

# **Health & Safety Awareness for School Governors**

**Caron Owens Head of Health and Safety  
Bucks County Council** CMIOSH, MCIPD, TechIFSM

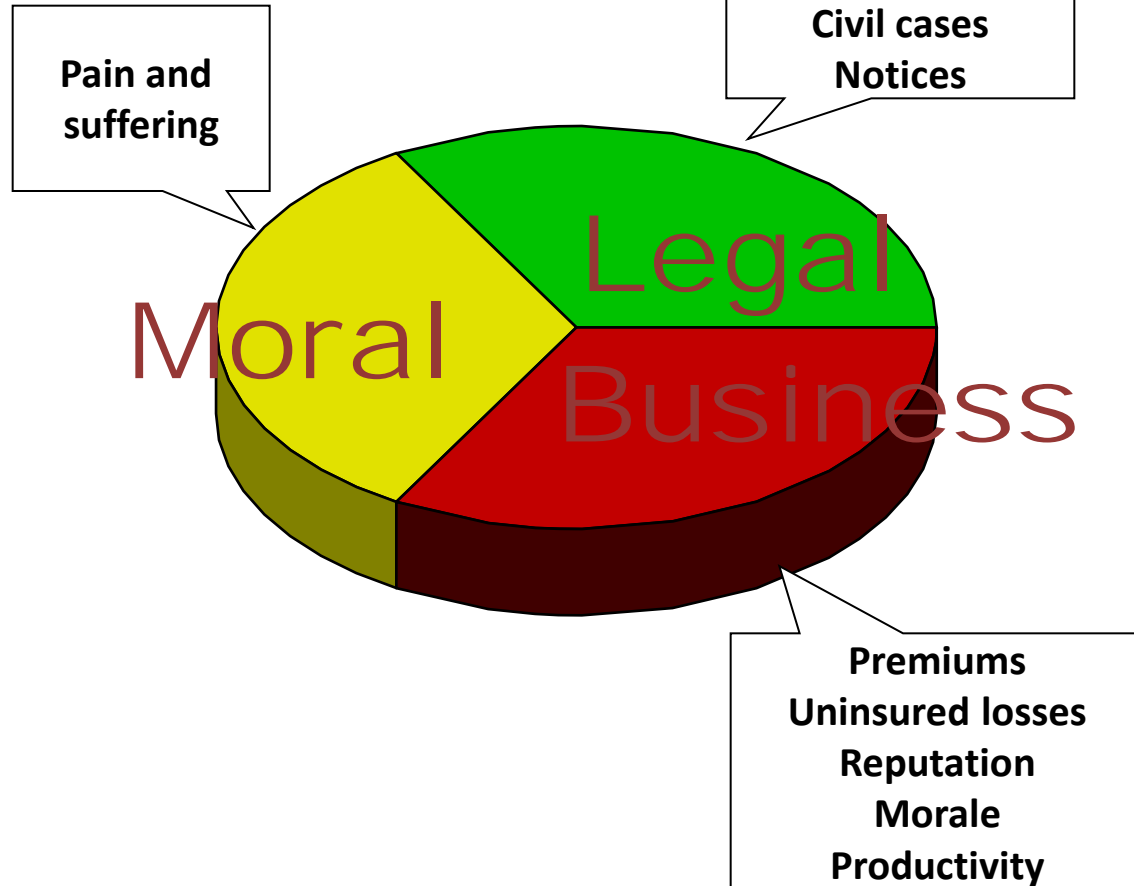


## Information

- Course Duration
- Fire Assembly Point
- Welfare facilities
- Please silence mobiles phones



## So why bother with Health & Safety?



# Why bother with health and safety?

- Unacceptable to put people at risk
  - hundreds of thousands of injuries
  - each year hundreds of deaths
  - enormous pain and suffering for employees and their families
- Accidents are costly
  - time lost through injury
  - loss of skilled staff
  - reduction in productivity
- Legal requirements
  - fines and punishments
  - claims for damages



# What is the Employer's main duty under the Health and Safety At Work etc. Act 1974?



Ensure, **so far as is reasonably practicable**, the Health, Safety and Welfare at **work** of **all** employees **and** of persons not in his employment who may be affected by his undertaking.

