



# HEALTH & SAFETY POLICY

**Premises Committee: Summer 2024**

**Full Governors: Summer 2024**

**2024**

## Our Mission Statement

Our Lady of Grace RC Primary School recognises that each member of our community is unique and made in the image and likeness of God. Our School will encourage each member:

Through **WORK**, to develop his or her potential

Through **WORSHIP**, to learn to know and love God and His world

Through **WITNESS**, to proclaim to all the peace, joy and glory of God

As Catholics we live our faith through all aspects of our lives. Our Mission Statement underpins our thinking when implementing this procedure



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## **STATEMENT OF INTENT**

The School Governing Body and Senior Management Team recognise and accept their responsibilities for health and safety under both civil and criminal law.

As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.

In doing so, the school will expect all staff, parents, pupils and visitors to abide by the requirements of this policy.

In compliance with the Health and Safety at Work etc. Act 1974, this Schools Governing Body will ensure, so far as is reasonably practicable, that:

- The premises are maintained in a safe condition.
- Safe access to and egress from the premises is maintained.
- All plant and equipment is safe to use.
- Appropriate safe systems of work exist and are adhered to.
- Sufficient information, instruction, training, and supervision are available and provided.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for this policy to be properly implemented.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

This policy, together with the organisational structure of responsibilities and arrangements contained within it, will be reviewed annually.

In addition to this general health and safety policy the school has several policies which relate directly to specific areas of health and safety. These detailed policies set out the responsibilities and arrangements for the management of the risks arising from these areas and are listed in the appendices.

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## **1.0 ORGANISATION AND RESPONSIBILITIES**

**School level duties and responsibilities have been assigned to staff and governors as detailed below.**

### **Responsibilities of the Governing Body**

The Governing Body is responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to this health and safety policy and the procedures and standards it sets out.
- Reviewing the school's health and safety policy annually and implementing any new arrangements where necessary.
- Monitoring, reviewing, and evaluating the school's health and safety performance.
- Providing appropriate resources within the school's budget to meet statutory requirements and the local authority health and safety policy, procedures, and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to the local authority, or other body as necessary, any hazards which the school is unable to manage from its own budget and ensuring appropriate follow-up actions are taken.
- Seeking specialist advice on health and safety which the school may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the school via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

### **Responsibilities of the Health and Safety Governor**

The Health and Safety Governor is an important role in the management of health and safety within the school.

A guide to the responsibilities of the Health and Safety Governor can be found as Appendix 3. Training for School Governors is able at:

<https://www.nga.org.uk/Training-and-Development/NGA-Learning-Link-e-learning/Collections/Compliance/Health-and-Safety.aspx>



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## **NOMINATED HEALTH AND SAFETY GOVERNOR: Vacancy**

### **Responsibilities of the Head Teacher**

Overall responsibility for the day-to-day management of health and safety in accordance with this policy rests with the Head Teacher.

As manager of the school and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of resources.

The Head Teacher has responsibility for:

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including employees, visitors, and contractors.
- Carrying out health and safety and accident investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards and reportable incidents which cannot be managed within the school's budget.
- Ensuring that the premises, plant, and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority arrangements.
- Ensure that all accidents, incidents and near misses occurring within their department are promptly reported and investigated using the appropriate forms and are submitted to Bury Council / the HSE as required.

**HEAD TEACHER: Mrs. A K Casey**

The Head Teacher may choose to delegate certain tasks to other members of staff within the school. It should be clearly understood that the delegation of certain duties will not relieve the Head Teacher from the overall responsibility for health and safety within the school.

The task of overseeing health and safety on the site has been delegated by the Head to:

**Mr T A Collins                  Deputy Head Teacher**

**Mr D Markland                Site Manager**

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**Responsibilities of Teaching Staff / Non-Teaching Staff holding posts of special responsibility (as named above)**

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE, etc., and ensure that all staff for which they are responsible are aware of and make use of such guidance.
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their management.
- Resolve health, safety, and welfare problems that members of staff refer to them and inform the Head or other individual with delegated authority of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe to use and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Arrange for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.

