

Children and Young People's Services

Community and Voluntary Controlled Schools' Health & Safety Organisation & Arrangements

Background

This document forms part of the Council's Health & Safety Policy and should be read in conjunction with the main policy document. It defines the responsibilities of key managers both in the Children and Young People's Services (CYPS) Directorate and in schools for which the Council is the employer (community & voluntary-controlled schools) in relation to the management of occupational safety and health. This Policy and the activity which it requires are derived from the legal duties placed on the Council under the Health & Safety at Work etc. Act 1974, its daughter regulations and other legislation applicable to employers and controllers of premises.

Introduction

Newham Council has delegated the majority of the budget relating to the operation of schools to individual establishments. The responsibility for the day-to-day management of occupational safety and health has therefore also to a large extent also been transferred to establishments. However, in community and voluntary-controlled schools the Council is still the employer, and could therefore ultimately be held to account for any health & safety failures in these schools.

Individuals, managers & leaders in schools should be aware that they could individually be held to account [criminally/in civil action/disciplinary procedures], for failings in the management of health & safety in their establishments if they are deemed to have been negligent.

The CYPS Directorate is committed to ensuring that appropriate standards of health & safety are maintained in the schools within its control. It sees the benefits of this objective as:

- Ensuring the safety and health of students, staff, visitors and contractors;
- Compliance with its statutory and common law duties (and associated reduction in risk of potential criminal or civil action);
- Preservation of assets through improved management.

This document defines how the Directorate's objective will be implemented, both at a Directorate and establishment levels.

Format

The document is divided into two main sections:

- Children and Young People's Services;
- Schools.

At the end of the document there is an Appendix which contains information on sources of information which may prove useful to schools.

CYPS

Director of Education, Inclusion and Achievement

The Director is responsible for:

- Showing personal commitment to the achievement of this Policy's objective;
- Ensuring adequate resource is made available to deliver this Policy within the Directorate;
- Ensuring this policy document is maintained and implemented;
- Monitoring the implementation of this Policy;
- Ensuring that any significant risks which have not been resolved are rectified, if necessary using the Authority's powers under the Schools Finance (England) Regulations 2012.

Head of Education Access and Infrastructure Service

The Head of Service is responsible for ensuring:

- This Policy is communicated to Schools and that the headteachers and chairmen of governing bodies understand their responsibilities;
- This Policy is reviewed to ensure it remains effective;
- Robust monitoring arrangements are in place to monitor the implementation of the policy in individual establishments;
- Informing the Director of Education of any significant health & safety risks which it has not been possible to resolve with the establishment;
- employees undertaking monitoring or advisory roles are competent;

School Support Services Commissioner

The Commissioner is responsible for ensuring:

- that individual school's progress with their SMS action plans is monitored;
- Schools are formally notified of any serious failings in their safety management system, the action which the Authority requires them to take to resolve the issue and the time period in which the work must be completed;

Monitoring Arrangements

The following monitoring arrangements will be implemented:

- Annual health & safety monitoring checklists (to be completed by schools and checked by CYPS);
- 10% on-site verification of checklist data;
- Independent auditing of SMS (the frequency of audits to be between 1-3 years using a risk-based criteria).

Schools

Introduction

This section describes how the Council requires schools to manage occupational safety & health and the responsibilities of key individuals in establishing and maintaining their school's safety management systems.

Responsibilities

Headteacher

- In order to be able to demonstrate that Headteachers can competently¹ discharge their duties listed below they must have ensure they have suitable health and safety training. The Council sets a standard of the IOSH Managing Safely course for the medium to high risk service managers to complete. Headteachers of Community and Voluntary Controlled schools are required to ensure they recognise the risks in their activities and can apply the right measures to control and manage those risks. Headteachers can either complete the IOSH Managing Safely course or a course that will demonstrate the required standard of competence. If suitable training has not already been undertaken, then training must take place within 12 months of taking up the post (*or within 12 months of the issue date of this document for existing headteachers*). Competence is the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis (HSG65).

