



Health & Safety Standards for Schools

Passed and adopted by Governing Body:

Signed: *CB Phillips*

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**For schools where WCC is the employer;
community & voluntary controlled schools,
community special schools & maintained
nursery schools**

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2019

Foreword

Welcome to the latest edition of the local authority's **Health and Safety Standards for Schools**. Health and safety is an important part of school life – keeping children and adult's safe is an essential and important aspect in our teaching and learning environments.

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage risks that are a normal part of life.

A sensible approach to health and safety in schools means focusing on how the real risks are managed. Health and safety arrangements should always be kept proportionate and appropriate to the risks involved.

The LA's Health and Safety Standards for Schools reflect this approach, confirming its commitment to the principles of sensible risk management as outlined by the Health and Safety Executive which applies a reasonable and proportionate approach to health and safety.

This document is in place to support Headteachers and governing bodies to understand the minimum standards of health and safety expected by school leaders. This will ensure that responsibilities are fulfilled in compliance with statutory legislation and general duty of care in line with the LA's health and safety policies. It is therefore important that both Headteachers and governing bodies ensure that the requirements of these standards are implemented.

Should you have any further queries or questions regarding the content of this document, please contact the WCC Corporate Health, Safety & Wellbeing Service on 01926 476803 email healthandsafety@warwickshire.gov.uk

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1. Introduction

The WCC Health and Safety Standards for Schools are based on current legislative requirements and minimum standards expected by the local authority.

The standards also apply the principles of the Health and Safety Executive's [Education health and safety in the workplace guidance](#) and the Department for Education's [Health and safety: advice on legal duties and powers](#) publication.

1.1 Which categories of schools are these standards for?

- Local authority maintained schools where WCC is the employer, i.e. community and voluntary controlled schools, community special schools and maintained nursery schools.
- Other maintained schools such as voluntary aided and foundation schools may use these standards **for reference** for their own employer health and safety arrangements.

1.2 Who are these standards aimed at?

- Headteachers, Senior Leadership teams, School Business Managers & Bursars, Site Managers/Caretakers and other relevant school staff.
- Governing bodies.
- Other providers that schools may purchase from their delegated budgets to ensure that they follow the LA's minimum health and safety standards.

1.3 Expiry/review date

These standards will be kept under review and updated as necessary in line with any changes in legislation and good practice guidance.

For more information, contact the WCC Corporate Health, Safety & Wellbeing Service on 01926 476803 email healthandsafety@warwickshire.gov.uk

2 General

2.1 Key updates 2019:

- Health and safety legislation; to highlight importance of cooperation and coordination on health and safety matters where two or more employers share the same premises.
- Health and safety training; content to be covered in working at height standard.
- Accident/incident/near miss reporting; to highlight importance of reporting and timescales to submit incidents reports to the LA.
- Educational visits; revised contact details for advice, guidance and information.
- Fire prevention, fire safety and fire risk assessment; to highlight importance to schools of ensuring that a suitable and sufficient fire risk assessment is undertaken.
- Goalpost Safety; further advice and guidance on health and safety requirements and standards for goalposts used on school premises.
- Medical Devices; to outline the arrangements in place that schools should have to receive and action any safety warnings, alerts and recalls relating to medical devices and equipment.
- Tree Safety; updates to contacts in WCC Forestry Service.
- Outdoor Play Equipment; Annual inspection can be completed by a person qualified to ISO17020 standard.

There have also been some minor amendments to the wording in some sections to provide additional clarity. Internet links and contacts have also been updated.

2.2 The Law

Under the Health and Safety at Work etc. Act 1974, **the school employer has overall responsibility for health and safety**, and must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises. Responsibility for health and safety cannot be devolved; the employer must provide oversight and monitoring.

The LA is the employer in community and voluntary controlled schools, community special schools and maintained nursery schools. The governing body is the employer in voluntary aided and foundation schools. The academy trust is the employer in academy schools.

The Management of Health and Safety at Work Regulations 1999 set out in more detail what actions school employers are required to take. As a summary this includes:

- **assessing the risk to staff and others affected by school activities** in order to identify the health and safety measures that are necessary and keep a record of any significant findings (significant risks);

- introduce measures to **manage those risks**;
- **inform employees** about the risks and measures to be taken to manage the risks;
- ensure that **adequate training** is given to employees on health and safety matters.
- where two employers share the same premises they must **cooperate and coordinate** on health and safety matters and inform other employers of any risks to their employees

All school employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way that a prudent parent would do so. Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform them of any work situation representing a serious and immediate danger so that remedial action can be taken in a timely manner.

2.3 Responsibilities of schools

The Headteacher and governing body (as the management body) have overall day to day responsibility for health and safety of the school and must ensure that:

- The school employer's **health and safety policy is followed** and effective arrangements are in place for managing health and safety risks at the school.
- **Effective communications** are in place with governors and staff, giving clear information to pupils and visitors, including contractors regarding significant risks on site.
- Staff have appropriate training and competencies to deal with risks in their areas of responsibility.
- **Effective consultation** is in place with recognised trade union safety representatives/ employee representatives.
- Staff understand their responsibilities and know how to access support and advice to help them **manage risks** responsibly.
- Where responsibilities are delegated to specific managers and staff, ensure those nominated are **competent**, and understand and accept the responsibility being delegated to them.
- Managers and staff with delegated health and safety responsibilities have sufficient authority and the **time and resources** to fulfil their role.

In meeting the requirements of the LA's scheme for the financing of schools; within the management of the school's budget share, **governing bodies must have due regard to the duties placed on the LA and its policy in relation to health and safety matters.**

2.4 Health and safety advice

Health and safety law requires employers to appoint someone competent to help them meet their health and safety duties. The **WCC Corporate Health, Safety and Wellbeing Service**

have been appointed to provide competent health and safety advice and assistance to the County Council including schools where the LA is the employer.

