teacher

The Head Teacher will establish the overall Health and Safety Policy of Stockport School. In his position, he has responsibility for ensuring that the Policy is implemented and monitored at all levels. The Head Teacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

Site, Health & Safety Committee

The School will have a Health & Safety Committee which will review and report on H&S issues within the School. The Committee will report to the Governing Body.

Health & Safety Coordinator

The Health & Safety Coordinator will provide support to managers and staff, ensuring that details related to health and safety management are passed on. The Health and Safety Coordinator will be the liaison point with Estates team. The Health & Safety Coordinator will seek support and professional advice from the Schools Health and Safety Advisors as necessary. Said Advisors will undertake periodic health and safety audits to ensure that the members of Stockport School Management are fulfilling their requirement to follow safe systems of work in the running of their areas of the School. The Health & Safety Coordinator will be the designated contact with the Health & Safety Executive.

Estates Team

The Estates Team will take health and safety implications into account when prioritising repairs and maintenance. They will monitor, or arrange to have monitored, contractors invited to work on the site, to ensure that working practices do not endanger the health and safety of employees, children and other persons using the premises, liaising with the Head or Deputy of the Estates Team and the Head Teacher regarding any health and safety issues arising out of their work.

Departmental Managers

Departmental Managers are responsible for:

- The practical implementation of the Stockport School Health and Safety Policy and other subsidiary policies and procedures within their area of responsibility;
- Ensuring that their area of responsibility is subject to **risk assessment**, regular inspections and adequate supervision;
- Producing a **departmental H&S Policy statement**, which follows the conventions of the School safety policy, i.e. will include a statement indicating that it supplements the School H&S policy, include any specific H&S responsibilities and any specific arrangements or standards followed;
- Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities, and establishing **safe working procedures** where a risk assessment has indicated this is appropriate;
- Providing information, guidance and training to children and other employees in their area so as to avoid hazards and to contribute to the safety of all;

- Ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary;
- Resolving any health and safety issue referred to them or appropriately refer it on to the Head Teacher and to the Estates Manager or H&S coordinator as appropriate;
- Making adequate consideration of health and safety when specifying, purchasing or hiring equipment or materials and ensuring that staff/third parties under their control do likewise where applicable; and
- Ensuring that H&S is a regular item on departmental meeting agendas.

All Employees

All employees are required to:

- Take reasonable care of their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures / instructions;
- Know and apply the emergency procedures in respect of fire and first aid;
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others;
- Report immediately, any situation, practice (including any defects noted with plant, equipment, machinery) of which they are aware, which may lead to injury or ill health by bringing it to the attention of their Line Manager, Estates team or Health & Safety Coordinator;
- Take responsibility for good housekeeping in the area within which they work;
- Ensure that their attire is appropriate to enable them to discharge their duties safely and effectively. For example, appropriate footwear should be worn; and
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising as a result of work and cooperate with management in investigating such accidents or incidents.

Section 3 - Arrangements

1. Accident/incident reporting/recording (including sudden death of a student)
2. Asbestos
3. Equipment
4. Evacuation (fire or other emergency)
5. First aid
6. Hazardous substances
7. Housekeeping
8. Infectious diseases
9. Manual handling
10. Risk assessments
11. Security
12. Transport
13. Visitors
14. Wellbeing

1. Accidents/Incidents – reporting/recording

- All accidents to staff and visitors must be recorded, in writing, in the **Staff/Visitor Accident Book** and on the **Stockport School Accident Reporting Form**. The completed form should be given to the Head Teacher's PA who will then inform the Health & Safety Coordinator as well as the Estates Team and Head Teacher if appropriate. Forms where the accident resulted in more than 3 days off work or a visit to hospital must be given to the Health & Safety Coordinator.
- All accidents to students that require a first aid assessment and, where appropriate, treatment, should be recorded in the first aid register which is kept in the first aid room.
- Where an incident/accident to a student involves a visit to a hospital, whether organised by the School or the student's family or is as a consequence of the condition of the buildings/equipment or a result of a staff led activity these must be recorded in the School **Student Accident Book** and on the **Stockport School Accident Reporting Form** and a copy of the form provided to the Head Teacher's PA. Where the incident resulted in a trip to hospital, unless the incident was extra-curricular and there was no issue with level of supervision, condition of the equipment or environment, then the Form should be given to the Health & Safety Coordinator.