The Headteacher is responsible for ensuring that a safety management system is implemented which is modelled on the HSE's "Successful Health & Safety Management" (HSG65) document. In particular:

- They demonstrate personal commitment to the achievement of high standards of health, safety and welfare;
- The School has a current (reviewed at least annually) health & safety policy² which adequately defines the responsibilities of staff & governors and the arrangements in place to manage health & safety at the School*;The School has a method or recognising hazards which identifies the activities undertaken by the School and whether or not a detailed risk assessment is required for each activity identified; The School has regular access to competent advice on occupational health & safety management*;
- The School has a Safety Management System Action Plan as required (for any issues that that have been identified as required to be implemented);
- Employees at the School have appropriate levels of competence for the work activities which they are required to undertake;
- Systems are in place to enable effective communication of health & safety information & instruction to employees;

¹ hsg65.htm or visit the website at www.hse.gov.uk/managing.

² Management of Health & Safety at Work Regulations 1999, Regulation 13

³ Health & Safety at Work etc Act 1974, Section 2

- Systems are in place to facilitate effective consultation on health & safety matters with the School's teaching and non-teaching staff or their elected representatives (e.g. trade union safety representatives or representatives of employee safety);
- Systems are in place to ensure effective communication on risks and co-operation with other employers working on the site (e.g. contractors/shared sites) and site users (e.g. lettees);
- The buildings (including fixtures & fittings) and site are maintained and inspected in order to ensure they remain safe and available for use;
- Work & play equipment is maintained and inspected in order to ensure it remains safe and serviceable [*note: "safe" in the context of equipment which requires statutory inspections means that it has been subject to the necessary thorough examinations within the timescales prescribed by the relevant legislation*];
- Systems are in place to manage & record accidents/incidents; and where appropriate these are reported using the Council's established procedures (see section at end of policy);
- Suitable & sufficient risk assessments are in place for all activities identified as requiring one in the hazard register;
- Adequate monitoring is undertaken to ensure that the above requirements are implemented;
- Requests for information made by the Council, in the performance of its duties as the employer, are processed in a timely manner.

*See the sections below on policy document contents and selecting a competent advisory service for further details.

Governing Board³

The Governing Board, having control of the premises, must take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises.

The Board of Governors role is to ensure clarity of vision, ethos and strategic direction. The Board of Governors may have control of the premises both during and outside the school day, and may oversee a delegated budget for some maintenance activities

Responsibilities

- Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.

³ <http://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>

- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate.

Key message

The Governing Board have a key part to play in tackling risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

For full details of the standards required please see documentation from NPW.

Policy Contents

The School's Health & Safety Policy should contain the following:

- A **Statement of Commitment** signed and dated by the Headteacher and Chairperson of the Governing Board (please also refer to Newham Council Statement of Intent);
- An **Organisation** section detailing the responsibilities of individual members of staff & the Governing Board;
- An **Arrangements** section either detailing how health & safety is to be managed for a given activities or sign-posting the location of other documentation which contains the information.

The organisation section must contain responsibilities for all the key activities required to ensure the safe operation of the school not just high level management responsibilities. **Examples** of the type of items to be included are listed below (as applicable):

- Weekly testing of fire alarm call points;
- Evaluation of competency and arranging training to ensure staff fulfil competency criteria;
- Organisation & monitoring of fire alarm maintenance contract;
- Pre-use checks on minibus;
- Organisation of MOT, servicing, and brake safety testing;
- Driver licencing checks (+ MoT & business use insurance if using own vehicle on work business);
- Asbestos condition monitoring inspections;
- Maintenance of asbestos register;
- Flushing of water outlets;
- Sentinel tap temperature testing;
- Organisation and monitoring of de-scaling, chlorination and water tank cleaning contracts;
- Pre-use checks on portable electrical appliances;
- Testing of portable electrical appliances;
- Organisation and monitoring of electrical mains wiring testing & inspection contract;
- Organisation of lightning conductor testing;

- Completion of risk assessments.