As far as is Reasonably Practicable

Balance between cost and risk

**Balance between cost and risk essentially a justification process to implement controls sufficient to reduce the risk to an acceptable level.**



## **Lunch a Top a Skyscraper (GE Building) 1932**





## **What Health and Safety Isn't!**






**Sensible Risk Management is NOT about:**

- Creating a totally risk free society
  - Generating useless paperwork mountains
  - Scaring people by exaggerating or publicising trivial risks
  - <https://www.hse.gov.uk/services/education/sensible-leadership/common.htm>
  - Stopping important recreational and learning activities for individuals where the risks are managed
  - How are children going to learn about risk if they are bubble wrapped?
- 

**We all have a role – do you know  
yours?**




### What is Your Role?

- The allocation of health and safety responsibility under HASAWA'74 depends upon the type of school. Prime responsibility rests with the employer, which in Community and Voluntary Controlled schools is the Local Authority. The governing body is the employer in Voluntary Aided, Foundation, Trust, Academy, Free and Independent schools.
  - In all schools, governing bodies have an important role. They influence the overall management and culture of the school and need to take health and safety into account. Governing bodies have responsibilities for other matters and some of these, such as decisions on funding, may directly influence health and safety.
  - **Support your Headteacher to discharge his/her responsibilities**
- 

### What Do I Need to Do?

- Monitoring performance is an essential part of effective health and safety management. It involves checking that arrangements and systems are working as they should, for example that:
  - physical controls are in place and working
  - staff have done what they are supposed to do; and
  - review procedures are working


Whether or not they are the employer, governing bodies must satisfy themselves that monitoring arrangements are in place, and that the results are reported back to them. Ways of doing this can include:

- setting up a health and safety committee
  - include health and safety in the terms of reference of an existing sub-committee
  - designate one of the governors to take the lead on health and safety
- 

## What Do I Need to Do?

- Annually review the Schools Health and Safety Policy
- Use the Annual Health and Safety Compliance report (self assessment tool) on the Schools Web which has been developed to help School Governors monitor Health and Safety standards in their establishment and identify areas to address.

[Secondary School Annual Compliance Question set 2019.docx](#)

- It should be completed in conjunction with school management and used to monitor standards and compliance in school. It is suggested that it is completed annually, but can be broken into parts to address in smaller sections.
  - The response should be Yes to each question. If No, then action is needed. And a Health and Safety Action Plan should be developed as a result.
  - If you have any Health and Safety issues with which you need advice or guidance then please refer to the Health and Safety Team ([healthandsafety@buckscc.gov.uk](mailto:healthandsafety@buckscc.gov.uk))
- 

# Classroom Checklist

- reduce the burden on schools – HSE classroom checklist
- <https://www.hse.gov.uk/risk/classroom-checklist.pdf>

**When the Worse Does Occur!**  
**Accident / Incident / Near Miss**

- **An accident** - is an undesired event that results in harm and/or property damage.
- **An Incident** – includes physical assault (intentional or unintentional), verbal abuse, threats and deliberate property damage
- **A Near Miss** – an event which happened in the work place, and did not result in personal injury





# What causes accidents and ill health at work?


## Immediate causes

- Personal and/or job factors
  - Rushing to get job done
  - Unsafe actions

## Underlying causes

- Organisation
  - How organisation manages health and safety
  - Perception of risk