Services provided automatically without charge to all Council services and schools where the LA is the employer:

- The provision of professional, technical, practical and competent health, safety and wellbeing advice, guidance and support as required. Advice can take different forms, e.g. telephone and email, but also visits to schools where required.
- The production of LA health and safety policies, standards, advice and guidance documentation that must be followed to assist schools in discharging their own moral and statutory health and safety responsibilities.
- Updates and relevant changes to health and safety legislation and guidance.
- A schedule of programmed visits to schools to advise on and audit the management of the control of substances hazardous to health (COSHH).
- The provision and delivery of a range of corporate health and safety training **please note some course charges apply.*
- The recording and reporting of all relevant accidents/incidents to the Health and Safety Executive (HSE) on behalf of schools and the LA (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Assistance with the completion of accident/incident investigations, as appropriate.
- Liaison with the HSE and other enforcing authorities on any regulatory interventions or investigations.

In order to measure and monitor health and safety management and compliance for the LA as statutory employer, the **WCC Corporate Health, Safety and Wellbeing Service** also carry out a programme of **corporate health and safety management system audits** in all schools where the LA is the employer. **Note: This is separate to services offered to schools by the traded service.**

The **WCC Corporate Health, Safety and Wellbeing Service** can be contacted at Barrack Street, Warwick, on 01926 476803 or by email: healthandsafety@warwickshire.gov.uk

The **Senior Health, Safety & Wellbeing Advisor for Education and Learning** is **Matt Simmons**. Tel: 01926 474125 email: matthewsimmons@warwickshire.gov.uk

To access LA health and safety policies, standards, advice and guidance go to: www.warwickshire.gov.uk/schoolhsdocs (please note documents are password protected).

Please note the WCC Corporate Health, Safety and Wellbeing Service is a core, non-traded statutory service which is separate to the traded service offered to schools.

2.5 Advice and services from other providers

Arrangements made through fair funding mean that schools can purchase additional sources of health and safety advice and services from traded services and other external providers.

This includes health and safety inspection services to purchase, if required to assist schools in meeting the requirements of these standards. For more information on inspection services offered by the WES Safety and Premises Service visit www.warwickshire.gov.uk/wes

Schools are responsible for ensuring that providers are competent; offer proportionate health and safety advice and for **making them aware of the standards** contained within this document. **These providers work directly for schools subscribing / purchasing their services.**

Schools where the LA is the employer **must still adhere** to all County Council health and safety policies and standards, as well as take health and safety advice from the **WCC Corporate Health, Safety and Wellbeing Service**.

**Voluntary aided and foundation schools, academies & free schools must appoint their own competent person(s) to assist them with their duties under health and safety legislation. For more information on competent advice visit www.hse.gov.uk and for information on services offered separately by the WES Safety and Premises Service visit www.warwickshire.gov.uk/wes*

2.6 Health and safety policy

- In schools where the LA is the employer, the requirements of the [WCC Corporate Health and Safety Policy](#) **must be fully implemented** and used as part one of the school health and safety policy.
- Responsibilities of Headteachers and school staff are covered within this document.
- In addition, a separate health and policy 'arrangements' document (part two) should be in place and be kept up-to-date and regularly reviewed, at least on an **annual** basis.
- The arrangements must detail school specific health and safety procedures, reflecting actual practice within the school.
- The extent of information will vary dependent upon the size of the school and its activities. For example, the arrangements for a small infant school may be very brief, whereas a large secondary school with a range of laboratories and workshops will be much more detailed.
- Arrangements should be **proportionate, effective and appropriate**.
- The WCC Corporate Health, Safety and Wellbeing Service have produced a [health and safety policy arrangements template](#) for community and voluntary controlled primary schools which should be used to develop their specific health and safety arrangements.
- Areas to consider include accident reporting, first aid, fire safety, manual handling, [slips, trips and falls](#), work at height etc.

- Secondary schools can also use the template as a basis for their more detailed written arrangements.

2.7 Other policies

- The LA has other written health and safety policies and guidance that community and voluntary controlled schools must follow and adhere to. These are included in the health and safety document library at www.warwickshire.gov.uk/schoolhsdocs
- Headteachers and senior leadership teams are required to have in place arrangements for **monitoring** and **reviewing** the effective implementation of the LA's health and safety policies and guidance at regular intervals.
- There should be a process in place to communicate LA health and safety policies and guidance to relevant staff.

2.8 Health and safety risk assessments

- Schools have a duty to assess the risks to staff and pupils and any other person who is affected by their activities, e.g. parents, volunteers, visitors/contractors etc.
- The term risk assessment is used to describe the process of thinking about the risks of school activities and the steps taken to counter them.
- Written risk assessments should be in place to **record the significant findings** (significant risks; the things that can cause real harm).
- Sensible management of risk does not mean that separate written risk assessments are required for every activity.
- Schools should always take a **common sense** and **proportionate** approach, remembering that risk assessments are tools to **enable** children to undertake activities safely, **not prevent** them from taking place.
- Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.
- The [WCC Risk Assessment Policy](#) and [guide](#) provides further information, including the [WCC risk assessment form](#) which **must** be used to record the significant findings of an assessment.
- Findings of risk assessments should be communicated to relevant staff and others who are likely to be affected. The controls to manage the hazards must be implemented and used to control the risk.
- Persons carrying out risk assessments must be competent (*see health and safety training section*).
- Risk assessments must be kept up-to-date and be regularly reviewed, at least annually or sooner where required, particularly if circumstances change and/or in the event of an accident / incident
- Where model risk assessments are used they **must always be adapted** to the local school environment to ensure it reflects current practice.

2.9 Specific risk assessments

- Some activities, especially those happening away from school, such as an off-site trip may involve higher levels of risk where a specific risk assessment will be needed.
- However, **schools do not** need to carry out a new risk assessment for every off-site visit that usually forms part of the school day, e.g. taking pupils to a local venue which it frequently visits such as a church or park etc. Any risks of these routine activities should have already been considered at the initial planning stage.
- In addition, in some curriculum areas where there is a greater element of risk particularly in secondary schools, **specific risk assessments** will need to be undertaken. Examples include **design and technology, art, science, physical education and school sports activities**. (See curriculum specific section for further information).
- It may also be appropriate for schools to complete specific risk assessments for individual pupils with **disabilities, special educational needs and additional support needs**. Schools should work together with relevant agencies to do this.
- Other specific assessments for certain areas of health and safety may also be required, e.g. [COSHH](#), [display screen equipment](#), [manual handling](#), [working at height](#), [personal safety](#), [new and expectant mothers](#) etc.
- Schools need to also assess risks from **vehicle movements** on their premises and manage risks in line with current workplace transport guidance, e.g. segregation of pedestrians and vehicles, marking and lighting etc. Schools need to also consider in their risk assessment **vehicle movements occurring immediately outside the premises** which may be **associated with school activities**, such as staff arriving and leaving, school buses, emergency vehicle access, delivery vehicles, parents parking, dropping off, collecting etc.