**Responsibilities of Employees**

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Always comply with the school's health and safety policy and procedures.
- Report all accidents and incidents in line with the reporting arrangements.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety, and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their Line Manager.
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.





## 2.0 POLICY REVIEW

The Head Teacher / individual with delegated responsibility for health and safety will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Risk assessments and procedures should be reviewed, when necessary, at least once per year or sooner if there are any significant changes.

Workplace inspections should be undertaken on a regular basis and be integrated into the day-to-day management of the school.

Governors are required to take steps to ensure that they are kept informed of Bury Council's advice and guidance on health and safety matters.

To ensure that health and safety is a regular, termly, item on the agenda of relevant meetings.

## 3.0 HEALTH AND SAFETY GOVERNANCE ARRANGEMENTS

The school needs to ensure that appropriate arrangements for governance are in place with regards to health and safety.

These arrangements should include regular meetings of a specific health and safety group or a group / committee that has health and safety issues as standing agenda item, in addition to a named governor for health and safety.

### The Premises Committee

## 4.0 ARRANGEMENTS

### a) Competent Person(s)

School health & safety advice is given by:

**Mr Baker** (Bury) 0161 253 5143

**Mr Collins** Deputy Head

**Mr Markland** Site Manager

Details of competency requirements and sources of competent advice can be found in Appendix 2.

### b) Fire

The school will ensure that a fire evacuation drill is completed regularly and will record the date, time taken to evacuate and any other relevant details in the fire log.

The fire log will be kept up to date. School also holds fire alarm checks and fire door (means of escape) checks, emergency lighting checks, fire extinguisher checks, & contractor visits.

If disabled people are regularly on site, arrangements will be put in place to evacuate safely. The Headteacher / Governing body will ensure a fire risk assessment is completed and Information on the selection of a competent Fire Risk Assessor can be found in Appendix 1.



All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are always kept clear. For further details please see the school's fire procedures (website).

### c) **Health and safety reporting procedure**

The school must implement a system for recording, investigating, and taking appropriate action for injuries, illness (including stress related ill-health), violence, dangerous occurrences and near misses and situations where health and safety risks are not appropriately managed.

Reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be completed using the HSE's online reporting system at <http://www.hse.gov.uk/riddor/>

The Council must be informed whenever a RIDDOR report is submitted. There is an option to receive a copy of the report during the online reporting procedure, this must be chosen, and a copy of the report should be held at the school with a copy forwarded to the Council via email to [HSS@bury.gov.uk](mailto:HSS@bury.gov.uk).

The headteacher is responsible for ensuring that all reported situations are investigated appropriately, that RIDDOR reports are submitted when required, and that a copy of each RIDDOR report is forwarded to the Council.

Information on RIDDOR for schools can be accessed through:

<https://www.hse.gov.uk/pubns/edis1.pdf>

### d) **Administering of Medicines**

The school must follow DfES guidance on the dispensing of medicines within their school. See the school **Care Plan Agreement** (website).

Further guidance can be found at:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

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**e) First Aid**

A first aid needs assessment is carried out and regularly reviewed.

A list of all first aiders is displayed on the Health & Safety Noticeboard.

First aid kits are located around school.

Portable kits are available for off-site trips and visits.

**f) Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g., chronic, or ongoing medical conditions.

See the school **Care Plan Agreement** (website).

**g) Display Screen Equipment (DSE)**

The duties under the Display Screen Equipment Regulations require the employer to assess the risks to the health and safety of its employees from the use of DSE.