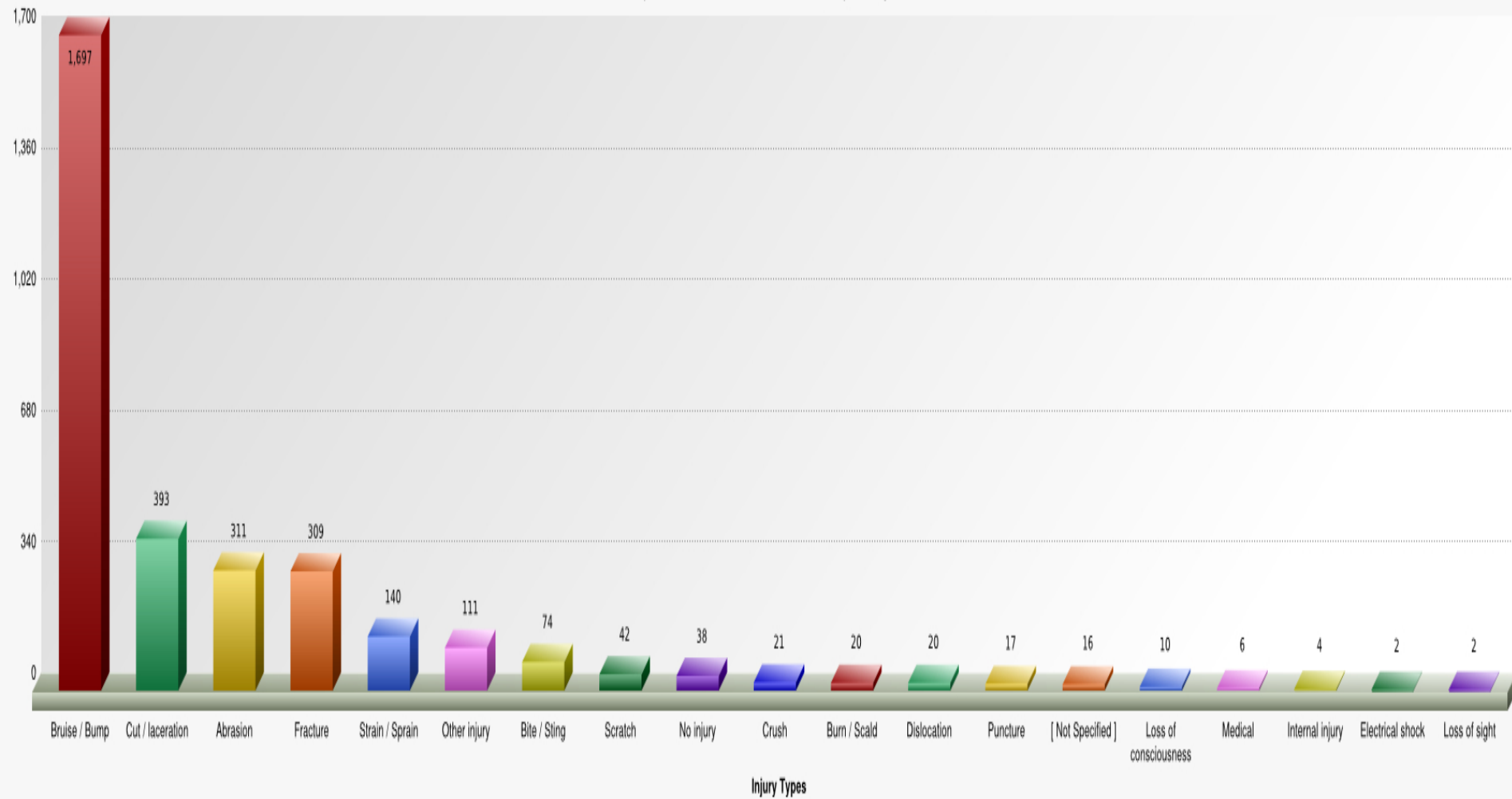
## Root causes

- Management
    - Lack of supervision
    - Custom and practice
    - Work pressures
- 

