



# St Peter's Anglican Methodist V.C Primary School

## Health & Safety Policy

<b>School Address</b>	Bank Road Pilning South Gloucestershire BS35 4JG
<b>School Contact Number</b>	01454 631137

### Purpose of this document

This Health & Safety policy (the policy) forms part of the School's internal control and corporate governance arrangements.

The policy explains the School's approach to health & safety management, documents the roles and responsibilities of the Governing Body and other key parties. It also outlines minimum standards expected by school leaders to ensure responsibilities are fulfilled in compliance with statutory legislation and general duty of care.

For compliance with:
<ul style="list-style-type: none"> <li>• Health &amp; Safety at Work etc. Act 1974</li> <li>• The Management of Health &amp; Safety at Work Regulations 1999</li> <li>• The Workplace (Health Safety and Welfare) Regulations 1992</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</li> <li>• Control of Asbestos Regulations 2012</li> <li>• Construction (Design and Management) Regulations 2015</li> <li>• Display Screen Equipment Regulations</li> <li>• Manual Handling Operations Regulations 1992</li> <li>• Provision &amp; Use of Work Equipment Regulations (PUWER) 1998 as amended</li> <li>• Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</li> <li>• Health and Safety in Schools DFE Guidance</li> </ul>

# Health & Safety Standards for Schools

## This document applies to:

- Schools where South Gloucestershire Council (SGC) is the employer: maintained & voluntary controlled schools, maintained special schools.
- Headteachers, Senior Leadership teams, Schools 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.

## Produced by the Corporate Health and Safety Team

Date	Version	
14/01/2022	1	New Standard document

## Review History

*This standard will be reviewed every three years or following legislative changes*

Date	Version	Summary of changes	Amended by:
14/06/2023	1.1	Updated Public Health England to UK Health Security Agency on page 8 Inserted Organisation section on page 6	Jennifer Burke H&S Dept Clare Trayler
08/05/2024	1.2	none	Clare Trayler
06/05/2025	1.3	none	Clare Trayler
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# Health & Safety Standards for Schools

## Section 1

### Introduction

The SGC 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 these standards are for

- Local authority-maintained schools where SGC is the employer i.e. primary, secondary, infant, junior, special maintained, community and voluntary controlled 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 these standards are aimed at

- Headteachers, Senior Leadership teams, Schools 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.

## Organisation

### Governors

The School governors will:

- Promote a sensible approach to health and safety and ensure competent health and safety advice is obtained;
- Ensure a health and safety policy is in place and regularly reviewed.
- Take reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussions at governance meetings;
- Ensure staff receive adequate training to enable them to carry out their responsibilities;
- Work in close partnership with the headteacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Ensure risk assessments of work activities are undertaken and recorded;

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- Provide sufficient funding for health and safety;
- Ensure regular safety inspections, at least three a year, are undertaken and that findings are recorded and progressed;
- Establish and maintain a positive health and safety culture.

### Headteacher

The Headteacher will:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at school;
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to students and visitors, including contractors, regarding the significant risks on site;
- Make sure that staff have the appropriate training and competencies to deal with risks in their areas of responsibility;
- Consult and work with recognised trade union safety representatives/ employee representatives and safety committees;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
- Obtain competent health and safety advice to properly assist the school management to comply with its health and safety obligations;
- Ensure risk assessments of work activities are undertaken, recorded and regularly reviewed;
- Ensure regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- If he/she delegates H&S duties to an individual, referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

### School Business Manager

The School Business Manager will:

- Be the contact for H&S advice/information provided to the school and will liaise with Head teacher or relevant employees to ensure advice is acted upon or information disseminated as necessary;
- Advise the Headteacher and Governors on action required to comply with relevant H&S Legislation;
- In consultation with Headteacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- Carry out the regular safety inspections, at least 3 three annually;
- Receive all accident/incident reports, investigate where necessary and report significant accidents to the South Gloucestershire Council Corporate Health & Safety Team so that RIDDOR reportability can be considered. If the accident is required to be reported to HSE under RIDDOR, this must be completed within 10 days.

### Accredited H&S Representative(s)

- Accredited H&S representatives are trade union representatives, appointed by trade union members working for the Local Authority and formally recognised as employee representatives by the employer.
- The Accredited H&S Representatives' rights are covered by the Safety Representatives and Safety Committees Regulations 1977.

### Employees (All)

All employees, contractors and volunteer helpers must:

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- Take reasonable care for their health and safety at work and that of other people who might be affected by their acts or omissions at work;
- Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to their line manager or other designated person;
- Not misuse anything provided for health and safety purposes;
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- Cooperate with management in respect of complying with H&S requirements.
- Ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes.

### Pupils

Pupils are expected to:

- Comply with school rules relating to general behaviour;
- Comply with information and instruction provided for safety reasons;
- In cases of emergency to remain quiet, listen and obey instructions given by employees; and
- Not to misuse anything provided for H&S reasons.

### School Structure and Lines of Communication

H&S Leaders within the school:

Role	Name	Contact Details
Named Governor	...Mike Ormond.....	...via School Office..... mike.ormond@stpetersprimary.co.uk
Headteacher	...Paul Smith.....	...via School Office..... paul.smith8@stpetersprimary.co.uk
School Business Manager	...Clare Trayler.....	...via School Office..... clare.trayler@stpetersprimary.co.uk

# Health & Safety Standards for Schools

## Section 2 General

### 2.1 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 maintained and voluntary controlled schools and maintained special 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** 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 each other 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.

### 2.2 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'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.

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- **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.**

### 2.3 Health and safety advice

Health and safety law requires employers to appoint someone competent to help them meet their health and safety duties.