2.10 Health and safety training

- Schools must ensure that staff are given appropriate health and safety training for their job.
- In some cases, attendance on a formal training course will not be required and it may simply mean providing staff with basic instructions or information about health and safety generally within the school.
- The LA has a health and safety e-learning training package ([HSW IN001 Corporate Health, Safety and Wellbeing eLearning](#)) on Wilma and on the school health and safety document library at www.warwickshire.gov.uk/schoolhsdocs. This should be completed by all new starters and refreshed every 3 years
- The WCC [health and safety induction checklist](#) is also in place & should be used by schools for new staff starting.

In other cases, there will be the need to attend more formal courses. The WCC Corporate Health, Safety and Wellbeing Service provide a number of professional health and safety training sessions for schools where the LA is the employer.

The following training is designated as being mandatory for schools where the LA is the employer. Training should be refreshed every 3 years (with the exception of fire safety awareness):

- **WCC Management of Health and Safety training** - for all Headteachers and managers.
- **WCC Risk Assessment Workshop training** - for Headteachers/managers/staff carrying out risk assessments for school activities.
- **WCC Safe Management of Contractors** – for Headteachers and other persons in school involved in the commissioning, appointing, management and monitoring of contractors, e.g. Business Manager/Bursar, Site Manager/Caretaker etc.
- **WCC Health, Safety & Wellbeing e-learning** - online training for all employees in school available through [Wilma](#) and in or via the school health and safety document library at www.warwickshire.gov.uk/schoolhsdocs
- **WCC Fire Safety Awareness training** – online training for all employees in school (**refreshed annually**). Available through Wilma or via the school health and safety document library at www.warwickshire.gov.uk/schoolhsdocs

2.11 Other considerations:

- Schools will need to consider attendance on other training programmes for specific school staff as appropriate, e.g. **first aid, manual handling, asbestos & water hygiene management, fire risk management**, fire warden/extinguisher training etc.
- In curriculum areas where there is a greater element of risk, particularly in secondary schools, **specific formal training will need to be undertaken** for certain activities, e.g. design and technology, science, physical education and school sport etc.
- Support staff such as caretakers and cleaners may also need to undertake specific training. Areas may include manual handling, COSHH, ladder safety and working at height (see below for additional detail on working at height), asbestos and water hygiene awareness etc. The WCC Corporate Facilities Service offer training for schools to purchase if required. For more information go to the [WES website](#)
- For more information on **health and safety training sessions provided by the WCC Corporate Health, Safety and Wellbeing Service**, refer to the training section in the health and safety document library at www.warwickshire.gov.uk/schoolhsdocs

3 Specific

3.1 Accident/incident/near miss reporting & investigation

- In schools where the LA is the employer, **all non-minor** accidents/incidents/near misses **must be reported to the LA as soon as practically possible, but no later than 72 hours** following the incident by using the [WCC on-line accident/incident recording system](#)
- Schools must have a system in place to record, report and investigate all accidents, incidents and near misses and take any necessary and appropriate action to prevent recurrences.
- Minor accidents, e.g. minor cuts and bruises should be recorded in school only.
- There is a **legal requirement** under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ([RIDDOR](#)) for certain types of accidents/incidents to be reported to the HSE. This is undertaken by the WCC Corporate Health, Safety & Wellbeing Service for schools where the LA is the employer.
- For more information please refer to the separate [LA accident/incident reporting procedure](#) in the health and safety document library at www.warwickshire.gov.uk/schoolhsdocs

3.2 Alternative education provision

- The LA follows current DfE guidance on the use of alternative education provision.
- Warwickshire guidance is also available for schools that commission and organise provision <http://www.warwickshire.gov.uk/alternativeeducationprovision>
- The guidance provides a set of guiding principles that schools must follow to ensure that provision is arranged in appropriate safe managed environments, so that young people are not exposed to significant risks to their health and safety.

3.3 Asbestos & legionella/water hygiene

Asbestos:

- Headteachers and governing bodies have a **legal duty to safely manage** any asbestos containing materials in school buildings under their control.
- This duty extends to ensuring that all staff and contractors are aware of the location of asbestos containing materials and that correct procedures are in place for managing it safely.
- Persons working with asbestos containing materials must be HSE licensed.
- The [WCC Asbestos Management Policy](#) and procedures must be followed by schools which cover the following key information: roles and responsibilities including training/competence; management of asbestos including surveys; asbestos management plans and risk assessments; disturbance of the building fabric and construction & improvement work; actions to be taken in the event that asbestos is discovered.
- The Education and Skills Funding Agency have also produced a guidance document on [managing asbestos in your school](#) which can be referred to.

Legionella / water hygiene:

- Headteachers and governing bodies must ensure that there are effective measures in place for the **management and control** of legionella risks from water systems in school buildings under their control.
- The [WCC Legionnaire's Disease and Water Hygiene Policy](#) and [procedures](#) must be followed by schools which cover the following key information: roles and responsibilities including training/competence; risk assessment and water hygiene log books; maintenance works & monitoring; water sampling; actions to be taken in the event that legionella is detected and actions to be taken in the event of a legionella outbreak.

For more information, advice and guidance including the provision and availability of 'Site Responsible Person' training contact the WCC Property Risk Team on 01926 476850 email propertyrisk@warwickshire.gov.uk

3.4 Building general maintenance

- Schools are responsible for ensuring that the whole school environment is a **safe place of work and safe working environment** for pupils, staff and visitors that can include dealing with day to day reactive maintenance issues.
- The LA offers a property indemnity scheme which can be purchased by schools for landlord revenue funded repairs involving work associated with day to day reactive maintenance repairs. For more information go to the [WES website](#)
- The scheme offers coverage for all types of school property and includes work such as roofs, windows, heating, asbestos and electrical installations via qualified and competent contractors.

3.5 Working at height

The [Working at Height Standard](#) has been produced in accordance with Warwickshire County Council's (WCC) Health and Safety Policy and outlines the minimum requirements that must be met.