All staff who habitually use computers as a significant part of their normal work (continuous or near continuous spells of an hour at a time) will be asked, in the first instance, to complete a DSE Self-Assessment. A template DSE Self-Assessment Form is available from the HSE at the following link:

<https://www.hse.gov.uk/pubns/ck1.htm>

The school must provide furniture and equipment that enables the necessary set-up and adjustments covered by the assessment document to be made. The school may delegate completion of the assessment to the individual to complete as this will ensure that they have the relevant knowledge needed for work at a DSE workstation.

Free eye and eyesight tests and support with purchasing of corrective appliances such as glasses where specifically required for DSE use must be made available to these staff.

Further guidance is available at: <https://www.hse.gov.uk/pubns/ck1.pdf>

**h) Training**

The Head Teacher will ensure that all staff have suitable and sufficient training to complete the tasks required of them.

All members of staff, as part of their Induction to the school, will receive training on the requirements of this policy.

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**i) Managing Contractors**

The school-based person appointed to liaise with & monitor contractors on site is Mr D Markland.

The school must have appropriate arrangements in place for the control of Contractors that they engage. This will include arrangements for the: appropriate selection, including ensuring that pre-work checks are carried out to verify the contractor has the appropriate insurances and competencies to carry out the works; provision of appropriate information (e.g. on asbestos containing materials at the school and emergency arrangements); supervision and monitoring of the works undertaken by the contractor.

**j) Asbestos**

See Asbestos Management Plan (school office).

The Asbestos Contractors will ensure that:

- The asbestos register is developed by a competent surveyor (see Appendix 2) and is subsequently maintained with any changes recorded. Any limitations and where additional surveying is required should be clear within the register e.g. any areas or materials that could not be accessed including (but not limited to) materials that may be within structures but not accessible on the surface of them.
- Any person who is to undertake works on the site must provide evidence that they have undertaken asbestos awareness training (see Appendix 2). They must use the asbestos register to identify asbestos containing materials which could be disturbed during the work that they will carry out. This must be done in conjunction with a member of school staff who has knowledge of the register and the building to ensure that the register is not misunderstood. Work must be designed so that it can be carried out safely without anyone facing uncontrolled risks of exposure to asbestos. The person undertaking the work and the school representative must sign a declaration confirming that these checks have been undertaken before any work that disturbs the materials in question takes place.
- Materials identified in the asbestos survey must be assessed by school representatives in conjunction with the competent surveyor with decisions made on how to manage each material (e.g., remove under controlled circumstances; seal/encapsulate under controlled circumstances; leave in situ, and design activities so that the materials do not get disturbed or damaged; undertake regular checks that materials have not become damaged; undertake checks whenever unplanned events such as leaks or structural damage occur which may damage materials)
- The school has an Asbestos Management Plan which details how asbestos materials will be managed by the school. This will include how regularly and when the materials are checked; who will undertake the checks (this should be someone within the school, the competent surveyor might also provide less frequent assurance checks, but these should not be in place of local schedules); when and how the register and material assessments are updated (e.g., when changes in the condition of asbestos materials occur and when materials are removed or treated); arrangements for ensuring that asbestos materials are identified before anyone carries out work (second bullet point above); what to do if a material becomes damaged.

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The Asbestos Register is held (school office on request/Site Manager).

**k) Electrical Installations**

Arrangements need to be in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

**l) Electrical Appliances**

The school will have all portable appliances inspected and tested by a competent person as per the 'Statutory and Recommended Checks' table below.

All staff will visually inspect electrical equipment before use for obvious defects.

A contract is available providing PAT via Bury Council. Details of the contract can be found as Appendix 3.

Frequency of portable appliance tests should be in line with HSE guidance – see link <https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

**m) Control of Substances Hazardous to Health (COSHH)**

All substances which may be considered hazardous to health must have been assessed (within science – these are covered by CLEAPSS Hazards).

To produce a COSHH Risk Assessment for a substance a Manufacturers Safety Data Sheet (MSDS) must be obtained. These are available from manufacturers (usually through product suppliers) and it is the school's responsibility to obtain any relevant MSDS.

