

HEALTH & SAFETY FUNCTIONS

# GUIDANCE FOR SCHOOLS



## INTRODUCTION

The list below provides a guide to responsibilities for various operational H&S functions (task list) that are required to be undertaken to meet all legislative, best practice and policy obligations.

This list does not include the planned preventative or reactive maintenance of structural elements, plant and equipment that is undertaken by competent persons on behalf of the school. It also excludes requirements in relation to competent persons completing assessments for fire, asbestos and legionella.

This checklist is based upon current best practice. However, in determining requirements, information from manufacturers and competent persons should also be considered.

In addition to the checklist, the guidance details the competency required to undertake the functions detailed and how this may be obtained.

### MANAGEMENT FUNCTIONS

| AREA | OPERATIONAL FUNCTION (TASK) | COMPETENCIES REQUIRED | HOW OBTAINED |
| --- | --- | --- | --- |
| H&S Policy | Development and review of school H&S Policy | Knowledge and understanding of current best practice in writing an H&S Policy. | Heads InductionDfE: Health & Safety guidanceLBHF guidance templateLBHF NewsletterSchool Business Managers Certificate/Diploma |
| Risk assessments (generic) | Completion and review of risk assessments | Knowledge and understanding of best practice in risk assessing | Level 2 certificate in risk assessingLBHF guidance and template |
| Classroom checklists (primary school) | Completion and review of classroom checklists | Ability to identify classroom hazards and measures to control them | Induction trainingStaff handbookSupervisionLBHF guidance template  |
| Contractor H&S | Undertake H&S competency checksEnsures Risk Assessments and/or Method Statements are prepared Operates permit-to-work system | Knowledge of best practice in contractor competency checksUnderstanding of role of risk assessments and method statementsUnderstanding of when a PTW is required and how to operate the system | HSE guidance: managing contractorsLBHF guidanceLBHF guidance and template on Permit-to-Work |
| Construction work | Fulfils ‘clients duties’ and requirements under CDM 2015Manages ‘construction projects’ commissioned by school | Knowledge of clients duties under CDM 2015Understanding of project management best practice (e.g. RICS/PRINCE2) | LBHF in-house training on client dutiesLBHF guidancePRINCE2 trainingRICS small project guidance |
| Accidents | Implements incident reporting proceduresUndertakes local incident investigations, making remedial recommendations and report writing | Knowledge of and ability to utilise on-line AIRS systemUnderstanding of best practice for investigating accidents and making recommendations for remedial treatment | Staff HandbookLBHF guidanceLBHF guidance |
| Monitoring H&S | Develops a regime for monitoring of H&S performanceCompletes inspection of premises and write reports | Understanding of best practice in monitoring H&SAbility to identify hazards and ensure appropriate risk control measures are taken  | School Business Managers Certificate/DiplomaLBHF guidanceLBHF guidanceOn-site mentoring |