The above list is not definitive but a sample of the types of issues which will need to be included. A systematic identification of the key tasks will need to be undertaken. Where the activity has a timeframe associated with its completion this should also be included or reference made to a local procedure which contains this information (e.g. emergency lighting is tested monthly and records of testing maintained *or* emergency lighting to be tested in accordance with the XX procedure). Please see Appendix 2 for a list of common premises checks which need to be undertaken and the required frequency of testing/inspection (as applicable).

The arrangements section is likely to be a considerable size if details on how all risks are managed are included in this section. In order to keep the Policy to a manageable size the preferred method is to signpost to other information sources. Please note that the arrangements section can cross refer to other documents.

Selecting a competent OSH advisory service⁴

Competent means that the advisory service has appropriate experience of managing health & safety in schools or similar educational establishments and its advisors can demonstrate appropriate levels of professional OSH competence.

The Institution of Occupational Safety & Health [IOSH] is the world's largest professional body for safety advisers. Advisers who are members of IOSH at chartered (CMIOSH), graduate (GradIOSH), or technician (TechIOSH) member level all have to demonstrate continual professional development in order to maintain their membership.

Note: the employment of advisers in the latter two categories would not be appropriate unless they were supervised by chartered members as part of larger organisation.

If advisers from other professional bodies are selected the School must ensure that their competence is at a similar level to those of the above body.

An advisory service must be selected which provides an on-site support element to ensure the effective implementation of its guidance & advice.

Accident Reporting⁵

Schools must establish procedures to identify & record accidents and near misses (incidents which had the potential to cause injury or significant damage, but that did not result in these outcomes).

⁴ Management of Health & Safety at Work Regulations 1999, Regulation 7

⁵ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

All accidents must be recorded. The Council operates a two tiered approach to accident reporting with some incidents being recorded locally and others requiring reporting directly to the Council.

The following incidents must be reported to the Council using the Council's online reporting form:

- Any accidents involving staff or members of the public (excluding pupils/students) or contractors;
- Any accidents to pupils arising from the delivery of the curriculum;
- Injuries to pupils/students from non-curriculum activities other than minor scrapes and bruises;
- Near misses.

Any accident not reported to the Council using the online form must be recorded at a local level. The information kept must include as a minimum the name of injured child & class identifier, date of incident, cause of incident & injury sustained and details of treatment provided.

The Council's online accident form has 3 stages:

Incident details & the injured party – to be completed either by the injured party or by a member of school staff nominated to undertake this task;

Accident Investigation & remedial actions – to be completed by the line manager/headteacher or their nominated representative;

Review & RIDDOR reporting – oneSource Health & Safety Team.

The web address for the online accident form is:

https://newham-self.achieveservice.com/service/oneSource_school_accident_incident_report_form

Guides on completing the form can be obtained from the Health & Safety Team (01708 433277) healthandsafetysupportteam@onesource.co.uk

Sources of information on health & safety

HSE

The HSE are the enforcing body for health & safety legislation in schools. The HSE's website is the main source of free health & safety information in the UK:

www.hse.gov.uk

The HSE's publications can be purchased via HSE books. A large proportion of their publications can now also be downloaded for free as a pdf.

<http://books.hse.gov.uk/hse/public/home.jsf>

Schools should ensure that their safety management system is based on the HSE's "Successful Health & Safety Management" (HSG65).

Royal Society for the Prevention of Accidents

Rospa is a charity whose aim is to prevent accidents, including in the workplace.

<http://www.rospa.com/occupational-safety/default.aspx>

Institution of Occupational Safety & Health (IOSH)

IOSH is the world's largest professional body for occupational safety & health practitioners. It has numerous guides & research documents which can be downloaded for free.

www.iosh.co.uk

Department for Education

The DFE publishes some guidance on health & safety:

<http://www.education.gov.uk/schools/adminandfinance/healthandsafety>

Trade Unions

The majority of trade unions publish freely available information on health & safety.