A copy of the MSDS and COSHH risk assessment will be available in the location where the chemicals are used / stored.

Any person using these chemicals must ensure that they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemicals onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

Local Exhaust Ventilation (LEV) e.g., fume cupboards, dust extraction in CDT etc.

The school must have arrangements in place to appropriately manage LEV systems.

The requirements are:

- Review of equipment by competent person
- Maintenance and servicing
- Annual testing



Appendix 2 covers competency.  
See also w) Health Surveillance

### **n) Legionella**

School will ensure that:

- A legionella risk assessment is undertaken by a competent assessor and that it identifies any corrective actions (e.g., removal of dead pipe runs, unused water cylinders, etc.), any testing and treatment that is needed; any maintenance schedules such as bleeding/running off or flushing water systems at regular intervals
- A competent person is identified, and that appropriate training is provided to them so that they can undertake their role
- That the testing, treatment, and maintenance schedules are fully and properly implemented, and records are kept.

The school has a legionella risk assessment which is available from the school office on request/Site Manager.

Further guidance from the HSE can be accessed at:  
<https://www.hse.gov.uk/legionnaires/index.htm>

### **o) Health and Safety Monitoring and Inspections**

Regular visual inspections of the site and installations, from which defects are documented, is carried out by the Site Manager.

A general inspection of the site, which is documented, is carried out termly by the Site Manager.

The Health and Safety Governor will ensure that inspections of the school and safety management systems are reviewed regularly and report back to both the relevant sub-committee and full governing body meetings.

### **p) Manual Handling**

The school completes risk assessments on any significant manual handling tasks.

Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift pupils, they will have access to appropriate guidance on moving and handling techniques along with the use of any specific equipment they may be required to use, such as hoists and slings.

### **q) Lone Working**

Staff are encouraged not to work alone in school. Where lone working is deemed necessary it is risk assessed and monitoring systems are put in place. Further guidance from the HSE is available at:

<https://www.hse.gov.uk/lone-working/index.htm>

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**r) Offsite and Educational Visits**

The school should follow Bury Council Educational Visits and Activities Guidance, with reference to OEAP National Guidance.

**Use should also be made of the 'Evolve' service (contact through David Scourfield) to access template risk assessments and national guidance.**

**A link to this service can be accessed at:**

[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=buryvisits.org.uk](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=buryvisits.org.uk)

**s) Infection Control**

UK Government guidance on infection control in educational settings should be followed and can be accessed from the following link:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Latest guidance on the control of COVID 19 can be found on the Public Health England website.

A link to the latest UK Government guidance on COVID 19 within schools can be found at:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

**t) Work Equipment and Procurement Arrangements**

All work equipment will be purchased from reputable suppliers.

Before purchase the following considerations must be given:

- The installation requirements
- Safety considerations (noise, vibration, emissions, guarding)
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it will ensure a competent contractor is used). Further guidance from the HSE can be found at: <https://www.hse.gov.uk/work-equipment-machinery/>

Any personal protective equipment (PPE) required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment.



PPE is a last resort in terms of managing risk, therefore the school should consider other risk control measures such as elimination of the risk through not undertaking the task or substitution for an alternative task.

Procurement of equipment and/or services must follow Bury Council approved procurement arrangements. Where the school chooses not to apply these arrangements it must have alternative arrangements in place which are to at least an equivalent standard.

Health and safety implications must be considered when procuring equipment, materials, and services.

#### **u) Radioactive Sources**

The need for use of radioactive sources in science will be reviewed and a decision will be made as to either safely dispose of the sources or to maintain them and employ the services of an independent radiological protection adviser (as required by the Ionising Radiations Regulations 2019). The UK Health Security Agency will be contacted:

- For advice and services around disposal of radioactive sources, or
- For radiological protection advice and services

Contact details for the UK Health Security Agency are provided in Appendix 2

#### **v) Risk Assessments**

Risk assessments are completed for significant risks and appropriate risk management arrangements must be put in place in line with the risk assessment findings. These cover curriculum-based activities in school, school visits and the running of the school buildings and grounds

Responsibility for carrying out risk assessment rests with the relevant managers within each department of the school. Note that assessments are best carried out collaboratively with those who undertake the roles and tasks in question and staff within each school department should be able to have appropriate input.