# Buckinghamshire County Council

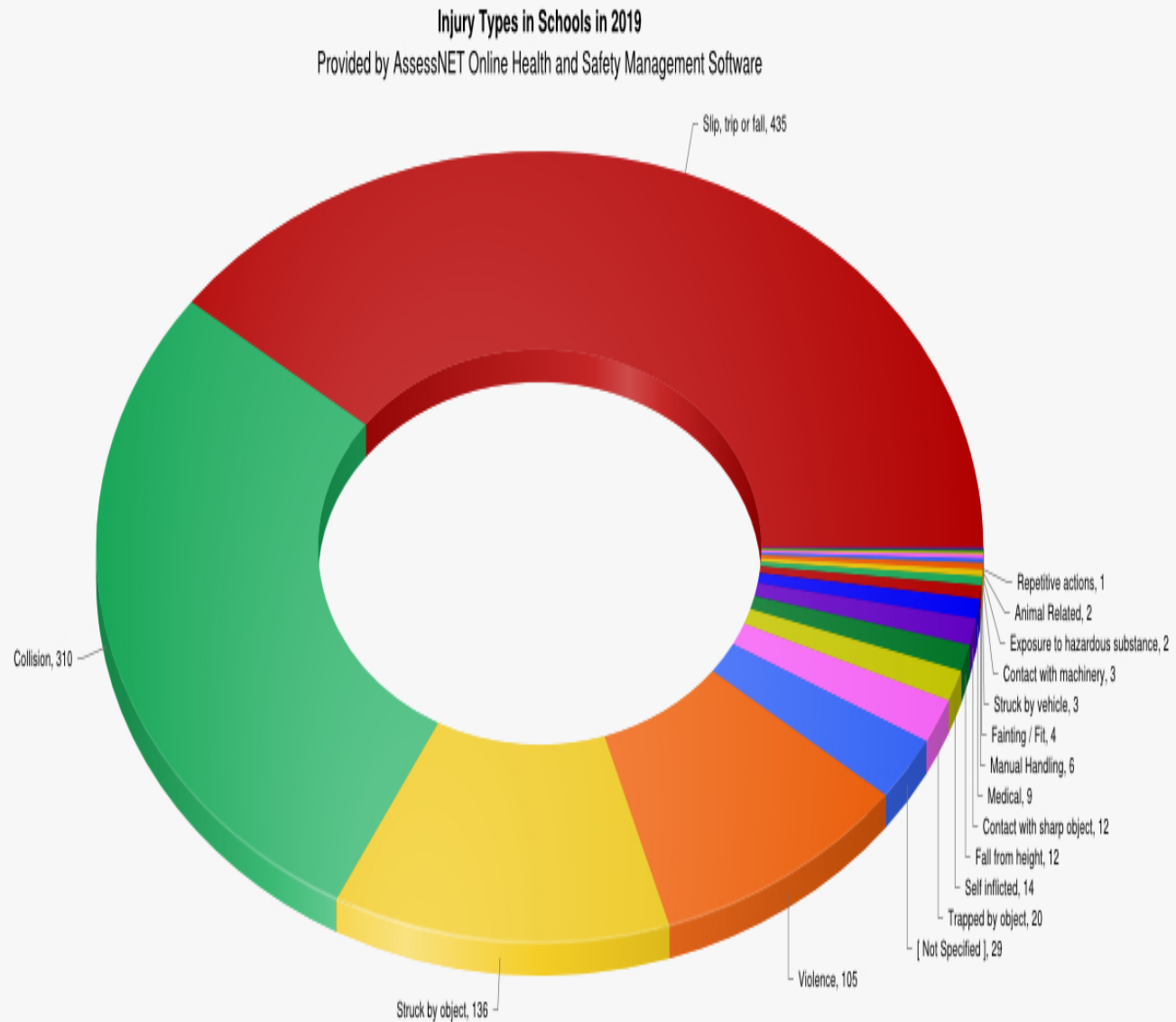
## Injury Types in Schools in 2019

Provided by AssessNET Online Health and Safety Management Software



# Buckinghamshire County Council

## Injuries in Schools



## **Accident / Incident / Near Miss Reporting and Investigation**

- All accidents, incidents or near misses have to be reported  
To ensure that it does not happen to someone else!

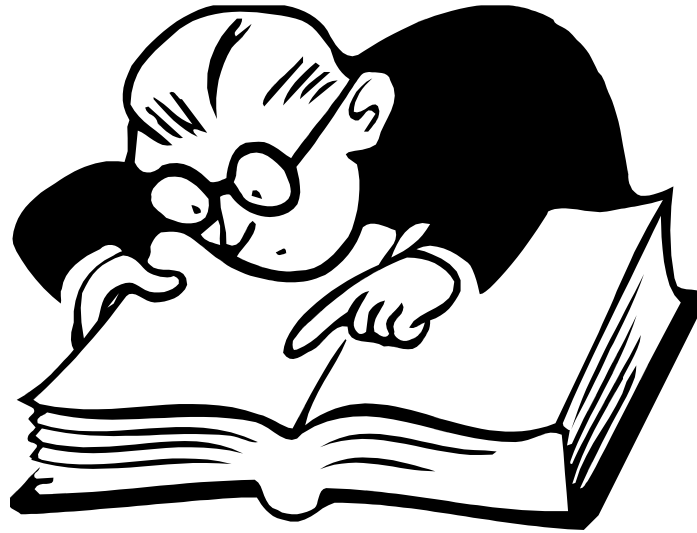


There is also a legal requirement under RIDDOR

- It's the responsibility of your Headteacher to ensure that an investigation takes place.
- Health and Safety sometimes follow up RIDDOR reportable incidents if they are reported on AssessNet.
- Many low risk accidents resulting in bumps and bruises where the school is not at fault will be just recorded in the first aid book.

# Let's Test Our Knowledge of Health and Safety

- No prizes I'm afraid!