Head Teachers and governing bodies must ensure that whoever they appoint has appropriate qualifications, knowledge and suitable experience to provide suitable health and safety advice to the school. Further information about appointing a competent person can be found at <http://www.hse.gov.uk/involvement/competentperson.htm>

SGC will expect all health and safety providers to be competent and to be registered with a recognised professional body, e.g., Institute for Occupational Safety and Health (IOSH).

Head Teachers and governing bodies must ensure that whoever they appoint are made aware of the standards contained within this document.

The school's appointed competent advisor are H&S Dept.

Schools where the LA is the employer must still adhere to all SGC health and safety policy and standard document irrespective of who provides their competent health and safety advice.

**In order for the LA to fulfil its statutory requirement of schools where it is the employer, the LA will:**

- Monitor school compliance of health and safety management systems in line with legal requirements.
- Require copies of RIDDOR and accident forms to be provided by schools. These should be sent to [h&saccidentreports@southglos.gov.uk](mailto:h&saccidentreports@southglos.gov.uk)
- Expect to be informed of any HSE intervention.

If further information is required on the above three points, the **Corporate Health & Safety team** can be contacted on email: H&S Admin [H&Sadmin@southglos.gov.uk](mailto:H&Sadmin@southglos.gov.uk)

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*Please note the Corporate Health and Safety Service is a core, nontraded statutory service which is separate to any competent advice procured by schools from external providers.*

### 2.4 Health and safety policy

A health and safety policy must be in place that includes:

- a **statement of commitment** to the safety of employees, pupils etc.
- **organisation** - giving details of roles and responsibilities for health and safety (including Governors, Head teacher, employees, visitors, contractors and pupils) and
- **arrangements** for the implementation of safety procedures.
- The policy should be reviewed annually and kept up to date.
- 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**.

### 2.5 Other policies

- Headteachers and senior leadership teams are required to have in place arrangements for **monitoring** and **reviewing** the effective implementation health and safety policies and guidance at regular intervals.
- There should be a process in place to communicate health and safety policies and guidance to relevant staff.

### 2.6 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 control 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.
- Findings of risk assessments should be communicated to relevant staff and others who are likely to be affected. The control measures to manage the hazards must be implemented and used to control the risk.
- Persons carrying out risk assessments must be competent.

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- 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.
- Original risk assessments should be retained as part of your document retention policy for use in the event of an incident/claim; this is a way of demonstrating not only what was in place at the time of an event but also you are actively reviewing and updating where necessary. A register of RAs and the dates they were created and updated is very beneficial

### 2.7 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 parents and relevant agencies to do this.
- Other specific assessments for certain areas of health and safety may also be required, e.g. The control of hazardous substances (COSHH), Use of display screen equipment, manual handling, working at height, Personal safety (lone working), new and expectant mothers, individual risk assessments for staff with underlying health conditions 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.

### 2.8 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.
- In other cases, there will be the need to attend more formal courses. Schools should contact their competent health and safety advisor for advice.
- The school's induction should include health and safety. Health and safety inductions checklists should be used by schools to assist with this process. Schools should contact their competent

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health and safety advisor for advice on what health and safety elements to include in their induction programme.

- Training records should be kept by the school and these should include evidence of the learning outcomes and satisfactory understanding by delegates to demonstrate competence.

### 2.9 Other considerations:

- Schools will need to consider attendance on other training programmes for specific school staff as appropriate (e.g., school trips co-ordinator, first aid at work, paediatric first aid, fire risk management, fire warden/extinguisher training, fire risk assessment where an external competent provider is not used, selection and management of contractors, 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 (DATA), science, physical education and school sport etc.
- Support staff such as premises managers, caretakers and cleaners may also need to undertake specific training. Areas may include manual handling, COSHH, ladder safety and working at height, asbestos & water hygiene management.

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## Section 3 Specific arrangements

### 3.1 Accident/incident/near miss reporting & investigation

- 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. In schools where the LA is the employer, a copy of the accident form must be sent to the LA as soon as practically possible, but no later than 72 hours following the incident, these include accidents such as trapping fingers in a door, slip in a corridor resulting in an injury, a manual handling incident resulting in an injury to name a few. [h&saccidentreports@southglos.gov.uk](mailto:h&saccidentreports@southglos.gov.uk)
- **Basic First aid injuries**, e.g., minor cuts and bruises requiring only basic First Aid should be recorded in school only. The corporate health and safety team do not require a copy of these – e.g., child slips and grazes knee during playtime, support staff papercut, etc.
- **HSE Reportable incidents** - 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 should be undertaken by the school (advise can be sought from their appointed competent health and safety provider). A copy of the RIDDOR report must be sent to the Corporate Health & Safety Team [h&saccidentreports@southglos.gov.uk](mailto:h&saccidentreports@southglos.gov.uk)
- Incidents involving members of public (e.g., parents) on site are also required to be reported under RIDDOR where the member of public is taken from the scene of the incident to hospital for treatment.
- Flow charts for assisting schools in identifying what accidents involving pupils, staff etc., must be reported can be found in Appendices beginning on page 28.

### 3.2 Asbestos & legionella/water hygiene

#### Asbestos:

- The Control of Asbestos Regulations (CAR) 2012 place a specific legal duty to manage asbestos on the owners and/or those responsible for maintenance in non-domestic premises.

THERE IS NO ASBESTOS PRESENT ON THE ST PETER'S SCHOOL SITE

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### 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 following information and procedures must be considered by schools: roles and responsibilities including training/competence; risk assessment, water safety plan and water hygiene logbooks; maintenance works & monitoring; water sampling; actions to be taken if legionella is detected and actions to be taken in the event of a legionella outbreak.