Risk Assessments are available for all relevant staff to view.

Risk assessments are working documents and will be viewed by staff carrying out the activity.

Risk Assessments will be regularly reviewed or whenever there is a significant change to the activity/task /personnel or following an accident.

Specific risk assessments relating to individuals, e.g., a member of staff or young person/pupil are held on that person's file and will be undertaken by their line manager or teacher as required.



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**w) Work at Height**

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment, with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks). Further guidance from the HSE can be accessed at:  
<https://www.hse.gov.uk/toolbox/height.htm>

**x) Health Surveillance**

The school must take account of the health surveillance requirements associated with certain areas of work (e.g., contact with wood dust) and have appropriate arrangements in place.

Further guidance is available at:  
<https://www.hse.gov.uk/health-surveillance/index.htm>  
<https://www.hse.gov.uk/woodworking/wooddust.htm>

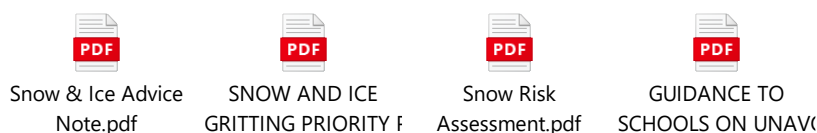
See also m) COSHH

Please note anyone who is regularly exposed to wood dust is required to undertake health surveillance.

**y) Winter Arrangements**

Schools must have appropriate arrangements in place to control hazards associated with Winter weather.

Included below are relevant guidance documents:





## 5.0 STATUTORY AND RECOMMENDED CHECKS

This table details the statutory and recommended checks that must be in place within the school. Some of the checks will form part of the work responsibilities of school managers/staff and others will require the engagement of specialist contractors. **Our Lady of Grace uses an electronic version of this record.** Available from the school office on request.

	On Site Y/N	Contractor	Address	Contact Number	Frequency of Visit	Location/File service report held
Access Equipment including ladders + stepladders						
Air Conditioning						
Asbestos						
Automatic Doors & Access Systems						
Building Structural Surveys						
Catering Equipment & Ventilation System						
CCTV						
Chemicals Safety (COSHH)						
Contractors						
Design Technology & Workshop Equipment & Machinery						
Drainage						
Electrical Installations + PAT						
Electromagnetic Fields						



## HEALTH & SAFETY POLICY & PROCEDURES

2024

Emergency Arrangements (other than Fire)						
Emergency Standby Generators						
Equipment & Machinery						
Fire (incl. Fire Risk Assessment, Detection + Alarm Systems, Extinguishers, Emergency Lighting, Safe Access and Egress Emergency Plan)						
First Aid						
Fume Cupboards						
Gas Installations, Pipework & Equipment (Boilers)						
Gates Barriers and Fencing						
Glazing						
Grounds Maintenance & Tree Management						
Gymnasium & PE Equipment						
Health & Safety Information & Communication						
Housekeeping						



Legionella and Water Hygiene Management (including Lead in Water)						
Lifting Equipment used for lifting people (e.g., lifts and hoists)						
Lifting Equipment						
Lifts (Goods & Passenger)						
Lightning Conductors						
Local Exhaust Ventilation Systems (LEV)						
Oil – storage of fuel oil- & oil-fired boilers						
Playground Equipment including Adventure Play Equipment						
Pottery Kilns						
Pressure Systems & Compressors						
Radon						
Risk Assessments						
Security - Alarm System, Keyholder Service etc						
Shared Premises and/or Hiring Out of School Buildings/Facilities						



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Stage Sound Equipment						
Stage Lighting Equipment						
Swimming Pool						
Temporary Accommodation (e.g., Portakabin)						
Ventilation Systems						
Waste Management						
Window Cleaning						
Winter Arrangements						
Working at Height						



## APPENDIX 1

### Health and Safety, Procedures, Arrangements and Guidance

The Health and Safety Policy identifies core requirements for health and safety management.