# 1. What is the employer's main duty under the Health and Safety At Work etc. Act 1974?

Ensure, *so far as is reasonably practicable* the

- health
- safety
- welfare

at *work* of *all* employees *and* of persons not in his employment who may be affected by his undertaking



## Reasonably Practicable



**Balance between cost, time and effort  
and the risk**



# Employers Duties

So far as is reasonably practicable,

- Provide and maintain plant and safe systems of work
- Ensure the safe use, handling, storage and transport of articles and substances
- Provide information, instruction, training and supervision
- Ensure safe premises, access and egress
- Provide safe working environment and adequate welfare facilities



# Employee Responsibilities

Take care of  
themselves



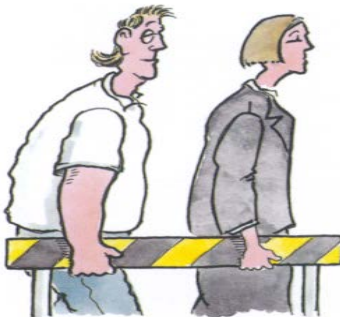
Take care of the  
health and  
safety of others



Not misuse or  
interfere with  
anything  
provided for  
health and safety



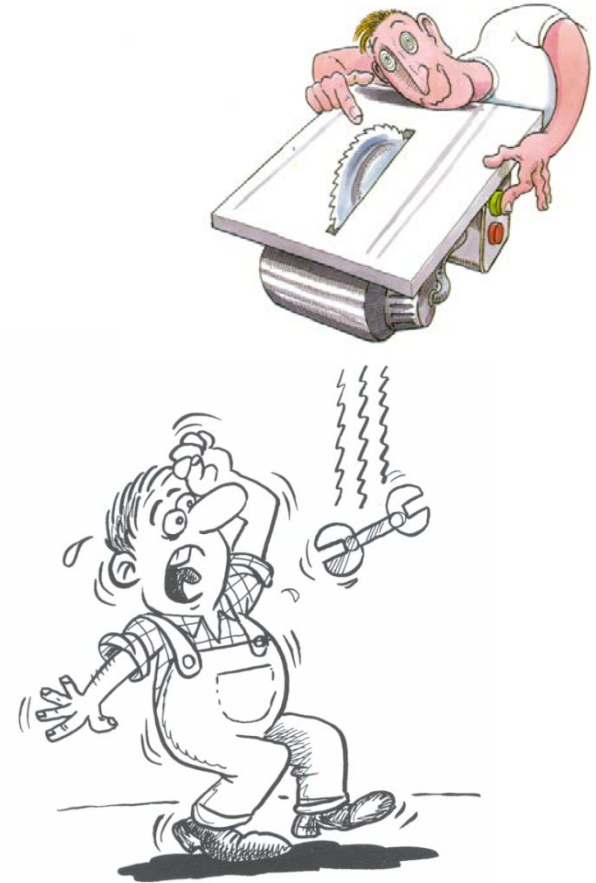
Co-operate with their employer



# Additional Responsibilities

employees must:

- use machinery, equipment and substances in accordance with their instructions and training
- notify their employer of any serious or imminent danger
- report any shortcomings in health and safety



## 2. Management Regulations

Require: -

- A suitable and sufficient assessment of the risks to health and safety of employees and other persons who may be affected

The law requires employers

- put in place control measures to reduce the risks so far as is reasonably practicable
- law attempts to be fair by requiring employers to be only responsible for foreseeable risks