Formal Work at Height training will be required where working at height is an inherent part of the job role, e.g. caretaker/site manager.

The WCC standard for this training is that it **must** include the following:-

- information on identifying suitable equipment for the task
- information on checking the safety of the equipment **AND**
- a practical session, using ladders/step ladders and staff undertaking a physical exercise on how to check for defects and record the information
- information on safe use of the equipment
- where lean to ladders are used by staff on the training this **MUST INCLUDE** information on safe tie off/roof restraint/stand-off device as well as footing

3.6 Access equipment (step ladders/ladders, kick stools, mobile tower scaffolds)

- Formal inspections of ladders will vary in accordance with their usage in school.
- The [WCC Work at Height Standard](#) provides further detail including the following guides and checklists for schools to record their formal inspections: ladder user and inspection guide, stepladder user guide, [ladder and stepladder inspection checklist](#) and [kick stool checklist](#)
- A guide to the formal and informal inspections is included within the standards.
- School staff who use ladders and stepladders for an inherent part of their job must have practical awareness training on their use (*contact the WCC Corporate Health, Safety and Wellbeing Service for more information*). **Please see the Working at height section for additional advice.**
- The training will also provide the required competence for any staff in school that carry out formal inspections of ladders/stepladders.
- School staff using mobile tower scaffolds must attend and pass the basic prefabricated access suppliers and manufacturers association ([PASMA](#)) tower scaffold training course. Mobile tower scaffolds must always be assembled and inspected in accordance with the manufacturer's guidance.

3.7 Educational visits / off site trips

- The LA supports schools with learning outside the classroom and arranging a wide range of out of school activities, e.g. visits to museums, trips to the countryside, taking part in challenging and adventurous activities, residential trips etc.
- Schools must follow current Outdoor Education Advisors Panel (OEAP) [national guidance](#) to demonstrate that they are taking reasonable steps to manage risks.
- There is an LA requirement for schools to appoint an **Educational Visits Coordinator** and ensure they attend the EVC training at designated intervals as part of their competence.
- The EVC should be a member of the school senior leadership team or a senior member of staff who should be provided with sufficient time and resource to carry out the role effectively.

For more information contact 'EES for Schools' who provide outdoor educational visits advice and guidance to schools on behalf of WCC email educational.visits@essex.gov.uk telephone 01245 221022.

3.8 Fire prevention, fire safety and fire risk assessment

- Schools must ensure a high standard of fire safety management throughout their buildings and premises.
- Schools must aim to effectively reduce the risk of fire, protect property, maintain day to day school activities but **most importantly, protect life.**

- Under fire safety legislation a **suitable and sufficient fire risk assessment must be in place** to identify fire hazards and evaluate the risks.
- The fire risk assessment must take account of those at special risk, including persons with disabilities or mobility difficulties, as well as any persons sleeping on the premises e.g. events, fundraising etc.
- The assessment must also include an appropriate assessment of the building fire resistance and compartmentation.
- Fire risk assessments must also take account of others on the school site, such as children's centres, nurseries and community centres etc. and inform other employers of any risks to their employees.
- Based on the findings of the assessment, schools are responsible for ensuring that appropriate action is taken and for ensuring that **adequate and appropriate fire safety measures** are in place to minimise the risk of injury and loss of life in the event of a fire.

Fire safety measures should include:

- Controlling sources of ignition in school - limiting the fuel for a fire to start.
- Effective housekeeping and storage arrangements.
- Detection and warning systems (fire alarm, signage etc.)
- Fire evacuation procedures.
- Firefighting equipment (extinguishers).
- Maintenance and testing fire precautions; fire alarm system (weekly), emergency lighting system (monthly), fire drills (termly), servicing of fire alarm and emergency lighting system and fire extinguishers (annually).
- Records of tests, maintenance and drills carried out (fire precautions log book).
- Fire safety training appropriate to staff in school.
- Communication and cooperation between all parties sharing the school site ensuring fire safety measures are in place.

3.8.1 Carrying out a fire risk assessment

Fire risk assessments in schools **must be undertaken by a competent person** and be recorded.

Competence is defined as somebody with:

- Current knowledge and an understanding of fire safety legislation and assessment.
- Training, knowledge and experience in the principles of fire safety and fire hazards/ risks.
- An understanding of building structure for the types of building being assessed, with regard to fire spread, prevention and protection.
- Understanding of fire development and the manner in which people behave when exposed to fire.
- An appropriate academic level qualification.
- Training and experience in understanding fire risk assessment for a diverse range of premises/activities, and larger premises.

- Continued professional development and current membership of the [Fire Industry Association](#)
- Third party accreditation as preference.

3.8.2 Fire risk assessment framework contract

- The LA has a fire risk assessment contract in place for the completion of fire risk assessments that schools can purchase. The fire risk assessment is undertaken by a competent person and meets the requirements of the LA. The assessments are carried out across a 3-yearly programme **and must be regularly reviewed**, at least annually or sooner where required, particularly if circumstances change
- The cost of the fire risk assessment includes an inspection and assessment of the building(s) fire resistance and provision of a fire risk assessment document which includes a marked up floor plan of fire precautions.
- Action plans produced from the assessment will be prioritised across three main areas covering local management actions, repair and maintenance and structural fire barrier actions (which relate to the compartmentation and fire resistance provided by fire barriers within the structure of the buildings).
- Schools are responsible for ensuring that **appropriate action** is taken from the assessment undertaken.
- A contractor for fire risk assessments can be obtained by contacting property risk, contact details are: 01926 476850 email propertyrisk@warwickshire.gov.uk

3.8.3 Other Considerations:

- The review should be undertaken by the school based on the original assessment undertaken by the competent person.
- Where there are significant changes or an incident that affect the safety of the occupants, a new fire risk assessment should be undertaken by a competent person.
- In schools where the LA is the employer, [WCC Fire Safety Awareness training](#) **must** be completed by all staff on an annual basis, as a minimum, a record of training must be retained and kept in the school's fire precautions manual.
- The [WCC Fire Safety Management Policy & Arrangements](#) provides further information on the LA's minimum standards for fire safety management. This includes procedures and guidance on the completion of annual fire safety briefings, building emergency evacuation plans and personal emergency evacuation plans.
- For further advice and guidance, including the provision and availability of 'Site Responsible Person' training contact the WCC Property Risk Team on 01926 476850 email propertyrisk@warwickshire.gov.uk