Consideration should be given to areas where more detailed arrangements may be helpful.

Suggestions include (*amend as appropriate to the school*)

1. Fire
2. Accident Reporting
3. First Aid (HSE and DfE requirements)
4. Managing Medical Conditions
5. DSE
6. Control of Contractors
7. Asbestos Management
8. COSHH
9. Legionella Prevention
10. Manual Handling
11. Lone Working
12. School Journey and Visits
13. Work Equipment (Including PPE)
14. Risk Assessment
15. Stress Policy
16. Work at Height Guidance
  - <https://www.hse.gov.uk/risk/classroom-checklist.htm> checklist for classrooms
  - [slips and trips in educational establishments](#)
  - [on-site vehicle movements](#)
  - [selecting and managing contractors](#)
  - [good estate management for schools](#)
  - [school building design and maintenance](#) (and where necessary examination and testing)
  - [manual handling](#)
  - [managing work-related stress](#)

Additional information and guidance is available through the following links:

Department for Education 'Health and Safety Responsibilities and Duties for Schools':

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Health and Safety Executive:

[Education: health and safety in schools, further and higher education \(hse.gov.uk\)](https://www.hse.gov.uk/education/)



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## APPENDIX 2

### REQUIRED COMPETENCIES FOR HEALTH AND SAFETY ADVICE AND CONSULTANCY SERVICES

#### Occupational Safety and Health Consultants

In 2010 the Government commissioned a review of health and safety management in Great Britain. One of the findings outlined in the subsequent report “Common Sense Common Safety” was a need to improve the professional competency of health and safety consultants because anybody regardless of qualification or experience could set up as such at the time.

The Health and Safety Executive (HSE) were asked to oversee the development of a professional health and safety consultants register, working in conjunction with relevant professional bodies. This resulted in the setting up of The Occupational Safety and Health Consultants Register (OSHCR), which can be accessed via the following link: <https://www.oshcr.org/>

The OSHCR search facility allows organisations to search by geographical location, sector specific speciality (e.g., Education), and by specialist services within the health and safety field (e.g., asbestos, stress, etc.) It also provides a profile of each consultant.

As mentioned, the HSE encourages organisations to develop and/or use in-house health and safety expertise. It also makes it clear that organisations are responsible for ensuring the competency of health and safety consultants should they decide to use external services. Unless work falls into one of the categories discussed below, in which case competency can be assured as described, only Occupational Health and Safety Consultants that are on the register or who are qualified to join should be engaged in Bury's schools.

#### Asbestos

##### ***Selecting a competent asbestos surveyor***

The HSE provides guidance on selecting a competent asbestos surveyor, which can be accessed through the following link:

<https://www.hse.gov.uk/asbestos/surveyors.htm>

Note that the link includes a further link to the United Kingdom Accreditation Service (UKAS) website. UKAS accredits surveying bodies, and their website can provide help in finding a surveyor.

##### ***Asbestos awareness training***

The HSE provide advice on asbestos awareness training, including the use of e-learning. This can be accessed through the following link:

<https://www.hse.gov.uk/asbestos/training.htm>

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## **Competency of fire risk assessment consultants**

The Fire Risk Assessment Competency Council consists of representation from the various national fire safety bodies. The Council encourages an in-house approach to fire risk assessment whilst recognising the need for external support for more complex assessments. It recommends the use of fire risk assessment companies, including sole traders, which are third party certificated to appropriate schemes operated by United Kingdom Accreditation Scheme (UKAS) accredited Certification Bodies. The attached document provides guidance on choosing a competent fire risk assessor together with details of the various accredited Certification Bodies.