# Management Regulations

- Specific assessments are required for:
- young people at work

and

- new and expectant mothers



### 3. Who has the employer's responsibilities in schools?

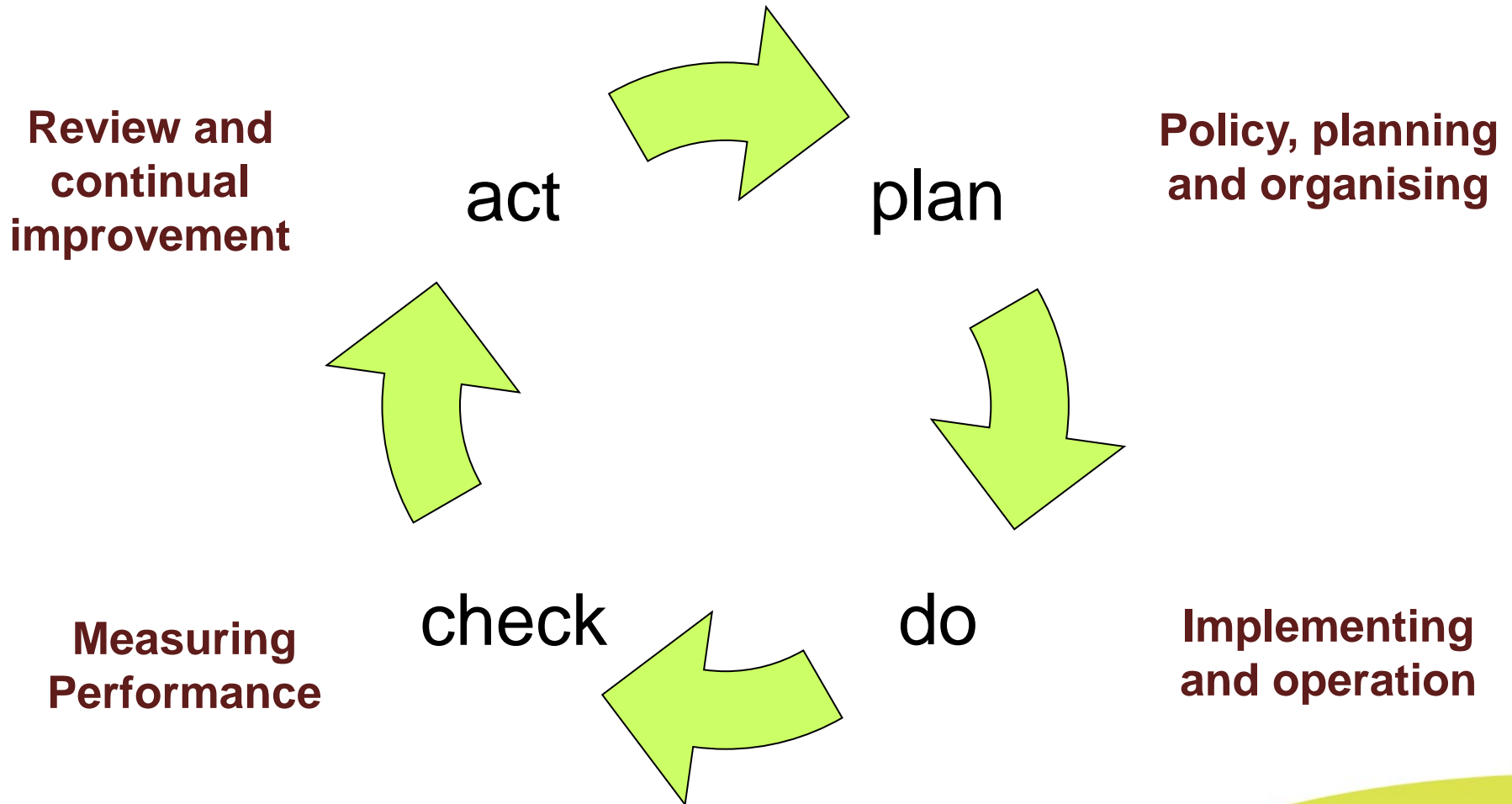
- The **Governing Body** in
- Voluntary Aided schools
- Foundation Schools
- Academies



The **County Council** in

- Community Schools
- Voluntary Controlled schools

# Health and Safety Management System






# Measuring Performance - Reactive and Proactive

- Accidents/incidents and near misses
  - Accidents, incidents and near misses need to be analysed to identify trends – make sure you check those in the First Aid book
- Audit Rolling programme over 3/4 year period
  - Rory Finnegan,
  - Larissa Vennai
  - Jane Creasey, (part time)
  - Steve Fox (part time)
- Governor Health and Safety Termly Inspections



## 4. Is health and safety legislation civil or criminal?

- Criminal
    - Punishes corporate bodies and individuals with fines or imprisonment
    - Initiated by the State e.g. by Police or Health and Safety Inspectors
    - You cannot insure against the punishment
    - Guilt is not vicarious
  - Civil
    - Compensates victims for damage or injury
    - Claims for damages are initiated by the victim
    - Can insure against claims
    - Liability can be vicarious
- 

## 5. Name an enforcement agency who can demand access to your school on health and safety grounds


- Health and Safety Executive (Factory Inspectors)
- Environmental Health Officers (District Council)
- Fire & Rescue Service Officers



All agencies can serve

- Improvement and Prohibition Notices
- Bring prosecutions

# Enforcement

- Health and Safety Executive (HSE) Inspectors enforce health and safety legislation in schools
  - Provide advice as well as enforcing law
  - Wide powers including right to
    - inspect schools
    - investigate accidents or complaints
    - talk to employees and safety representatives
    - take photographs and samples
    - impound dangerous equipment
  - Fire Safety Officers and Environmental Health Officers have similar powers
- 