### 3.3 Building general maintenance

- Schools are responsible for ensuring that the whole school is a **safe place of work and safe environment** for pupils, staff and visitors. This can include dealing with day-to-day reactive maintenance issues.
- A defect reporting system must be in place for staff to report any issues affecting the school environment. Additionally, an ongoing termly site inspection must be undertaken to identify the ongoing building condition and areas where work is required. (See Section 3.11 for further information).

### 3.4 Access equipment (step ladders/ladders, kick stools, mobile tower scaffolds) – working at height

- Access equipment must be inspected annually by a competent individual who has been trained.
- Formal inspections of ladders will vary in accordance with their usage in school.
- School staff who use ladders and stepladders for an integral part of their job must undertake working at height training on the safe use of access equipment.
- 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 by someone trained and competent in assembly and inspection.

### 3.5 Conservation areas and Ponds

- Schools with conservation areas and ponds should evaluate the level of risk and write a risk assessment.
- CLEAPSS provide guidance on pond safety : [P060 - Pond safety in primary schools \(cleapss.org.uk\)](https://www.cleapss.org.uk) and the Royal Horticultural Society website has useful information sheet: [School pond health and safety / RHS Campaign for School Gardening](#)

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### 3.6 Display Screen Equipment (DSE) – Use of

- Where schools have staff who use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more), you must:
  - analyse workstations to assess and reduce risks;
  - make sure controls are in place;
  - provide information and training;
  - provide eye and eyesight tests on request, and special spectacles if needed;
  - review the assessment when the user or DSE changes.
- The HSE provides guidance for employers: [Working with display screen equipment \(DSE\) \(hse.gov.uk\)](http://www.hse.gov.uk)

### 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 (EVC)** 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.

### 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 be undertaken by a **competent person** (see 3.6.1. carrying out a risk assessment).
- The assessment must take account of those at additional risk, including persons with disabilities or mobility difficulties, and during events (e.g. school fayres), fundraising etc.
- 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.

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Fire safety measures include:

- Controlling sources of fuel and ignition both inside and outside the school building e.g. no bins or other forms of combustible material to be next to the school building
- Effective housekeeping and storage arrangements
- Keeping fire doors closed
- Having adequate means of escape available for all occupiers of the building including those people who require support or assistance (Personal Emergency Evacuation Plans)
- Adequate detection and warning systems (fire alarm, smoke and heat detectors, signage etc.)
- Fire evacuation procedures, a marked-up floor plan of emergency routes & equipment and a school fire and emergency plan, detailing what action will be taken in the event the school premises are not occupiable because of a fire.
- Firefighting equipment (extinguishers)
- A recognised internal and external maintenance, inspection and testing regime for fire safety which must include as a minimum:
  - fire extinguishers (maintained annually).
  - fire alarm detection and warning systems (alarm system tested weekly)
  - automatic suppression systems (sprinklers, if installed)
  - door control mechanisms.
  - smoke control systems (fire dampers and exhaust ventilation systems).
  - emergency voice communication systems, if installed (refuges).
  - evacuation and fire-fighting lifts, if installed.
  - emergency lighting (tested monthly).
  - standby power systems.
  - lightning conductors.
  - electrical equipment and systems.
- Records of tests, maintenance and drills carried out (fire precautions logbook)
- Fire safety training appropriate to staff in school.
- Fire drills for staff and pupils (termly)
- 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, regarding fire spread, prevention and protection.
- Understanding of fire development and the way people behave when exposed to fire.
- An appropriate academic level qualification.

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- Training and experience in understanding fire risk assessment for a diverse range of premises/activities, and larger premises.
- Preferably a third-party accreditation with demonstrable continued professional development and current membership of a recognised industry association e.g., Institute of Fire Engineers, Fire Industry Association, Fire Protection Association, Association of Specialist Fire Protection etc.

### 3.8.2 Fire risk assessment framework

- The fire risk assessment must include a visual inspection and assessment of the building's fire resistance to confirm the integrity of compartments, void spaces, walls, ceilings and doors to prevent and minimise the spread of fire or smoke.
- The school's fire risk assessment and fire and emergency plan must be reviewed annually; documents must be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill
- The review should be undertaken by the school based on the original assessment with support from the competent person.
- Actions plans produced from the assessment should include three main areas covering:
  - local management actions
  - repair and maintenance
  - 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.
- In schools where the LA is the employer, Fire Safety Awareness by all staff and Fire Marshal/Warden training must be completed by relevant staff. A record of training must be completed and retained by schools.

### 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 [Health and Safety Executive website](#) provides further information about conducting a first aid needs assessment and first aid requirements.
- The DfE have produced a guide on the provision, installation and maintenance of automated external defibrillators on school premises. A copy can be downloaded [Automated external defibrillators \(AEDs\) in schools - GOV.UK \(www.gov.uk\)](#) . Further information regarding medical devices can be found in the medical device section of this document.
- 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.

## Health & Safety Standards for Schools

### Health / medical:

- Schools must have policies in place for managing medical needs and infection control.
- Detailed and specialist advice including infection control in schools and other childcare settings can be obtained from UK Health Security Agency at [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/uk-health-security-agency)
- The Department for Education also provide guidance on supporting pupils at school with medical conditions on their [website](https://www.gov.uk/government/organisations/department-for-education). Links to other useful resources are also included.
- UK Health Security Agency (UKHSA) should be contacted for advice on any communicable diseases within school. Tel 0300 303 8162 ([contact details](https://www.gov.uk/government/organisations/uk-health-security-agency))

### 3.9.1 Medical Devices (where applicable)

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](https://www.mhra.gov.uk/consultation-communications/consultations/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](https://www.nhs.uk/innovation-centre/knowledge-pages)

Where relevant, schools should be aware of and subscribe to the [medical device alert](https://www.gov.uk/government/organisations/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** with remedial work undertaken.
- 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](https://www.hse.gov.uk/lev)
- [The CLEAPSS website](https://www.cleapss.org/) also provide guidance on local exhaust ventilation systems within school science rooms and design and technology workshops.