Irrespective of whether external fire risk assessment consultants are engaged, managers responsible for school buildings must ensure that:

- There is local input into the process e.g., about building use, activities and behaviours that take place, which could affect levels of fire risk and influence the arrangements that are put in place
- Full ownership is taken of the actions and emergency plans that are designed and agreed through the risk assessment process
- Assessments and arrangements are reviewed whenever significant changes occur, including temporary changes e.g. whilst contractors are on site

More information is available in the following guide:



A Guide to Choosing  
a Competent Fire Risk

## **Competency for thorough examination and testing for local exhaust ventilation**

Local exhaust ventilation (LEV) is designed to remove pollutants that are generated through work and classroom activities from the air before they can affect anyone. LEV systems should be fitted in craft, design and technology rooms e.g., where wood dust is generated or where there are processes that create fumes; and in science areas (fume cupboards are a form of LEV). LEV systems must have an annual thorough examination and test (whilst a 12 monthly check is needed, a maximum of 14 months is allowed to provide flexibility around the availability of consultants by a competent person).

Checks in Secondary schools following the identification of concerns about standards in thorough examination and testing of local exhaust ventilation have found that, in some cases, the consultants that have been used are not suitably qualified. You will need to ensure that consultants have:

- The British Occupational Hygiene Society (BOHS) Certificate P601 - Thorough Examination and Testing of Local Exhaust Ventilation Systems
- or**
- A specific Thorough Examination and Testing of Local Exhaust Ventilation Systems qualification through the Chartered Institute of Building Services Engineers (CIBSE)
- or**
- Other equivalent qualification (please contact Alan Manchester (details below for advice on equivalence)

The following qualification would also be desirable:

- The British Occupational Hygiene Society (BOHS) Certificate P602 - Basic Design Principles of Local Exhaust Ventilation Systems





## **Radiological**

The UK Health Security Agency is an executive government agency which provides advice (amongst other areas) on services around the disposal of radiological sources and/or provision of Radiological Protection Adviser services.

More information is available through the following link:

<https://www.ukhsa-protectionservices.org.uk/rpa/rpaservices/>

UK Health Security Agency radiological protection services can be contacted through the following link:

<https://www.ukhsa-protectionservices.org.uk/rpa/contact>



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## **APPENDIX 3 Health and Safety Governor Responsibilities**

### **HEALTH AND SAFETY GOVERNOR**

The Head Teacher is usually the responsible 'person in charge of the workplace' but the governing body is responsible for setting the policy and agreeing strategy and procedures to implement that policy. In health and safety matters schools are mainly concerned with:

- Accident reporting and investigation: by whom and to whom.
- Fire hazards and safety.
- Regular checking and maintenance of electrical installations and appliances.
- Site maintenance and cleaning: standards and frequency.
- Safety training and awareness.

The governing body needs to be satisfied that the school is monitoring safety in:

- The playground.
- Fire drills.
- School journeys.
- School transport.
- Vehicle movement on the school site.
- Contractors working on site.
- Practical subject areas e.g., chemistry, cooking, pottery.
- Waste disposal, e.g., fume cupboards.
- Maintenance of equipment e.g., electrical appliances.
- Repairs e.g., broken windows.
- Letting parts of the premises.
- Asbestos sealing and removal.

The governing body can include the duty to monitor health and safety procedures in the terms of reference of the premises committee or can designate one governor to have specific responsibilities for it.

The Health and Safety Governors should:

- Work with the school health and safety representative to ensure that the school has a health and safety policy and has decided appropriate health and safety procedures and practices to be undertaken by the school.
- Work with the school's health and safety representative to make regular termly health and safety inspections of the school premises.
- Keep the governing body informed of health and safety issues.
- Keeping informed by reading new materials and information relating to health and safety matters received into the school or published in educational health and safety publications.
- Attend appropriate training.