**6. The Occupiers Liability Act 1984 deals with the responsibilities of controllers of premises to which group of people?**



**Trespassers**


## 7. What would a claimant have to show if they wanted to take action against the school?

In order for negligence to be proven in court, four conditions must be met:

- It must be clear that the County Council/Governing Body owed them a duty of care
- It must be proven that there was a failure of the duty of care
- It must be proven that this failure was the direct cause
- and it must be proven that harm was caused.
- The school needs to provide evidence that it has not been negligent, useful documents would be inspection reports, maintenance records, risk assessments




## 8. What is the purpose of a health & safety policy?

- Identifies how health and safety is being managed in the school
- 3 parts
- Policy
    - Statement of Intent
  - Organisation
    - Who has responsibilities? Governors are at the top of the hierarchy
  - Arrangements
    - How do we do it?
  - Health and Safety Policy needs to be reviewed by the Governing Body annually – Summer Term
- 




## 9. How would you know if there is any asbestos in your school?


- All schools should have an Asbestos Log – preferably held at Reception
  - Log must be inspected and signed by **all** Contractors visiting the school even if they are familiar with the school
  - If you can't find the Log then please ask the school to contact Property Services 01296382310 – work should never be allowed to start without checking the log first to see that no asbestos is present
  - If asbestos is present in the area being worked on – then work should not start.
- 

# Controlling Contractors


You need to ask if

- only approved (CHAS registered or similar) contractors are used?
  - a responsible person is liaising with the contractors
  - arrangements are in place to monitor contractors
    - when coming on site
    - whilst working if appropriate
    - regular meetings for long projects
  - a hot work permit is required
  - work and site is checked for safety when contractors leave
  - Remember to submit the self help form for works
- 

## **10. How often should a Governor safety inspection be carried out?**

- Every Term
  - Copies of inspection reports will be required when the school is audited
  - Inspect at different times of the day
    - inspect premises, housekeeping, equipment, external paths, trees
    - check how people are working – safety culture
    - examine documentation
    - check staff training
- 

## **Specifically**

- Portable Electrical Appliance testing records – check labels
  - Fire Risk Assessment with Action Plan and Fire Alarm Test records and Fire Drill Records
  - Maintenance of Fire Doors
  - Legionella testing records
  - Training Records
  - Emergency Arrangements
    - First Aiders
    - Fire Marshals
    - Evacuation Officers
    - Adverse weather conditions
  - Signage
  - Accident records – both minor kept in First Aid book and those reported to County Council
- 

# Why it is Important to Maintain Fire Doors



# Safety Signs that need to be checked

## Safety Signs and Signals Regulations.

- **Emergency information - green**
  - evacuation routes
  - assembly point
  - first aid
  - eye wash stations – secondary schools
- **Fire information - red**
  - Extinguishers
  - Fire action notices

## Mandatory signs – blue

- fire door keep closed
- this door to be kept locked shut
- wear hearing protection
- wear eye protection

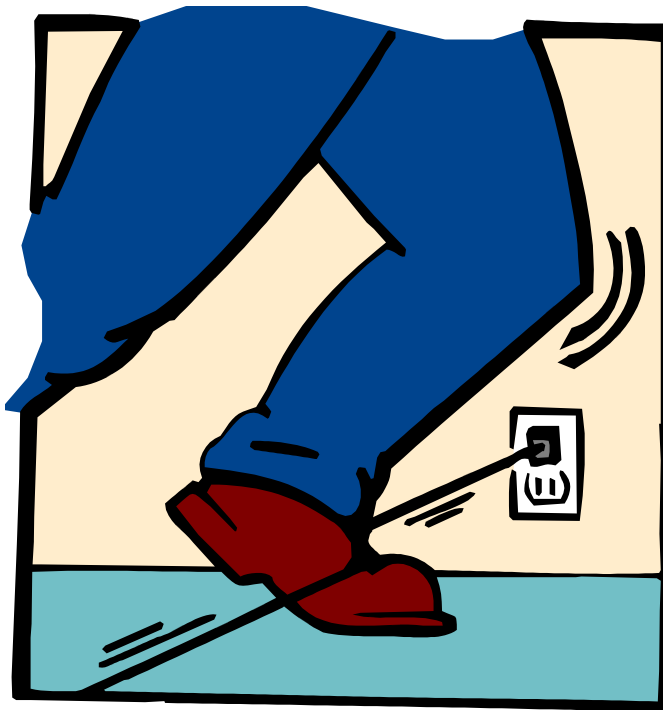
## Prohibition signage – red

- no smoking

## Warning signage – yellow/orange

- wet floor signs
- chemicals

# 11. What is the most commonly reported employee accident?



Nationally 40% of all accidents are as a result of slip, trip or falls – 425 of these accidents in 2019