### PROPERTY FUNCTIONS

| AREA | OPERATIONAL FUNCTION (TASK) | COMPETENCIES REQUIRED | HOW OBTAINED |
| --- | --- | --- | --- |
| Fire safety management | Fire risk assessment is reviewed annually or where significant change has occurredRecommendations from the fire risk assessment are (where necessary) implementedFire emergency plan is developed and reviewed annually or where significant change has occurredFire drill is completed at least once a term and outcomes recorded | Ability to identify what would constitute a significant change in relation to fire safety or what would make the fire risk assessment no longer valid.Ability to interpret findings of fire risk assessment and make judgements as to whether recommendations need to be implemented and how to priorities them.Knowledge of requirements of what to include in a Fire Emergency Plan (best practice)Ability to identify short-comings in fire evacuation procedures and to rectify them | Level 2 Fire Safety AwarenessLBHF guidanceLevel 2 Fire Safety AwarenessLBHF guidance and template |
| Fire safety precautions | Fire exits-visual/functional check on final exit doors and devices once a monthFire Signs/Noticeboards-fire safety information on Signs/Noticeboards is reviewed once a termFire detection and alarm system-visually check the panel for any faults dailyFire detection and alarm system-test the alarm system and associated elements such as manual call points, hold open devices, magnetic locks and cause/effect devices once a weekFire detection and alarm system-visual check of back-up power supply once a monthOut-of-Hours-respond to alarm actuations outside of core hoursFire detection and alarm system-resetting of system following actuationPortable fire-fighting equipment-visual inspection of extinguishers, hose reels and fire blankets once a monthSprinkler suppression system-visual check of valves and gauges and test of motor alarm/automatic pump once a weekFire doors-visual inspection for damage on internal fire doors once a month (high-risk) or once a term (normal risk)Fire curtains-test operation once a monthEvacuation chairs-visual inspection for damage once a month | Knowledge of final exit door functionality requirements and ability to identify faultsKnowledge of fire safety signage requirementsKnowledge of specific fire panel for premises and ability to interpret the panel information. Understanding of how to report faults detectedKnowledge of specific fire panel for premises and ability to test FDAS and associated elements. Understanding of how to report faults detectedKnowledge of specific fire panel for premises and ability to test FDAS power supply. Understanding of how to report faults detectedAbility to respond within 20 minutes of alarm actuationKnowledge of specific fire panel for premises and ability to re-set FDAS and associated elements. Understanding of how to report faults detectedAbility to identify obvious faults or defects on extinguishers or their mountingsKnowledge of the suppression system valves and gauges and ability to interpret information from them. Understanding of how to report faults detectedAbility to identify obvious faults or defects on fire doors and associated elementsKnowledge of operating procedure for fire curtainsAbility to identify obvious faults or defects on fire evacuation chairs | British Woodworking Federation guidanceLBHF guidanceFDAS user manualFDAS user manualFDAS user manualFDAS user manualFDAS user manualLBHF guidanceUser manualBritish Woodworking Federation guidanceLBHF GuidanceUser manualUser manual |
| Asbestos | Asbestos containing materials-any ACM’s left in-situ are appropriately labelledAsbestos containing materials-visual inspection for condition of ACM’s and associated labelling every term (or according to AMP)Work on or near ACM’s-any works undertaken that could disturb the fabric of the building are controlled and consider the presence of ACM’sWork on or near ACM’s-any works are undertaken by competent contractors with appropriate licence etc.Work on or near ACM’s-implement the Permit-to-Work systemAsbestos awareness-all relevant staff members likely to disturb asbestos have received information and instructionAccidental release-procedures in place to manage accidental release of fibres | Knowledge of location of ACM’s within property and ability to interpret findings of asbestos surveys and consequent register/reports.Ability to visually inspect ACM’s and make a judgement as to the on-going condition of materials to ensure they are not releasing fibres.Knowledge of the requirements of the Control of Asbestos Regulations 2012. Ability to manage such works to be undertaken and to prevent exposureAbility to determine when works require a licenced contractor. Ability to complete due diligence to ensure contractor competency for working on or near ACM’sKnowledge and understanding of PTW schemeAwareness of ACM’s and how to prevent disturbanceKnowledge and understanding of LBHF procedures | UKATA asbestos awareness training (for all competencies listed)Local awareness training by UKATA trained personAsbestos Management PlanLBHF guidance |
| Legionella  | Appoint competent responsible person for the control of legionellaTemperature check- checks on calorifiers, taps, other outlets, POU heaters etc. once a monthPoint of Use Filters-replace point of use filters according to manufacturer’s guidelinesBase Exchange-check salt levels on base exchange softners weeklyOutlets-flush outlets infrequently used on a weekly basisExpansion vessel-flush through and purge to drain expansion vessels once a monthTreatments-complete biocidal/chlorine dioxide/ionisation/chlorine treatment Treatment checks-check chlorine dioxide/ionisation/chlorine for operation weekly and monthlyNotification-notify Local Authority of cooling towers and evaporative condensersHigh Count-procedures in place to manage legionella high count or confirmed outbreak | In-depth knowledge of the requirements of the Control of Substances Hazardous to Health Regulations 2002/L8Knowledge of how to undertake treatment and record actions/outcomes (all of below) | Legionella awareness training (for all competencies listed) |
| Electrical | Portable electrical equipment-visual inspection once a monthEmergency escape lighting-check of system functionality dailyEmergency escape lighting-‘flick’ test of luminaires once a month | Ability to identify visual signs of faults or damageAbility to identify if any fault is on systemAbility to undertake ‘flick test’ and record findings | HSE guidanceUser manualUser manual |
| Playgrounds | Outdoor play-risk assessment completed for all playgrounds and outdoor play equipmentOutdoor play equipment-visual check and inspection of play equipment and safety surfaces (visual daily and formal monthly) | Ability to identify hazards and associated risk control measures for playgroundsAbility to identify faults and damage to equipment | RoSPA guidanceLBHF guidanceLBHF checklist |
| Grounds | Trees-visual check of trees for signs of decay/disease (according to risk assessment)Walls, fences, gates-visual check for signs of disrepair/damage once every term | Ability to identify damage to treesAbility to identify damage to structural elements | National Tree Safety Group guidanceLBHF guidance and templateLBHF guidance and template |
| Security | CCTV-visual check of system operation dailyIntruder alarm-visual check that system is operating dailyIntruder alarm-resetting of intruder alarm after actuationOut-of-hours-respond to alarm actuations out of core hours | Knowledge of specific systems for premises and ability to interpret information. Understanding of how to report faults detected | User manual/s (for all) |
| H&S general | H&S Poster/Signage-H&S poster displayed. Signage appropriate and inspected every termPassenger lifts-emergency procedures in place in event of persons becoming trapped in lift | Knowledge of H&S poster and signage requirementsUnderstanding of emergency procedures to be adopted | LBHF guidanceLBHF guidance and template |