THERE ARE NO FUME CUPBOARDS PRESENT ON THE ST PETER'S SCHOOL SITE

### 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.

## Health & Safety Standards for Schools

- In practice, this can be done day-to-day by school staff as a routine visual inspection / check of their work areas.
- However, schools should undertake a more formal health and safety workplace inspection on a termly basis.
- More frequent health and safety inspections may need to be considered in areas of greater risk.
- 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 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, including storerooms, car parks, boiler houses and other areas that can be safely accessed.
- The process should then concentrate on taking **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 can attend but as a minimum should have undertaken risk assessment 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 should be undertaken by or with somebody who has suitable knowledge and experience of the environment.
- 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.
- 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.

### 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](http://www.hse.gov.uk/risk/classroom-checklist.htm)

### 3.13 Goal / Rugby post Safety (where applicable)

In the UK there have been 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): 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.

## Health & Safety Standards for Schools

### 3.14 Lifting equipment (where applicable)

- 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.
- Lifting equipment must be included on the school's preventative schedule. Thorough examination should not be confused with preventive maintenance, although they have some elements in common. Preventive maintenance usually involves replacing worn or damaged parts, topping up fluid levels and making routine adjustments to ensure risks are avoided. Thorough examination may act as a check that maintenance is being carried out properly but is not intended to replace it.

THERE IS NO LIFTING EQUIPMENT PRESENT ON THE ST PETER'S SCHOOL SITE

### 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 LA's insurers and may be 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 and retained.
- The DFE have additionally produced a ['Good Estate Management For Schools'](#) which focuses on effective planning, and responsibilities for maintenance. This includes health and safety advice on legal responsibilities for managing and maintaining school buildings and land and ensuring compliance with statutory and regulatory standards.

### 3.16 Selection and Management of Contractors

The selection and safe management of contractors on school sites is an essential and important part of health and safety for Head Teachers and governing bodies. This covers construction work and all contractors who provide procured services to schools. Head Teachers and governing bodies must ensure that the contractors they use comply with health and safety law to ensure the safety of employees and others who are affected by their activities.

Key points:

- Schools must review the health and safety documents and arrangements of any contractor they wish to use as part of the school's procurement process. The arrangements contractors have in place must be fully implemented for the activities they undertake within school.

## Health & Safety Standards for Schools

- Where construction work takes place the management and monitoring of contractors must comply with the Construction (Design and Management) Regulations 2015
- It is a legal requirement in schools to appoint a competent person with sufficient knowledge to safely manage and monitor contractors working on site.
- For construction work, a principal designer and principal contractor should be appointed in accordance with CDM regulations 2015.
- Construction work should be planned, and for all works a construction phase plan developed to ensure that sufficient time and resources are given for the work to go ahead safely.
- Where projects are notifiable an F10 must be completed and submitted to the Health and Safety Executive.
- Suitably qualified and competent contractors should be appointed to undertake the work. Contractors, as a minimum should be accredited to the Safety Schemes in Procurement (SSIP).  
[Welcome to SSIP](#)

### 3.17 Management of 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.
- School staff have access to mental health and well being support including counselling through our insurance provider Education Mutual. Access to these service is available by visiting their website <https://www.educationmutual.co.uk/> and completing a Healthcare Request Form.
- Schools can signpost to relevant counselling services including the Education Support Partnership which provides a free helpline for school staff and targeted support for mental health and wellbeing. [Education Support - the mental health and wellbeing charity for education staff](#)

### 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.
- A **risk assessment** must be completed for all general manual handling activities.
- A specific risk assessment may be required for individuals who have a pre-existing medical condition or are involved in higher risk 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 and lifting or carrying must be avoided unless it is clearly detailed in an individual's care plan and a risk assessment is in place.
- Schools should contact their competent health and safety advisor for advice on training which should include:
  - roles and responsibilities
  - safe moving of inanimate objects and people
  - training and competence
  - maintenance, test and inspection of manual handling equipment.
  - risk assessment
  - use of handling plans and procedures.

## Health & Safety Standards for Schools

### 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.

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

- Design and technology equipment – refer to the Design and Technology Association - [We support and champion design and technology education in schools - D&T Association \(data.org.uk\)](#)
- Physical education/sports equipment – refer to relevant sections of the current 'Safe Practice in Physical Education and Sport' publication [www.afpe.org.uk](http://www.afpe.org.uk)

### 3.20 Outdoor play equipment

- Must comply with current Standards adopted by the play industry; EN:1176 (play equipment) and EN:1177 (safer surfacing). All equipment supplied must have a certificate of conformity. The following inspections should take place:
- **Routine visual inspection** - basic pre use visual check by competent school staff (defects, breakages, cleanliness of area etc.) must be conducted daily and weekly. Weekly inspections must be recorded and signed.
- **Operational inspection** - detailed inspection of equipment by persons qualified to [Register of Play Inspectors International](#) (RPII) completed as a minimum on a termly basis and recorded.
- **Annual inspection** – carried out by independent persons qualified to [Register of Play Inspectors International \(RPII\)](#) ; focuses on equipment compliance, long-term structural problems with a written report provided.
- **Post Installation Inspection** – this should be carried out by an independent person qualified as an annual inspector on the Register of Play Inspectors International (RPII).
- When siting any new play equipment, schools should be mindful of existing structures and trees roots etc.
- The Council's 'Place Facilities Team' can provide some of the services above, you can contact [playareas@southglos.gov.uk](mailto:playareas@southglos.gov.uk) for further information on their services and costs.