3.9 First aid / health / medical

First aid:

- Schools must ensure they have sufficient, competent first aid provision for staff and children.
- Numbers of trained first aiders is based on an assessment of risk considering the size of the school and activities taking place.
- The [WCC First Aid at Work Policy](#) provides further information regarding first aid provisions for schools use.
- Schools must ensure the completion of an adequate first aid needs assessment, to determine specific first aid arrangements for activities on and off school sites. [Assessment forms](#) and [guidance](#) can be found on HS school documents.
- The DfE have produced a guide on the provision, installation and maintenance of automated external defibrillators on school premises. A copy can be downloaded from the www.gov.uk website. Further information regarding medical devices can be found in the medical device section of this document.
- For further details of first aid training available, refer to the training section in the H&S document library at www.warwickshire.gov.uk/schoolhsdocs
- Under the [Statutory Framework for the Early Years Foundation Stage](#), foundation stage classes in nursery, infant and primary schools **must** have at least one person with a current paediatric first aid certificate on the premises at all times when children are present. A paediatric first aid trained person must also accompany children on any off site visits/trips.
- First aid training including paediatric training must be sourced from a **competent** provider. For more information and advice, contact the WCC Corporate Health, Safety and Wellbeing Service.

Health / medical:

- Advice and guidance on health issues and the management of medical needs for children can be obtained directly from [Compass](#). This is provided by professionals and support teams who deliver preventative and universal public health programmes in schools across the county.
- Further detailed and specialist advice can also be obtained from the Schools' Health Team or Public Health England at www.gov.uk/phe
- The Department for Education also provide guidance on supporting pupils at school with medical conditions on their [website](#). Links to other useful resources are also included.
- Public Health England should be contacted for advice on any communicable diseases within school. Tel 0344 225 3560.

3.9.1 Medical Devices

A medical device is an article, instrument, apparatus or machine that is used in the prevention, diagnosis or treatment of illness or disease, or for detecting, measuring, restoring, correcting or modifying the structure or function of the body for some health purpose. Examples of medical

devices include but are not limited to: wheelchairs, hoists, stretchers or patient beds, defibrillators, first aid kits, syringes etc.

For guidance to the acquisition, deployment, maintenance, repair and disposal of medical devices and medical device training, refer to the Medicines and Healthcare products Regulatory Agency (MHRA) document - [managing medical devices](#).

More information regarding the scope and definitions of medical devices please refer to the [National Innovation Centre knowledge pages provided by the NHS](#)

Where relevant, schools should be aware of and subscribe to the [medical device alert](#) system run by government to alert users to recalls of drugs and medical devices.

3.10 Fume cupboards and local exhaust ventilation

- Must be inspected, examined and tested by a competent contractor at periods no greater than **14 months**.
- Further guidance on the safe management of local exhaust ventilation systems and dust extraction can be found on the HSE's website at www.hse.gov.uk/lev

3.11 Health and safety workplace inspections

- Schools must ensure a **safe place of work and safe working environment** for adults and children and those visiting.
- In practice, this can be done day-to-day by school staff as a routine visual inspection / check of their work areas.
- However, it is the LA's policy for all County Council workplaces including schools where the LA is employer, to also **undertake a more formal health and safety workplace inspection as a minimum on an annual basis**.
- An inspection is a simple way of identifying and evaluating any health and safety hazards in school that could cause harm, as well as some checks on records and documentation. It should concentrate on physical and environmental hazards, e.g. slippery surfaces, trailing cables, uneven floor/steps, unsafe equipment/machinery/ fixtures, poorly stored chemicals/substances etc.
- The inspection should cover all internal and external areas of the school that can be safely accessed.
- The process should then concentrate on taking any **appropriate action** needed to remove any dangers.
- Formal inspections must be undertaken by a competent person and be recorded.
- The competent person carrying out the inspection must have **suitable and appropriate experience** and the ability to correctly identify and evaluate hazards.
- Persons with no experience; should attend as a minimum the WCC Risk Assessment Workshop training as a basic introduction to the understanding of workplace hazards.

- In a secondary school environment, where **greater hazards exist** in laboratories and workshops the inspection process must be undertaken by somebody with a **greater knowledge and experience** of occupational health and safety issues. The attainment of an appropriate health and safety qualification, e.g. NEBOSH general certificate may be relevant in some cases.
- Special schools with different building facilities involving the management of pupils with special educational needs and other complex needs should consider this competence requirement as well.
- The [WCC Health and Safety Workplace Inspection Policy](#) provides further information, including an [inspection form](#) that should be used.
- Alternative inspection forms used must cover all areas and sections on the WCC inspection form and record any remedial actions.
- Governing bodies may also wish to carry out their own walk-through inspections of the school or to join in with the formal health and safety workplace inspection.
- The WES Safety and Premises Service offer traded health and safety inspection services for schools to purchase if they choose to do so. For more information go to the [WES website](#)

3.12 Classroom checks

- In addition to formal health and safety workplace inspections, schools should ensure that appropriate daily visual checks are undertaken by staff in classrooms/work areas.
- The Health and Safety Executive (HSE) have produced a simple one page 'classroom checklist' for schools that wish to record the checks undertaken; although this is **not mandatory** but is best practice and is not designed for specialist classrooms. www.hse.gov.uk/risk/classroom-checklist.htm

3.13 Goalpost Safety

In the UK recently, there have been many serious incidents, including fatalities, involving free standing goal post frames. Therefore, goals should be inspected regularly to ensure that they are safe to be used. The type and thoroughness of the checks may also vary with the type of goal. Points checked include (but not exhaustive) are: Missing components / Bent or damaged pieces / Anchors secured / Strength and Stability. N.B Type 3 inspection needs to be carried out by a competent person. For more information, please see the Goalpost Safety section of the school document library www.warwickshire.gov.uk/schoolhsdocs

3.14 Lifting equipment

- Lifting equipment for lifting people and accessories for lifting gear must be thoroughly examined by a competent person every 6 months.
- All other lifting equipment must be thoroughly examined at least every 12 months.