- Any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, should be brought to the attention of the Health & Safety Coordinator so that action can be taken as appropriate.
- Certain incidents/accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Health & Safety Coordinator (Director of Finance & Resources) will make an assessment of the incident and, where appropriate, report to the HSE.
- In general, incidents/accidents reportable under RIDDOR are; deaths and major injuries, over three day injuries, disease, dangerous occurrences (near misses) and gas incidents. Any incidents falling into these categories should be reported to the H&S Coordinator.
- *Coping with the sudden death of a student:* A copy of the DFE guidance notes on coping with the sudden death of a student is given in Appendix 1 to this policy.

2. Equipment

- Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- All equipment should be visually checked each time it is used by a member of staff. Where a plug, or lead shows signs of damage, or wear, the equipment should be immediately withdrawn from use and the problem brought to the attention of the Estates Team.
- All portable electric appliances and all fixed appliances, including Technology equipment, hand dryers and wall mounted water heaters etc. will be tested in accordance with the Electricity at Work Regulations 1989. The results of these inspections will be recorded and kept in a register by the Estates team. If staff find that these inspections have not occurred in their area, they must inform the Health and Safety Coordinator.
- The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
 1. fume cupboards
 2. workshop equipment, e.g. lathes, kilns

3. fixed gymnasium equipment

- When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the Health and Safety Coordinator, as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

3. Evacuation due to fire or other emergency

- The School's evacuation procedure will be prominently displayed around the School. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat or other emergency requiring evacuation of the building. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested at least six-monthly and records maintained.

Procedures in event of a fire or other emergency requiring evacuation

- An evacuation will be announced by continuous ringing of the bell. Upon hearing the alarm staff should begin the evacuation procedure.
- Main reception staff should collect visitor signing in book, form lists and support staff list by house and ensure that they are delivered to supervising staff

- In the event of a fire evacuation staff should note and act upon the following instructions:

- i Supervise children leaving the room and direct them to the nearest exit, ensuring that all bags etc. are left behind.
- ii Check the room to ensure nobody is left behind and close the door - ensuring that any temporary blinds over classroom door windows have been raised (**do not lock doors**)
- iii Members of the SLT who have been allocated a zone to check should make a sweep of all other rooms in the zone including particularly toilets etc. At no time should staff place themselves at risk by delaying overlong their evacuation or by approaching the source of the fire.
- iv Upon completion of the check, move quickly to the assembly area, closing all fire doors en route.
- v Members of the SLT who have been allocated a zone should report to the senior member of staff in charge to inform them that their zone is clear
- vi Teaching staff should join their form groups.
- vii Non-teaching staff should assemble by their houses and the 'lead' for each House should check off the list of non-teaching staff
- viii Members of SLT, particularly those who don't have a responsibility for clearing a zone in the building (see above) should endeavour to reach the assembly area as quickly as possible.
- ix The Head Teacher, supported by the Director of Progress and Pastoral Managers will take responsibility for the assembly area but other members of the SLT should support them.
- xi Students should assemble in their form groups.
- xii Until all checks have been made, staff should insist on silence and help maintain good order by spreading themselves out among the pupils until the end of the fire drill.

No-one should re-enter the building until directed to do so by the Head Teacher (or the nominated member of SLT in their absence.)

- Action to be taken on discovery of a fire.
 - If a fire is discovered, however small, raise the alarm immediately by breaking the nearest glass, setting off the alarm.
 - Ensure that the area is evacuated.
 - Advise the Head Teacher & Estates Team via reception by telephoning 200 or by sending a colleague with the information. The Estates Manager must then be notified immediately by reception. The fire service is summoned automatically, unless rapid notification of a false alarm is made.
 - Leave the building by the nearest safe exit route and report to the assembly point.
- **N.B. All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building. If a member of staff is trained in the use of fire extinguishers, feels confident in their abilities and the fire is small enough to be within their capabilities, he/she *may* consider dealing with the fire.**
- All staff should ensure that escape routes in their area are kept clear at all times. If routes are blocked by maintenance work the Health & Safety Co-ordinator must be informed immediately.