### 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. This should be set out in the school security policy.
- The Health and Safety Executive provides further information on [Working alone](#) and [Violence at work](#) which schools can follow to control risks to the lowest practical level.

## Health & Safety Standards for Schools

### 3.22 Challenging behaviour / Physical intervention

- It is important that challenging behaviour is managed within school settings to ensure the safety and wellbeing of employees, pupils and others who may be affected. A risk assessment should be undertaken where challenging behaviour is presented. This should help to identify supportive strategies. A holistic approach to behaviour management includes strategies for de-escalation. Physical Intervention must be proportionate and in the best interests of the child and must only be used as a last resort and as necessary for the shortest time possible
- Risk assessments and management plans for physical intervention should be the product of an assessment made collaboratively by those professionally involved with the young person and their parents/carers, enabling a broad range of views to be taken into account. Wherever possible, pupils should be involved in this process. This risk assessment should form part of the individual's behaviour management plan.
- Any intervention training should be sourced through an accredited provider such as The Institute of Conflict Management.
- The DfE provides advice on the [Use of reasonable force in schools; advice for Headteachers, staff and governing bodies](#) .
- Schools should consider training programmes for specific school staff as appropriate.

### 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 be in line with [HSE guidance](#).
- A portable appliance test register should be held by the school and any items identified as defective should be removed from service and either repaired using a reputable provider or replaced.
- 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.
- Schools must consider contractor competency and qualifications when selecting a contractor for this work.

### 3.24 Pregnant Workers

- Schools have a legal duty under the Management of Health and Safety at work Regulations 1999, to assess the health and safety risks that their employees are exposed to whilst at work and specific health and safety requirements relating to new and expectant mothers [HSE: New and expectant mothers - The law](#)
- When schools are notified that employees are pregnant they should review their workplace risk assessment taking in to account any hazards that might affect the pregnant employee or their unborn baby and produce a specific risk assessment if needed. Action must be taken to control risks that are identified but cannot be avoided.

## Health & Safety Standards for Schools

- Schools must provide suitable rest facilities for workers who are pregnant or breastfeeding (e.g. near to toilets) and where necessary should provide appropriate facilities for the new or expectant mother to lie down (the Workplace Regulations 1992).
- Schools should contact their competent health and safety provider for advice and guidance.

### 3.25 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.
- It is recommended that schools have a regular glazing survey 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.

#### 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 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.

### 3.26 Swimming/hydrotherapy pools

- 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](http://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 in '**Safe Practice in Physical Education and Sport**', as well as the use of hydrotherapy pools in special schools for children with specialist complex physical difficulties.

## Health & Safety Standards for Schools

### 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.
- 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.
- To maintain continued professional development, **appropriate update training** must be completed every 3 years.
- There should be at least two persons trained to these standards and **one trained person** should be available on school site / on call during all hours of operation. This will include use of hydrotherapy pools, pools used to provide swimming lessons and swimming training.
- 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.
- 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 and appropriate measures for cleaning, water testing and dosing of swimming pool water must be in place. The results must be 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.

THERE IS NO SWIMMING POOL ON THE ST PETER'S SCHOOL SITE

## Health & Safety Standards for Schools

### 3.27 Driving for work and Transporting children & young people

- Schools must ensure associated risks are adequately controlled when transporting children.
- 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.
- A risk assessment must be completed for general minibus use, use of coaches and travelling within duties of employment.
- It is recommended anyone driving a minibus has undertaken MIDAS training.

### 3.28 Tree safety

- The Head Teacher and governing bodies as persons in control of school premises must take reasonable steps to ensure the safety of the whole school site.
- Schools must ensure that regular visual checks on trees are made, especially after adverse or severe weather and a record kept of all such inspections with details of any findings. Any significant damage or concerns must be reported to your appointed Arboriculture Service Provider in order that an assessment can be made and that any necessary action can be taken to ensure safety.
- A survey of all trees on school sites must be undertaken at least once every five years by a suitably qualified Arboriculturist (minimum of LANTRA - professional tree inspection qualified) and records kept. Any health and safety works generated by the survey must be carried out within the specified timeframe.

### 3.29 Work experience

- 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 HSE's guide: [Young people and work experience: A brief guide to health and safety for employers \(hse.gov.uk\)](http://www.hse.gov.uk/youngpeople/workexperience/)

# Health & Safety Standards for Schools

## Section 4 Curriculum specific

Under the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) constitution for schools, where the employer is the local authority, it is the employer's (not the school's) legal duty to provide access to specialist technical information (i.e., CLEAPSS). All schools in South Gloucestershire, where the Local Authority is the employer, have membership of CLEAPSS which is brokered on an annual basis by the Council.

The legal responsibility requires that the LA ensures that schools receive competent specialist technical information and advice for higher risk subjects such as D&T, Art, Science and HET. This entails direct access to CLEAPSS resources and information, from suitably qualified specialist advisors.

### 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.
- Local Authority schools must adhere to CLEAPSS (guidance and British Standard 4163 - Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice for Design and Technology).
- Heads of Department and Subject Leaders must ensure suitable and sufficient risk assessments are developed and fully implemented for all Design and Technology activities and for safe use of machinery, tools and equipment.
- CLEAPSS have produced model health and safety risk assessments for D&T equipment and activities for departments to use. These can be further adapted by each school to make them site specific.
- Design and Technology equipment must be serviced and maintained in a safe manner by a competent contractor as part of the school's maintenance programme. Routine preventative maintenance should be undertaken by appropriately trained D&T technicians to ensure that equipment is in a safe condition to be used, e.g., adjustment of blades, lubrication of machinery, tightening of machinery drive belts etc. The Design and Technology Association can provide further information and training for schools: [www.data.org.uk](http://www.data.org.uk) .