- Further guidance and information on thorough examination and inspection requirements including pre-use inspections, documentation and risk assessment are detailed in the [WCC Lifting Operations and Lifting Equipment Policy](#)

3.15 Maintenance, inspection, testing & use of machinery and equipment

- Schools are responsible for ensuring that equipment and machinery used for school activities is **suitable, fit for purpose and maintained**; and that any risks are prevented or controlled.
- Those that use equipment and machinery must be instructed on its safe use, with appropriate visual checks undertaken prior to use.
- Schools are responsible for identifying equipment and machinery that must be **formally inspected and tested** in accordance with relevant legislation and manufacturer's guidance. It must be carried out by a **competent** person. Equipment requiring statutory testing can be arranged via the insurance team and maybe part of a subscription service.
- Records of inspection and testing undertaken must be retained by schools and be accessible.
- Any defective equipment must be taken out of use, discarded or repaired by a competent person.
- Schools must take action from any recommendations given and ensure a record is made.
- The DFE have additionally produced a '[Good Estate Management For Schools](#)' which focuses on effective planning, and responsibilities for maintenance, rather than covering the wider subject of health and safety in school.

3.16 Management of contractors

- The safe management of contractors on school sites is an **important** part of health and safety for Headteachers and governing bodies to comply with the Construction (Design and Management) Regulations.
- It is an LA requirement in schools to appoint a **competent** person with sufficient knowledge to **safely manage and monitor contractors** working on site (*see health and safety training section*).
- The [WCC Safe Management of Contractors Policy](#) (Including Part 1 - Construction Work & Part 2 - Managing Contractor work guidance) provides further information which must be followed by schools.

3.17 Management of resilience, work-related stress and wellbeing

- Schools have a responsibility to promote the importance of health and wellbeing and for **preventing/reducing** the incidence and impact of work-related stress through effective management commitment and support.

- The LA promotes the [HSE management standards](#) approach to identifying and managing the causes of work-related stress at both senior leadership team and staff level.
- The [WCC Managing Resilience, Stress and Wellbeing Policy](#) provides further detailed information which must be followed.
- The LA has also produced [individual](#) and [team/role stress risk assessment](#) template forms to for use where deemed appropriate by certain risk factors.
- Managing resilience training is also available to schools (contact the WCC Corporate Health, Safety and Wellbeing Service for more information). The WCC Corporate Health, Safety and Wellbeing Service can be contacted at Barrack Street, Warwick, on 01926 476803 or by email: healthandsafety@warwickshire.gov.uk

3.18 Manual handling, including people moving and handling

- Schools have a duty to protect those carrying out manual handling activities from the risk of injury.
- The [WCC Manual Handling Policy](#) provides further information including a [specific risk assessment form](#) which should be completed for manual handling activities.
- Schools also have a duty to protect both staff and pupils from the risk of injury when carrying out manual handling activities involving the moving of children and young people.
- The [WCC Moving & Handling of People guidance](#) provides further information which must be followed by schools to ensure safe manual handling practice is in place.
- This specific guidance covers roles and responsibilities including training/competence for children handling trainers and the management of equipment, [risk assessment](#), [handling plans](#) and procedures to follow.
- The guidance supports the principles of 'The guide to handling of people; a systems approach' by Jacqui Smith.

3.19 Other plant and equipment

Any other plant and equipment should be inspected and tested **in accordance with legislation and manufacturer's guidance**. This includes electrical installations, gas appliances, pressure systems and other on-site equipment such as electrically powered gates/barriers etc.

[WCC health and safety guidance for powered \(automatic\) gates and doors](#) provides further information for schools on management and maintenance requirements.

Further guidance from the LA and other national recognised organisations should also be referred to for maintenance, inspection and testing requirements:

- Design and technology equipment – refer to the [WCC Safe Management of Design and Technology guidance](#) and [British Standard 4163:2014 - Health and Safety for Design and Technology in Schools and Similar Establishments - Code of Practice](#)

- Physical education/sports equipment – refer to relevant sections of the current ‘Safe Practice in Physical Education and Sport’ publication www.afpe.org.uk

The WES Safety and Premises Service offer some traded equipment inspection services for schools to purchase if required. For more information go to the [WES website](#)

3.20 Outdoor play equipment

- Must comply with current Standards adopted by the play industry; EN:1176 (play equipment) and EN:1177 (safety surfacing). All equipment supplied must have a certificate of conformity. The following inspections should take place:
- **Routine inspection** - basic pre use visual check by competent school staff (defects, breakages, cleanliness of area etc). Recorded using a simple brief tick sheet and signed.
- **Operational inspection** - detailed inspection of equipment by persons qualified to [Register of Play Inspectors International](#) or ISO17020 standards; completed on a termly basis and recorded.
- **Annual inspection** – carried out by persons qualified to [Register of Play Inspectors International](#) or ISO17020 standard; focuses on equipment compliance, long-term structural problems with a written report provided.
- When siting any new play equipment, schools should be mindful of existing structures and trees roots etc. A post-installation inspection is required for all new equipment installed.
- A guidance document is available via www.warwickshire.gov.uk/schoolsdocs
- For more information on inspections of play equipment, offered by the WES Safety and Premises Service visit www.warwickshire.gov.uk/wes

3.21 Personal safety

- Personal safety is a **shared** responsibility between a school and its staff.
- Schools must take reasonable steps to ensure that staff are able to work in a safe environment and assess and control risks from violence or the threats of violence as well as lone working.
- The [WCC Personal Safety Policy](#) provides further information which schools must follow to control risks to the lowest practical level.
- In addition, the WCC Corporate Health, Safety and Wellbeing Service have produced [guidance documents](#) which cover lone working, managing violence and aggression and working in other person's homes.
- Personal safety training is available to schools (*contact the WCC Corporate Health, Safety and Wellbeing Service for more information*).