### PEOPLE FUNCTIONS

| AREA | OPERATIONAL FUNCTION (TASK) | COMPETENCIES REQUIRED | HOW OBTAINED |
| --- | --- | --- | --- |
| Educational Visits | Supervise pupils on educational visitsPlan and risk assess educational visitsEnsure Educational Visits Coordinator is appointed and trained | Understanding and awareness of hazards on educational visits and how to manage themKnowledge and understanding of the EVOLVE systemAbility to manage educational visits system and approve visits | Mentoring from competent peer and EVCTraining from in-house EVCLBHF EVC training |
| First aid | Undertake first aid needs assessment and reviewed when no longer validFirst Aid Signs/Noticeboards-first aid information on Signs/Noticeboards is reviewed once a termFirst aid kits-first aid kits remain stocked with in-date items and are checked every termFirst aid rooms-first aid rooms checked every termDefibrillators-visual check of status indicator on a daily basisDefibrillators-inspection of defibrillator and accessories for functionality once a monthFirst aid staff-sufficient First Aid staff are appointed and trained | Knowledge and understanding of first aid needs assessmentKnowledge of requirements in relation to signage for firs aidKnowledge of requirements for items to be in first aid kitsKnowledge of requirements for items to be in first aid roomsKnowledge of how to check defibrillatorKnowledge of how to check defibrillator Understanding of how to determine rations and requirements for first aid | HSE guidanceLBHF guidanceHSE guidanceLBHF guidanceHSE guidanceLBHF guidanceHSE guidanceLBHF guidanceUser manualUser manualHSE guidanceLBHF guidance |
| Dangerous hazardous substances | Dangerous/hazardous substances-risk assessment completed where staff members are using dangerous/hazardous substancesDangerous/hazardous substances-substances store checked every term for appropriate signage and storagePersonal protective equipment used by employees where required | Ability to complete a ‘COSHH risk assessment’ and identify control measuresKnowledge of best practice in storage of substancesUnderstanding of how to use PPE, maintenance requirements and report faults | LBHF COSHH trainingHSE guidanceUser manual |
| Lifting loads and children | Assess manual handling risks to staff members and apply control measuresEmployees lift and carry loads or children in a safe manner | Ability to complete manual handling risk assessmentUnderstanding and awareness of best practice when lifting and carrying | LBHF trainingIn-house awareness from trained risk assessor |
| Work at height | Assess risks from working at heightUses appropriate equipment for working at heightVisually checks any ladders before use and every termErects and visually inspects tower scaffolds | Ability to complete work at height risk assessment and identify risk control measuresKnowledge of how to use work equipment appropriatelyAbility to undertake visual checksKnowledge of how to erect and inspect scaffolds | LBHF guidance and templateUser manual/sHSE guidanceLadder Association guidancePASMA training |
| Health & Well-being | Assess stress and put in place relevant control measuresAssess noise exposure and put in place control measuresAssess voice loss and put in place control measures | Ability to complete stress risk assessment and identify risk control measuresAbility to complete noise risk assessment and identify risk control measuresAbility to complete voice loss risk assessment and identify risk control measures | HSE guidanceHSE guidanceLBHF guidance LBHF guidance |
| Violence and aggression | Assess risks to staff in relation to violence and aggression and put in place control measuresCapable of de-escalating threats of violence and aggression | Ability to complete a security risk analysis/violence risk assessment and identify risk control measuresKnowledge and understanding of measures to take to de-escalate situations | LBHF guidance and templateConflict resolution training |
| Display screen equipment and inter-active whiteboards | Set up and use display screen equipmentUse of interactive whiteboards in classrooms | Undertake display screen equipment self-assessment and ensure best practice Awareness of hazards associated with use of whiteboards | HSE guidanceLBHF guidanceLocal induction trainingLBHF guidance |