### 4.2 Ionising radiations and radioactive substances (where applicable)

- 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](#)
- Schools with radioactive substances must appoint a teacher in charge of radioactive sources as their Radiation Protection Supervisor (RPS); usually the Head of Science (or deputy), or Senior Physics Teacher and we would advise securing the services of a Radiation Protection Adviser by subscribing to the CLEAPSS Radiation Protection Adviser Service
- They must be competent and have attended relevant CLEAPSS training.

## Health & Safety Standards for Schools

- 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'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](http://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.

### 4.4 Pottery Equipment

- Must be inspected and tested by a competent contractor on an **annual** basis.
- In accordance with current HSE guidance: [Safe use of kilns in schools and craft studios](#)
- [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.

THERE IS NO POTTERY EQUIPMENT ON THE ST PETER'S SCHOOL SITE

### 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.

## Health & Safety Standards for 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.
- 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 4th Edition: Health & Safety in School Science & Technology for Teachers of 3-12 Year Olds | www.ase.org.uk](#) – published by [The Association for Science Education](#)

### Policy Review

This policy will be reviewed annually by the Full Governing Body.

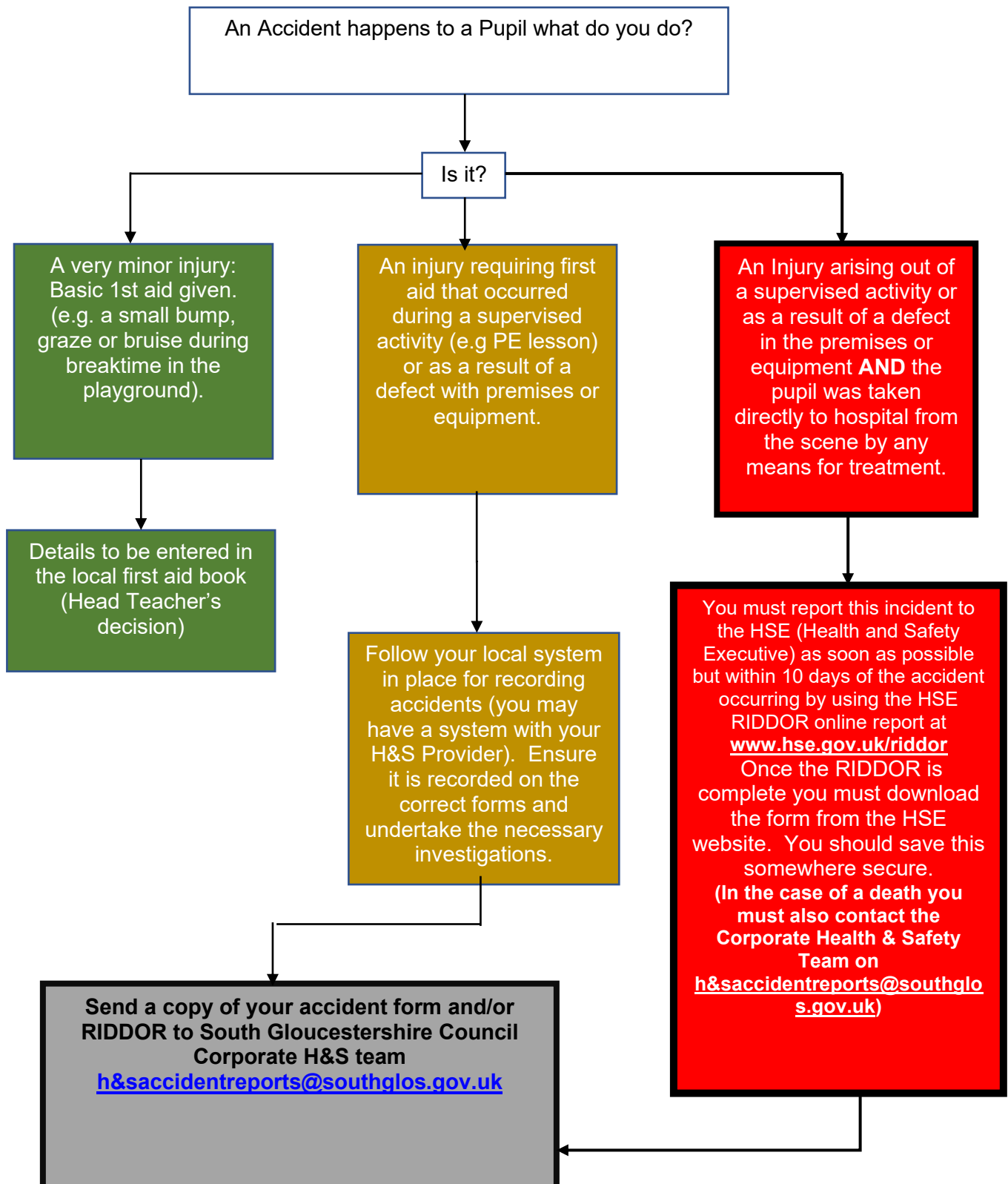
### Policy Agreed

On 12 May 2026 by the Full Governing Body. Review due May 2027

# Health & Safety Standards for Schools

## Section 5 Appendices

### Accident reporting procedure for accidents involving PUPILS Maintained Schools



## Health & Safety Standards for Schools

**Accidents to pupils during sports activities at lunchtime** - if an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable.

e.g. fracture of leg when playing football at lunchtime is not required to be reported to SGC.