4. First Aid

Provision

- The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.
- The School will ensure that the basic recommendation of one qualified first aider per 150 students is at least met and ideally exceeded.
- Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.
- The Head Teacher is responsible for ensuring that a sufficient back-up first aid stock is held on site. In practice the responsibility for checking and replenishing first aid boxes around the School is delegated to the First Aid/Student Health Assistant (a qualified first aider). Staff should bring any stock deficiencies to the attention of the First Aid/Student Health Assistant.
- Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first-aid signs and containers must be identified by a white cross on a green background.

- First-aid kits must also be held at various locations throughout the School as determined by risk assessment (e.g. laboratories, sports halls, workshops, playgrounds, sports fields, etc.). A first-aider should be located within the immediate vicinity of one of these 'first aid points'. These locations will be prominently marked. Notices will also be displayed prominently in these areas.
- Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the School for which it is responsible, and also all out of School activities.

Administering

- The first aider assigned to treat the student should check the system for Care Plans/medical notes before treating (unless the seriousness of the condition renders this inappropriate).
- In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider.
- The first aider will then decide what action is to be taken but where there is doubt as to the severity of the injury the advice is to obtain immediate medical attention by dialling 999 and asking for an ambulance.
- In cases involving students, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.
- For cases involving injuries to students that are less serious but still of concern, e.g. sprains, strains, cuts etc. the student will be asked if parents/guardians should be contacted or if they feel fit enough to stay in the School.
- *NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.*
- Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in/next to the first aid box.
- In event of an ambulance being called the Head Teacher (or a Deputy Head Teacher in his absence) and the parent/guardian should be immediately informed.
- Cross reference the section on Accident/Incident reporting

- **The parent/guardian of the student would always accompany the student to hospital if they can attend the School before the arrival of the ambulance. In other circumstances the student would be accompanied by the member of staff who administered first aid, or as otherwise delegated by the Head Teacher. The member of staff should stay with the student until a parent/guardian arrives at the hospital.**

5. Hazardous substances

- Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department
- The requirement to assess hazardous substances either in use or created by School operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards. The records of the risk assessments carried out are kept in specific COSHH assessment files in relevant departments or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with line managers or the Head of the Department.
- The disposal of hazardous chemicals should comply with the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 1999. An individual assessment needs to be made regarding the safe disposal of each chemical and the results recorded on the appropriate form. The decision to dispose of unwanted chemicals should be reviewed on a termly basis.

6. Housekeeping

- The Estates Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- The Estates Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.
- The Health and Safety Coordinator will attend cleaning audits organised by Estates Manager at least 3 times per year

7. Infectious diseases

- Any reports of infectious diseases should be brought to the immediate attention of the Head Teacher who will seek medical advice as appropriate and assess the degree of risk to staff and pupils.
 - Low risk - staff will be informed by way of an email, if appropriate.
 - Medium risk - staff will be informed by way of email and via weekly staff briefing.
 - High risk - an emergency staff meeting will be called, and information will be e-mailed.
- In cases where the disease, or infection is reportable, it shall be the responsibility of the Health & Safety Coordinator immediately to inform the Head Teacher and then report the disease to the Health Protection Agency (HPA). The School will work with the HPA, and act upon any advice given regarding precautionary measures, as appropriate.

8. Manual handling

- Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.
- All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.**

9. Risk assessments

- There are various levels of responsibility with regard to risk assessments:
- All staff have a responsibility to assess risks as part of their individual lesson planning, particularly where the activity has not been predetermined in the scheme of work.
- Heads of Departments have a responsibility to ensure that full risk assessments are completed for their areas and details of safe systems of work included in their schemes of work. The Faculties of Science and Technology and the PE Department are clearly high risk areas which need particularly close attention, however other curriculum areas should not be overlooked.
- The Estates Manager has a responsibility to ensure that a risk assessment is carried out on the fabric of the buildings and the grounds.
- The pro-forma for risk assessments is attached at Appendix 3.

10. Security

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

11. Transport

- a.) Minibuses (if applicable in the future)
 - The minibuses will be inspected and maintained on a regular basis. This is the responsibility of the Health & Safety Coordinator
 - Individual drivers should report defects to the Estates Team.
 - The Estates Manager will ensure that the vehicles are correctly taxed and insured

- Staff wishing to use the School minibuses must first undergo training in the safe handling of such a vehicle and pass an approved test.

