

HEALTH & SAFETY FUNCTIONS

# GUIDANCE FOR SCHOOLS

[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwjp-MqbhvHmAhUG8BoKHXOOBcwQjRx6BAgBEAQ&url=https://directory.shponline.co.uk/a-review-of-taxonomy-for-health-and-safety-news076738.html&psig=AOvVaw36PwDcthHgjZrhSQok02EH&ust=1578471336765850)

## 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 Induction  DfE: Health & Safety guidance  LBHF guidance template  LBHF Newsletter  School 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 assessing  LBHF guidance and template |
| Classroom checklists (primary school) | Completion and review of classroom checklists | Ability to identify classroom hazards and measures to control them | Induction training  Staff handbook  Supervision  LBHF guidance template |
| Contractor H&S | Undertake H&S competency checks  Ensures Risk Assessments and/or Method Statements are prepared  Operates permit-to-work system | Knowledge of best practice in contractor competency checks  Understanding of role of risk assessments and method statements  Understanding of when a PTW is required and how to operate the system | HSE guidance: managing contractors  LBHF guidance  LBHF guidance and template on Permit-to-Work |
| Construction work | Fulfils ‘clients duties’ and requirements under CDM 2015  Manages ‘construction projects’ commissioned by school | Knowledge of clients duties under CDM 2015  Understanding of project management best practice (e.g. RICS/PRINCE2) | LBHF in-house training on client duties  LBHF guidance  PRINCE2 training  RICS small project guidance |
| Accidents | Implements incident reporting procedures  Undertakes local incident investigations, making remedial recommendations and report writing | Knowledge of and ability to utilise on-line AIRS system  Understanding of best practice for investigating accidents and making recommendations for remedial treatment | Staff Handbook  LBHF guidance  LBHF guidance |
| Monitoring H&S | Develops a regime for monitoring of H&S performance  Completes inspection of premises and write reports | Understanding of best practice in monitoring H&S  Ability to identify hazards and ensure appropriate risk control measures are taken | School Business Managers Certificate/Diploma  LBHF guidance  LBHF guidance  On-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 occurred  Recommendations from the fire risk assessment are (where necessary) implemented  Fire emergency plan is developed and reviewed annually or where significant change has occurred  Fire 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 Awareness  LBHF guidance  Level 2 Fire Safety Awareness  LBHF guidance and template |
| Fire safety precautions | Fire exits-visual/functional check on final exit doors and devices once a month  Fire Signs/Noticeboards-fire safety information on Signs/Noticeboards is reviewed once a term  Fire detection and alarm system-visually check the panel for any faults daily  Fire 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 week  Fire detection and alarm system-visual check of back-up power supply once a month  Out-of-Hours-respond to alarm actuations outside of core hours  Fire detection and alarm system-resetting of system following actuation  Portable fire-fighting equipment-visual inspection of extinguishers, hose reels and fire blankets once a month  Sprinkler suppression system-visual check of valves and gauges and test of motor alarm/automatic pump once a week  Fire 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 month  Evacuation chairs-visual inspection for damage once a month | Knowledge of final exit door functionality requirements and ability to identify faults  Knowledge of fire safety signage requirements  Knowledge of specific fire panel for premises and ability to interpret the panel information. Understanding of how to report faults detected  Knowledge of specific fire panel for premises and ability to test FDAS and associated elements. Understanding of how to report faults detected  Knowledge of specific fire panel for premises and ability to test FDAS power supply. Understanding of how to report faults detected  Ability to respond within 20 minutes of alarm actuation  Knowledge of specific fire panel for premises and ability to re-set FDAS and associated elements. Understanding of how to report faults detected  Ability to identify obvious faults or defects on extinguishers or their mountings  Knowledge of the suppression system valves and gauges and ability to interpret information from them. Understanding of how to report faults detected  Ability to identify obvious faults or defects on fire doors and associated elements  Knowledge of operating procedure for fire curtains  Ability to identify obvious faults or defects on fire evacuation chairs | British Woodworking Federation guidance  LBHF guidance  FDAS user manual  FDAS user manual  FDAS user manual  FDAS user manual  FDAS user manual  LBHF guidance  User manual  British Woodworking Federation guidance  LBHF Guidance  User manual  User manual |
| Asbestos | Asbestos containing materials-any ACM’s left in-situ are appropriately labelled  Asbestos 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’s  Work 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 system  Asbestos awareness-all relevant staff members likely to disturb asbestos have received information and instruction  Accidental 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 exposure  Ability to determine when works require a licenced contractor. Ability to complete due diligence to ensure contractor competency for working on or near ACM’s  Knowledge and understanding of PTW scheme  Awareness of ACM’s and how to prevent disturbance  Knowledge and understanding of LBHF procedures | UKATA asbestos awareness training (for all competencies listed)  Local awareness training by UKATA trained person  Asbestos Management Plan  LBHF guidance |
| Legionella | Appoint competent responsible person for the control of legionella  Temperature check- checks on calorifiers, taps, other outlets, POU heaters etc. once a month  Point of Use Filters-replace point of use filters according to manufacturer’s guidelines  Base Exchange-check salt levels on base exchange softners weekly  Outlets-flush outlets infrequently used on a weekly basis  Expansion vessel-flush through and purge to drain expansion vessels once a month  Treatments-complete biocidal/chlorine dioxide/ionisation/chlorine treatment  Treatment checks-check chlorine dioxide/ionisation/chlorine for operation weekly and monthly  Notification-notify Local Authority of cooling towers and evaporative condensers  High 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/L8  Knowledge 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 month  Emergency escape lighting-check of system functionality daily  Emergency escape lighting-‘flick’ test of luminaires once a month | Ability to identify visual signs of faults or damage  Ability to identify if any fault is on system  Ability to undertake ‘flick test’ and record findings | HSE guidance  User manual  User manual |
| Playgrounds | Outdoor play-risk assessment completed for all playgrounds and outdoor play equipment  Outdoor 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 playgrounds  Ability to identify faults and damage to equipment | RoSPA guidance  LBHF guidance  LBHF 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 trees  Ability to identify damage to structural elements | National Tree Safety Group guidance  LBHF guidance and template  LBHF guidance and template |
| Security | CCTV-visual check of system operation daily  Intruder alarm-visual check that system is operating daily  Intruder alarm-resetting of intruder alarm after actuation  Out-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 term  Passenger lifts-emergency procedures in place in event of persons becoming trapped in lift | Knowledge of H&S poster and signage requirements  Understanding of emergency procedures to be adopted | LBHF guidance  LBHF guidance and template |