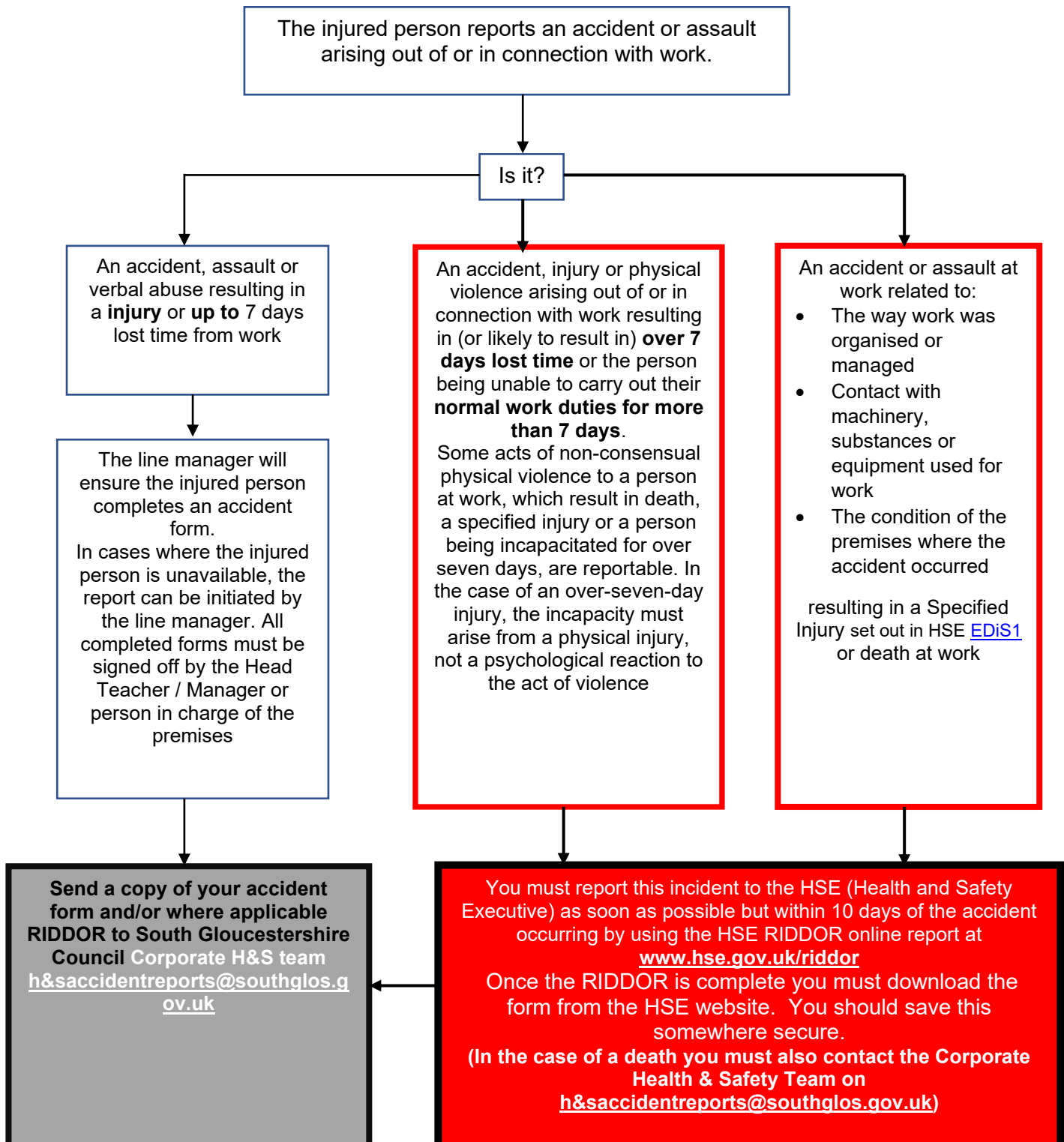
**Accidents to pupils in a playground** - most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil being taken directly to hospital for treatment. It is only reportable if the incident arose because:

- the condition of the premises or equipment was poor e.g. badly maintained play equipment; or
- the school had not provided adequate supervision e.g. where particular risks were identified, but no action was taken to provide suitable supervision

e.g. fractured wrist when falling from monkey bars at lunchtime is not required to be reported to SGC if bars are well maintained and direct supervision was provided.