ATL

<http://www.atl.org.uk/health-and-safety/legal-framework/health-safety-legislation.asp>

GMB

http://www.gmb.org.uk/work_issues/health_safety_environment.aspx

NAHT

<http://www.naht.org.uk/welcome/news-and-media/key-topics/health-and-safety/>

NASUWT

<http://www.nasuwt.org.uk/MemberSupport/MemberGroups/Safety/>

NUT

<http://www.teachers.org.uk/healthandsafety>

UNISON

<http://www.unison.org.uk/safety>

| Maintenance and Inspection Matrix | | |
|--|---|--|
| Plant/Equipment/Service | Maintenance/ Inspection type | Frequency |
| Air Conditioning | Maintenance | Annually |
| Air receivers >250bar/litres | Inspection | Annually |
| Asbestos Monitoring | Check | Variable |
| Autoclaves | Inspection | Annually |
| Boiler | Maintenance | Annually |
| | Inspection | Annually |
| Clinical waste disposal | Waste collection & disposal | Dependent on risk assessment |
| D&T plant/equipment | Safe condition | Annually |
| | Maintenance | Annually |
| Electrical (mains wiring) | Inspection | 5 Yearly |
| Electrical (PAT) | Inspection | variable |
| Emergency evacuation chairs | Inspection | Annually |
| | Visual Check | Monthly |
| Entrance Barrier/gates (powered and manual) | Inspection (powered) | Annually |
| | Visual check | Termly |
| Extraction systems (dust) | Inspection | Annually |
| Extraction Systems (heat processes) | Inspection | Annually |
| Extraction Systems (Kitchens) | Maintenance | Quarterly |
| Extraction Systems (fume cupboards) | Inspection | Annually |
| Emergency Lighting | Visual check | Daily |
| | Test | Monthly |
| | Inspection/battery test | Yearly |
| Fall arrest systems | Inspection | Annually |
| Fire Alarm , detectors and door release (including independent door release devices) | Test | All in 13 week period |
| | Inspection | Quarterly |
| Independent fire door release devices | Battery change | Annually |
| Fire Doors | Inspection | Annually |
| | Visual Check | Monthly |
| Fire escape staircases/ladders (external) | Inspection | 5 years after installation/ every 3 years thereafter |
| | Visual check | Annually |
| Fire Extinguishers | Inspection | Annually |
| | Visual Check | Monthly |
| Fire evacuation doors | Visual Check | Monthly |
| Fire Shutters | Maintenance | |
| | Inspection | |
| Gas appliances | Inspection | Annually |
| Heating System | Maintenance | Annually |
| Hoists (engine) | Inspection | Annually |
| Hoists & Slings (patient) | Inspection | 6 months |
| Intruder Alarm | Maintenance | Annually |

Appendix 2

| | | |
|---|---------------------------------|---|
| Kiln | Inspection | Annually |
| Ladders/step ladders | Inspection | Annually |
| Lifts/stairlifts | Inspection | 6 months |
| Lightning conductors | Inspection | Annually |
| MEWP | Inspection | 6 monthly |
| Minibuses | Check | Before use |
| | Inspection (MOT) | Annually |
| | Maintenance | Annually or as per manufacturer's schedule if shorter |
| PH/Free Chlorine | Test | 3 times per day |
| PE equipment (including recreational posts) | Inspection | Annually |
| Play Equipment | Inspection | Annually |
| | Visual check | Weekly |
| Pug Mill | Inspection | Annually |
| Radiation Sources | Inspection | Annually |
| Shutter door systems | Inspection | Annually |
| Sprinkler systems | Inspection/Maintenance | Annually |
| | Test | Monthly |
| Steam engines | Inspection | Annually |
| Tower Scaffolds | Inspection | Annually |
| | After assembly inspection | Before use & every 7 days |
| Tie-in bolts | Inspection | Annually |
| Trees (Zone 1) | Inspection | Annually |
| Water Systems (descaling) | Maintenance | Quarterly |
| Water Systems (infrequent use) | Flushing | Weekly |
| Water Systems (hot & cold) | Inspection/Maintenance/sampling | 6 monthly/Annually |
| Water Systems (temperature) | Test | Monthly |
| Water Systems - thermostatic mixing valves | Maintenance | 6 monthly |