### PEOPLE FUNCTIONS

| AREA | OPERATIONAL FUNCTION (TASK) | COMPETENCIES REQUIRED | HOW OBTAINED |
| --- | --- | --- | --- |
| Educational Visits | Supervise pupils on educational visits  Plan and risk assess educational visits  Ensure Educational Visits Coordinator is appointed and trained | Understanding and awareness of hazards on educational visits and how to manage them  Knowledge and understanding of the EVOLVE system  Ability to manage educational visits system and approve visits | Mentoring from competent peer and EVC  Training from in-house EVC  LBHF EVC training |
| First aid | Undertake first aid needs assessment and reviewed when no longer valid  First Aid Signs/Noticeboards-first aid information on Signs/Noticeboards is reviewed once a term  First aid kits-first aid kits remain stocked with in-date items and are checked every term  First aid rooms-first aid rooms checked every term  Defibrillators-visual check of status indicator on a daily basis  Defibrillators-inspection of defibrillator and accessories for functionality once a month  First aid staff-sufficient First Aid staff are appointed and trained | Knowledge and understanding of first aid needs assessment  Knowledge of requirements in relation to signage for firs aid  Knowledge of requirements for items to be in first aid kits  Knowledge of requirements for items to be in first aid rooms  Knowledge of how to check defibrillator  Knowledge of how to check defibrillator  Understanding of how to determine rations and requirements for first aid | HSE guidance  LBHF guidance  HSE guidance  LBHF guidance  HSE guidance  LBHF guidance  HSE guidance  LBHF guidance  User manual  User manual  HSE guidance  LBHF guidance |
| Dangerous hazardous substances | Dangerous/hazardous substances-risk assessment completed where staff members are using dangerous/hazardous substances  Dangerous/hazardous substances-substances store checked every term for appropriate signage and storage  Personal protective equipment used by employees where required | Ability to complete a ‘COSHH risk assessment’ and identify control measures  Knowledge of best practice in storage of substances  Understanding of how to use PPE, maintenance requirements and report faults | LBHF COSHH training  HSE guidance  User manual |
| Lifting loads and children | Assess manual handling risks to staff members and apply control measures  Employees lift and carry loads or children in a safe manner | Ability to complete manual handling risk assessment  Understanding and awareness of best practice when lifting and carrying | LBHF training  In-house awareness from trained risk assessor |
| Work at height | Assess risks from working at height  Uses appropriate equipment for working at height  Visually checks any ladders before use and every term  Erects and visually inspects tower scaffolds | Ability to complete work at height risk assessment and identify risk control measures  Knowledge of how to use work equipment appropriately  Ability to undertake visual checks  Knowledge of how to erect and inspect scaffolds | LBHF guidance and template  User manual/s  HSE guidance  Ladder Association guidance  PASMA training |
| Health & Well-being | Assess stress and put in place relevant control measures  Assess noise exposure and put in place control measures  Assess voice loss and put in place control measures | Ability to complete stress risk assessment and identify risk control measures  Ability to complete noise risk assessment and identify risk control measures  Ability to complete voice loss risk assessment and identify risk control measures | HSE guidance  HSE guidance  LBHF guidance  LBHF guidance |
| Violence and aggression | Assess risks to staff in relation to violence and aggression and put in place control measures  Capable of de-escalating threats of violence and aggression | Ability to complete a security risk analysis/violence risk assessment and identify risk control measures  Knowledge and understanding of measures to take to de-escalate situations | LBHF guidance and template  Conflict resolution training |
| Display screen equipment and inter-active whiteboards | Set up and use display screen equipment  Use of interactive whiteboards in classrooms | Undertake display screen equipment self-assessment and ensure best practice  Awareness of hazards associated with use of whiteboards | HSE guidance  LBHF guidance  Local induction training  LBHF guidance |