Users of minibuses must be aware of and observe the following requirements:

- The driver must have a current licence and not have been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV;
- Drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
- Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;
- Internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the School will decide upon the repairer to be used);
- Only one person per seat is to be carried;
- Seat belts are to be worn by all passengers and the driver at all times;
- The driver at the time when an offence was committed is responsible for the payment of fines incurred; and
- A signing out sheet must be completed by the driver on collection of the keys and on return of the keys to the Head Teacher's PA (when any defects should also be noted).

b) School Trips & Visits

- A separate School policy statement on visits and trips has been agreed by Governors.

12. Visitors to the site (including contractors and hirers)

- All visitors to the School will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the School.
- No contractor may undertake work on the School site without permission from the Estates Manager or Health and Safety Coordinator other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism
- Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the School.
- Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- Whilst on site, all visitors and contractors must wear a School visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the School by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the School reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

13. Wellbeing

- The wellbeing of staff is seen as an integral part of the School's H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.
- All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager. Sickness absence or health concerns will be dealt with under the School's absence policy

Reviewed - September 2016

Review date – September 2018

Appendix 1 – References

HSE Website www.hse.gov.uk

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>

Health and Safety Commission (HSC) managing health and safety in schools £5.95.

HSC Health and safety guidance for school Governors and members of school boards £5.95.

A Guide to the Law for School Governors (DfES 2001) - Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version.

Website: <http://www.dfes.gov.uk/governor/info.cfm>

DfES School Security website www.dfes.gov.uk/schoolsecurity.

DfES Health and Safety of Pupils on Educational Visits: A Good Practice Guide
http://www.dfes.gov.uk/h_s_ev/index.shtml.

DfES/DH Supporting Pupils with Medical Needs: A Good Practice Guide -
<http://www.dfes.gov.uk/medical>.

DfES Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>

DfES/Home Office School Security: Dealing with Troublemakers -
<http://www.dfes.gov.uk/schoolsecurity/dwthome.shtml>

DfES Safety Education: Guidance for Schools, December 2001 (Ref: DfES/0161/20002).

DfES video "Can you see what they see?"

DfES Code of Practice on LEA-School Relations - <http://www.dfes.gov.uk/lea/>

Guidance on Standards for School Premises (Ref DfEE 0029/2000).

DfES/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DfEE 0197/2000).

HSE publications (priced and non-priced) are available from HSE Books Tel: 01787 881165.

DfES guides are free from DfES publications Tel 0845 6022260.

HSE's info line is 08701 545500.

Health and Safety legislation:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Education legislation:

Education (School Premises) Regulations 1999 (SI 1999 No.2)

School Standards and Framework Act 1998

School Inspections Act 1996.

Education Act 1996

Appendix 2 -DSCF Guidance - Responsibility for Health and Safety in Schools

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority (LA).
- For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.
- For independent schools, the employer is usually the Board of Governors or proprietor.

The Local Authority/LA is the employer for statutory youth groups.

Education employers have duties to ensure, so far as is reasonably practicable:

- The health, safety and welfare of teachers and other education staff
- The health and safety of pupils in-school and on off-site visits
- The health and safety of visitors to schools, and volunteers involved in any school activity.

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- Take reasonable care of their own and others health and safety.
- Co-operate with their employers.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious risks.

Enforcement

The HSE enforces health and safety law relating to the activities of LEAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility of All Schools and Academies

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals (LAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried

Key Elements of a Health and Safety Policy

- A general statement of policy.
- Delegation of duties as allocated tasks.
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards.
- Training of staff in health and safety including competence in risk assessment.
- Off-site visits including School-led adventure activities.
- Selecting and controlling contractors.
- First-Aid and supporting pupils' medical needs.
- School security.
- Occupational health services and work-related stress.
- Consultation arrangements with employees.
- Workplace safety for teachers, pupils and visitors.
- Violence to staff.
- Manual handling.
- On site vehicle movements.
- Management of asbestos.
- Control of hazardous substances.
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Fire safety, including testing of alarms and evacuation procedures.
- Dealing with health and safety emergencies - procedures and contacts.