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## APPENDIX 4

### PORTABLE APPLIANCE TESTING CONTRACT

#### Contractor Details

Bexan Limited  
Bexan House  
16 Charlbury Way  
Oldham  
OL2 6PD

Contact:  
Gillian Kirkby  
Office Manager  
Tel: 01706-846-111  
E-Mail: [gill.kirkby@bexan.com](mailto:gill.kirkby@bexan.com)

#### Details of Contract

Following a full tender process, the contract for the inspection, testing and labelling of portable electrical appliances has been awarded to Bexan Limited. Items will be inspected and tested at the following prices:

1	Formal Visual Inspection Only	£0.42p
2	Combined testing and inspection	£0.63p

#### **Please Note:**

There is a minimum charge of £10.00

All engineers are checked by the Disclosure & Barring Service (DBS) to an enhanced level carry enhanced DBS photo Identification badges. When a visit has been arranged, the relevant contact at the establishment will be notified of which engineer will be attending. All engineers wear a corporate uniform and drive liveried vehicles. After completion, Bexan will provide certification of completion along with an electronic register report of the test results.

The contractor will be required to test appliances in line with guidance issued by the Health and Safety Executive (**Appendix 1**) or as agreed with individual establishments. However there is more specific guidance that is more focused towards a School environment that you may wish to follow. The 'Code of Practice for In-service Inspection and Testing of Electrical Equipment guidance' is industry guidance provided by the Institution of Engineering and Technology (IET). The IET have taken into account the HSE'S view that promotes a proportionate risk-based approach when assessing the safety of electrical equipment. (**Appendix 2**)



## Benefits of using this contract

- 1 Competitive testing price fixed for duration of contract
- 2 Assurance that the contractor has been checked on:
  - i Health & safety
  - ii Financial standing
  - iii Insurances
  - iv Ability to meet our requirements

## Payment Terms

30 days from receipt of invoice

## For further information

Please contact Corporate Procurement on 0161 253 5744 or by emailing [corporateprocurement@bury.gov.uk](mailto:corporateprocurement@bury.gov.uk).

## Appendix 1 - HSE Guidance

Equipment/environment	User Checks	Formal Visual Inspection	Combined Testing and Inspection
Battery Operated (less than 40 volts)	No	No	No
Extra low voltage (less than 50 volts AC) Telephone equipment, low voltage desk lights	No	No	No
Desktop Computers, VDU screens	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: not handheld, rarely moved	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated (class II) equipment: not handheld, moved occasionally e.g. fans, table lamps	No	Yes, 2-4 years	No
Double insulated (class II): handheld e.g. some types of floor cleaner, some types of kitchen equipment	Yes	Yes, 6 months – 1 year	No
Earthed equipment (Class I): electric kettles, certain floor cleaners, certain types of kitchen equipment	Yes	Yes, 6 months – 1 year	Yes, 1-2 years

Cables (leads and plugs connected to the above) and mains voltage extension leads and battery charging equipment	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes , 1- 5 years depending on the type of equipment it is connected to
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This table is also contained in the following information leaflet: [HSE INDG236 - Maintaining portable electric equipment in low-risk environments](#).

## **Appendix 2 - IET Guidance**

Type of equipment	User checks	Class I Formal Visual Inspection	Class I Combined Inspection and Testing	Class II Formal Visual Inspection	Class II Combined Inspection and Testing
Stationary equipment	Weekly	None	12 months	12 months	48 months
Information technology equipment	Weekly	None	12 months	12 months	48 months
Movable equipment	Weekly	6 months	12 months	12 months	48 months
Portable equipment	Weekly	6 months	12 months	12 months	48 months
Hand-held equipment	Before use	6 months	12 months	12 months	48 months

A health and safety briefing provided by the IET in relation to Portable Appliance Testing can be found at: [IET Health & Safety Briefing No.34C](#)