3.22 Physical intervention / Team Teach programme

- The LA follows the advice provided by the DfE on the [Use of reasonable force in schools; advice for Headteachers, staff and governing bodies](#) publication.
- [Warwickshire guidance](#) on the use of force and physical intervention is also available.
- [Team teach](#) provides training to schools in behavior supports and interventions and is accredited by the British Institute of Learning Disabilities ([BILD](#)) and currently by, The Institute of Conflict Management.
- The training combines both theory and practice, emphasising the need for staff to **show restraint** rather than **apply** it; supporting schools in keeping staff and children safe through risk reduction based on dynamic risk assessment.
- Team Teach is the LA's **recommended standard** for managing challenging behaviour and the use of reasonable force.
- Training should be completed by all schools at the designated required intervals.
- For further information contact the Warwickshire Team Teach Strategic Lead; Vanessa Gilbert email Gilbert.v@welearn365.com
- To book training, contact the Warwickshire Team Teach Coordinator; Julia Jessup on 01926 742990 email juliajessup@warwickshire.gov.uk

3.23 Portable electrical appliance equipment (PAT) & stage lighting

- Should be formally inspected and tested by a competent person in accordance with the schools' assessment of risk.
- Testing should not exceed periods greater than 3 years (handheld power tools 6 months or annually). The [WCC Electrical Testing Policy](#) provides further detail and information on testing and frequency.
- An ESPO contract is in place for those schools that wish to purchase formal inspection and testing services.
- Stage lighting should be annually inspected i.e. Portable Appliance Test (PAT). The rigging/fixed bars for which the items are mounted onto will require a simultaneous inspection to identify whether they are being maintained safely, plus any signs of deterioration i.e. defect, damage, wear etc. For further advice, contact the WCC Service Contract Coordinator on 01926 412388 email jameshutson@warwickshire.gov.uk

3.24 Safety glazing / window restrictors

Safety glazing:

- Schools **must** ensure the safe management of all glass and glazing products.
- Where assessment identifies the risk of falling against or through glazing, adequate precautions must be taken.
- This may include provision of suitable safety film, replacement with safety glass or provision of barriers.

- Schools must ensure that an **up-to-date** glazing survey is undertaken by a competent contractor to determine the level of risk for all glazing installations, both internally and externally.
- Schools must take remedial action from the survey undertaken.
- The WCC Maintenance and Minor Works Service can arrange glazing surveys for schools. For more information contact the WCC Property Hotline on 01926 414123.

Window restrictors:

- Window restrictors are required in schools where people who are **vulnerable** to the risk of falling, have access to windows, and the windows are at such a height where anybody falling out of them is at risk of sustaining a serious injury.
- Schools must **assess the risk** to determine the potential for any adults or children to fall out of any window within their buildings.
- The WCC Corporate Health, Safety and Wellbeing Service have produced specific [Window Restrictors guidance](#) for schools to refer to and an assessment form to complete.
- The assessment must be kept up-to-date and reviewed at least annually, or following an incident or significant change in building usage/activities that increases the risk of falls to vulnerable people.

3.25 Swimming/hydrotherapy pools

- Swimming and its related activities are health-promoting; learning to swim and being confident in water provide the essential foundation for many water-based recreational choices and is also an important life-saving skill.
- The safe management of swimming activities, swimming pools and hydrotherapy pools are an essential and important part of health and safety management for schools that undertake these activities.
- The LA's health and safety standard for all swimming and aquatic activities are contained within the current edition of '**Safe Practice in Physical Education and Sport**' published by the Association for Physical Education (afPE) www.afpe.org.uk
- This must be followed to demonstrate that risks associated with swimming both on and off the school premises are adequately controlled.
- Areas covered include: general safe-practice issues; roles and responsibilities including training and competence for water safety; teaching and life guarding; safety routines and procedures for staff and pupils and swimwear and safety equipment.
- Management and monitoring arrangements including supervision levels are also included, as well as the use of hydrotherapy pools in special schools for children with specialist complex physical difficulties.

Schools with their own pools:

- Must **manage** and **operate** their pool in accordance with the Health and Safety Executive's current guidance on [Managing health and safety in swimming pools](#) (HSG 179 document) and;
- The Pool Water Treatment Advisory Group's (PWTAG) current guidance on [Swimming pool water – treatment and quality standards for pools and spas](#)
- Schools with pools must have appropriate numbers of suitably qualified adults for the safe management of all swimming activities, i.e. teaching, supervising and lifesaving – as stated within the afPE guidance.
- Persons managing the technical operation of swimming pool plant must be **competent** and attain an appropriate level qualification to **PWTAG** and **HSG 179** standards. [Palm Academy](#) is an example of a training provider.
- In smaller pools and where only programmed swimming takes place a two day pool operator's certificate training course will meet these requirements.
- In larger pools and where unprogrammed swimming takes place, this must be a full three day pool plant operator's certificate course.
- In order to maintain continued professional development, **appropriate update training** must be completed every 3 years.
- There must be at least two persons trained to these standards; **one trained person** must be on the school site at all times the pool is in use.
- The [Institute of Swimming](#) or [Safety Training Awards](#) provide pool training.
- Other training providers used must be **competent** and cover the same training content.
- Schools with pools must have robust pool safety operating procedures in place consisting of normal operating procedures, emergency action and appropriate risk assessments.
- An annual maintenance inspection and service of the pool and plant must be undertaken by a **competent** specialist approved contractor (*the WCC Maintenance and Minor Works Service can provide this*) and;
- An annual **health and safety inspection** of the pool must also be carried out by a competent person to identify and evaluate hazards and take appropriate action to remove any dangers. Checks of pool safety documentation, risk assessments and water testing records should form part of this process.
- The inspection can be undertaken by the competent persons managing the pool or by another competent provider.

Water testing:

- A comprehensive programme of water testing must be in place with satisfactory results in line with treatment and quality standards for pools recommended by the Pool Water Treatment Advisory Group.
- Microbiological testing / sampling **must** be undertaken and carried out by a **competent** person – a member of an accredited laboratory (monthly in swimming pools, weekly in hydrotherapy pools).

- More frequent samples will need to be taken where deterioration in water quality occurs or where contamination is found.
- Water testing and microbiological testing results must be recorded.
- Outdoor pools and other pools that close must be sampled prior to re-opening; the frequency determined by the competent person above undertaking / advising on microbiological testing.