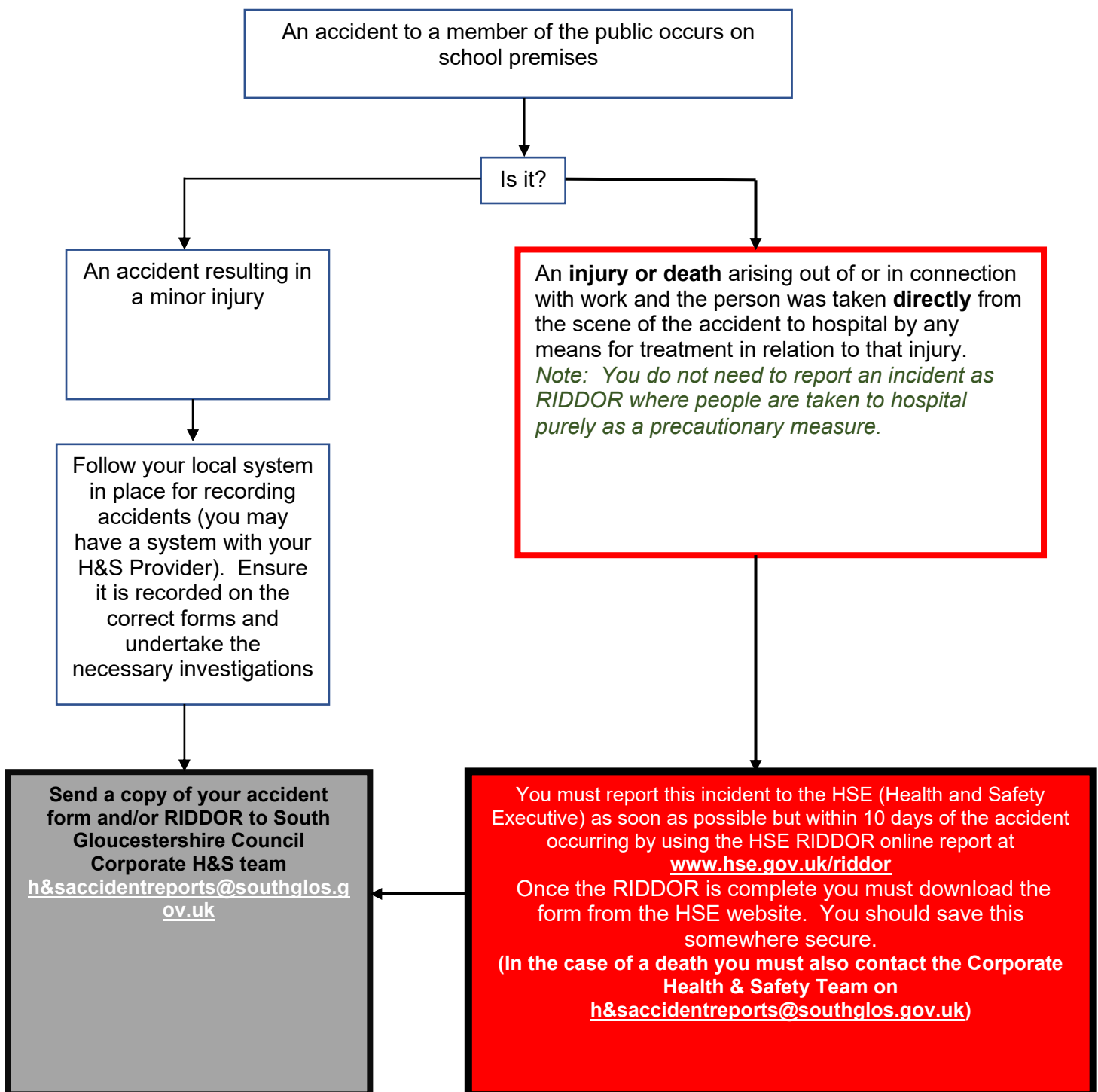
# Health & Safety Standards for Schools

## Accident reporting procedure for accidents involving Staff, Volunteers and Contractors Maintained Schools



## Health & Safety Standards for Schools

### Accident reporting procedure for accidents involving Members of the Public Maintained Schools



# Health & Safety Standards for Schools

## Section 6 Relevant links and health and safety legislation

### Relevant links:

- Department for Education guidance: [Health and safety in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- HSE guidance: [Education health and safety in the workplace guidance](#)
- Department for Education guidance: [Health and safety: advice on legal duties and powers](#)
- Department for Education guidance: [Good Estate Management for Schools](#)
- Outdoor Education Advisors Panel (OEAP): [national guidance](#)
- HSE guidance on local exhaust ventilation: [www.hse.gov.uk/lev](http://www.hse.gov.uk/lev)
- Consortium of Local Education Authorities for the Provision of Science Services: [The CLEAPSS website](#)
- HSE guidance on classroom inspections: [:www.hse.gov.uk/risk/classroom-checklist.htm](http://www.hse.gov.uk/risk/classroom-checklist.htm)
- Safety Schemes in Procurement (SSIP). [Welcome to SSIP](#)
- [Manual handling at work – A brief guide](#)
- Design and Technology Association - [We support and champion design and technology education in schools - D&T Association \(data.org.uk\)](http://data.org.uk)
- Safe Practice in Physical Education and Sport publication [www.afpe.org.uk](http://www.afpe.org.uk)
- Outdoor Play Equipment inspections: [Register of Play Inspectors International](#)
- HSE advice on protecting lone workers: [Working alone](#)
- HSE guidance for employers on [Violence at work](#)
- DfE guidance on [Use of reasonable force in schools: advice for Headteachers, staff and governing bodies'](#) .
- [HSE guidance: New and expectant mothers - The law](#)
- Health and Safety Executive's current guidance on [Managing health and safety in swimming pools](#) (HSG 179 document)
- The Pool Water Treatment Advisory Group's (PWTAG) current guidance on [Swimming pool water – treatment and quality standards for pools and spas](#)
- CLEAPSS L93 document – [Managing Ionising Radiations and Radioactive Substances in Schools](#)
- HSE guidance: [Safe use of kilns in schools and craft studios](#)
- [Be Safe 4th Edition: Health & Safety in School Science & Technology for Teachers of 3-12 Year Olds | www.ase.org.uk](#) – published by [The Association for Science Education](#)

## Health & Safety Standards for Schools

### Health & Safety Legislation:

- [Health & Safety at Work etc. Act 1974](#)
- [The Management of Health & Safety at Work Regulations 1999](#)
- [Workplace health, safety and welfare - L24 \(hse.gov.uk\)](#)
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) - [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](#)
- [Control of Asbestos Regulations 2012 \(hse.gov.uk\)](#)
- [Construction - Construction Design and Management Regulations 2015 \(hse.gov.uk\)](#)
- [Working safely with display screen equipment: Overview - HSE](#)
- [Manual Handling Operations Regulations 1992](#)
- [Provision & Use of Work Equipment Regulations \(PUWER\) 1998 as amended](#)
- [Lifting Operations and Lifting Equipment Regulations 1998 \(LOLER\)](#)