The WES Safety and Premises Service offer swimming pool inspection and microbiological testing services for schools to purchase if required. For more information go to the [WES website](#)

3.26 Transporting children & young people

- Schools must ensure associated risks are adequately controlled when transporting children and young people in staff vehicles.
- This applies to off-site educational activities, sports events, performances and other field trips and events where members of staff use their own vehicles to transport pupils for school activities.
- The Driving at Work ([WCC Transporting Children Safely guidance](#)) provides further information which schools should follow.
- The guidance underpins and supports the [WCC Driving at Work Policy](#) and [Use of private vehicles guide](#)
- The guidance includes standards for child restraints and relevant template consent forms for schools to use.

3.27 Tree safety

- Governing bodies as persons in control of school premises must take reasonable steps to ensure the safety of the school site.
- Schools must ensure that regular visual checks on trees are made, especially after adverse or severe weather.
- Any significant damage or concerns must be reported to WCC Forestry in order that an assessment can be made and that any necessary action can be taken to ensure safety.
- WCC Forestry can provide further specialist advice and information on the safe management of trees.
- WCC Forestry have a record of the tree stocks on all WCC school sites and undertake ongoing cyclical inspections of these trees stocks on a three year rolling programme.
- The written consent of WCC Forestry should be gained before any tree pruning or removal works are planned or undertaken by anyone other than WCC Forestry operatives. The same goes for any tree planting so as any new trees are planted in appropriate positions giving due consideration to the presence of any overhead or underground utilities and other structures. This will give the trees themselves the best chances of establishing well.

- If any development, hard surface installation or other excavation is proposed in the vicinity of trees on the site, the advice of WCC Forestry should be sought so as the condition of the trees, and/or new structures, is not adversely affected, leaving the school with a potential future liability.
- For tree related issues and advice on school sites, contact WCC Forestry on 01926 736490 or email forestry@warwickshire.gov.uk.

3.28 Work experience

- The LA encourages secondary schools to provide work experience opportunities for young people in appropriate **safe managed** environments.
- Schools have a duty to ensure that young people on work experience **are not exposed to significant risks** to their health and safety.
- Following the Health and Safety Executive's guidance on work experience will help to demonstrate that schools are taking reasonable steps to manage risks <http://www.hse.gov.uk/youngpeople/workexperience/>
- Schools that provide work experience opportunities for their pupils must appoint a work experience coordinator. This should be a **competent** member of staff who is provided with sufficient time and resource to carry out the role effectively.
- Schools that provide work experience placements on site should also consider the separate [Health and Safety Manager's guide to work experience placements](#).

4 Curriculum specific

4.1 Design and technology

- The safe management of design and technology environments, including their activities are an **essential** and **important** part of health and safety management in schools.
- Potential significant risks can be associated with design and technology activities and use of workshops in secondary schools.
- The WCC Corporate Health, Safety and Wellbeing Service have produced separate [WCC Safe Management of Design and Technology guidance](#) to assist schools.
- In addition, [British Standard 4163 - Health and Safety for Design and Technology in Schools and Similar Establishments - Code of Practice](#) should be used and referred to by Heads of Department and Subject Leaders.
- The Design and Technology Association provide further information for schools: www.data.org.uk

4.2 Ionising radiations and radioactive substances

- Schools with radioactive substances **must adhere** and fully comply with the current version of CLEAPSS L93 document – [Managing Ionising Radiations and Radioactive Substances in Schools](#) and;
- Join the CLEAPSS RPA service organised through WES Safety and Premises Service.
- The Radiation Protection Advisor (RPA) can be contacted through WES Safety & Premises (wespremises@warwickshire.gov.uk).
- Schools with radioactive substances must appoint a teacher in charge of radioactive sources as their Radiation Protection Supervisor (RPS (Schools)); usually the Head of Science (or deputy), or Senior Physics Teacher.
- They must be competent and have attended relevant CLEAPSS training.
- A set of standard operating procedures and contingency plans must be in place for the management of radioactive sources.
- A full explanation of the roles listed above and their responsibilities are explained in the CLEAPSS L93 document.

4.3 Physical education and school sport

- The LA promotes high standards and safe practice in all aspects and at all levels of physical education and school sport.
- The LA's health and safety standard for all physical education and school sport activities are contained within the current edition of '**Safe Practice in Physical Education and Sport**' published by the Association for Physical Education (afPE) www.afpe.org.uk

- This must be followed by schools to demonstrate that risks associated with PE and sports activities both on and off the school premises are adequately controlled. These standards cover;
- Safe management and teaching principles; roles and responsibilities including training, risk assessment, equipment management and inspection.
- Essential learning for safe practice and guidance for specific activities such as adventure, aquatics, athletics, combat, dance, games, gymnastics and trampolining etc.
- All schools should have at least one copy of the safe practice manual which should be shared with relevant school staff, i.e. PE heads of department/subject leaders and coordinators.
- For further information contact: WES Safety and Premises:
WESpremises@warwickshire.gov.uk

4.4 Pottery Equipment

- Must be inspected and tested by a competent contractor on an **annual** basis.
- In accordance with current HSE guidance
- CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) provide further specialist guidance on many topics in ceramics including kilns which schools should follow.

4.5 Science

- The LA encourages schools and pupils to experience science activities and experiments in a safe managed environment.
- Science activities are an **essential** and **important** part of health and safety, particularly in secondary schools.
- Science activities need to be appropriately managed to adequately **control health and safety risks**.
- The LA's health and safety standard for all science related activities in schools is by following guidance produced by CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services).
- CLEAPSS is an advisory service providing support in science and technology for local authorities and schools.
- Their advice covers a range of health and safety in science material including the provision and use of model policies and risk assessments, chemicals (haz-cards), living organisms including animals, equipment, laboratory design and facilities, technician's activities etc.
- It also covers guidance on supervision levels of pupils/students when undertaking practical activities and using laboratories.
- CLEAPSS advice is by subscription as a member school which can be purchased through WES Safety and Premises Service. For more information go to the [WES website](#)
- Staff in schools carrying out science activities must be trained and competent to carry out their role.

Documentation:

- It is recommended that science departments in secondary schools have a separate health and safety policy in place, to include roles and responsibilities of teachers and technicians.
- [CLEAPSS](#) have produced a model health and safety policy template for science departments to use which can be further adapted by each school.
- Primary schools should follow guidance set out in the current 'Be safe – health and safety in primary school science and technology' – published by [The Association for Science Education](#)

Standards document produced by:

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HR Advisory Services
Resources Directorate
Warwickshire County Council
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