## 12. Health and Safety Regulations apply if you work at home. True or False?

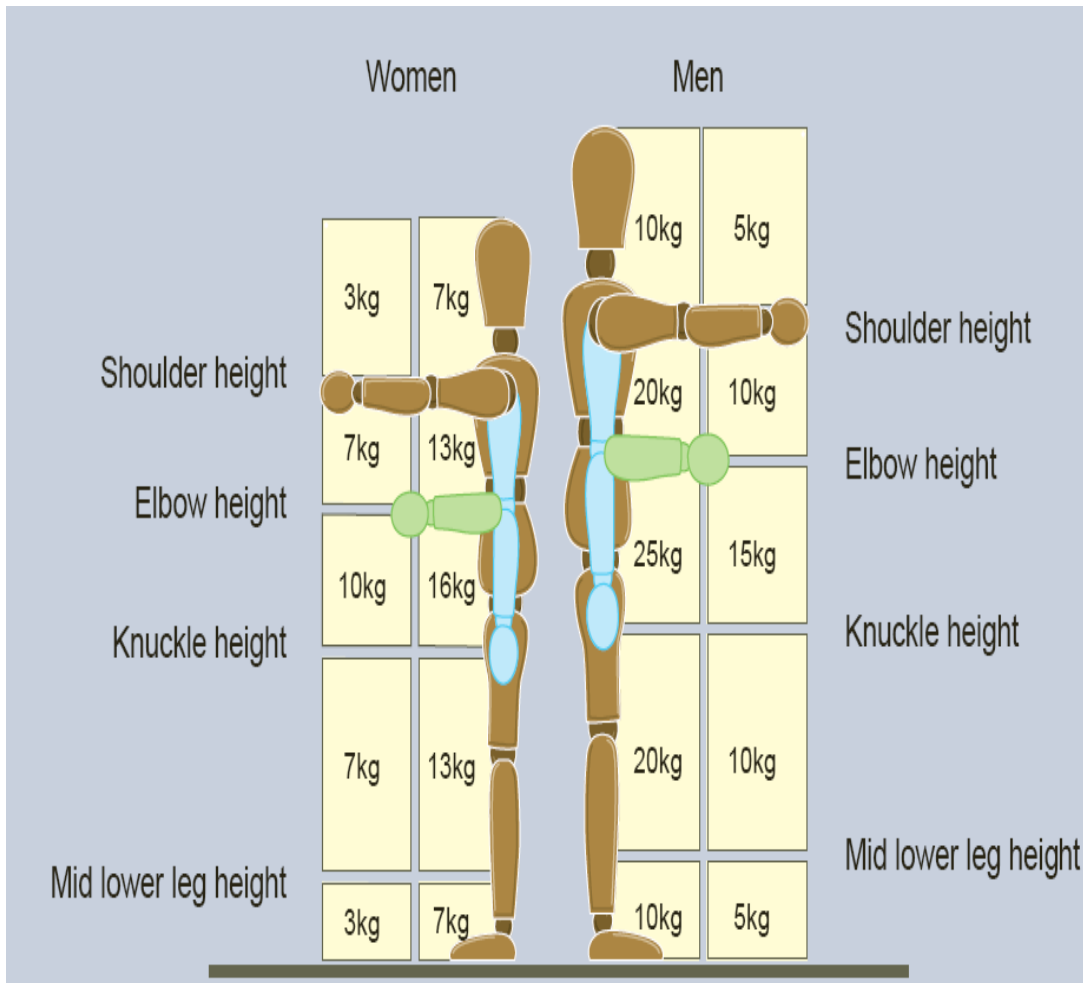
**True**

- Same rules apply to home and school
- Homeworking policy which covers
  - computer
  - room layout
  - fire/evacuation procedures
  - electrical testing etc.





## 13. Maximum Weight



- There is no maximum
- Guide figures for men and women above which there is the risk of injury and an assessment needs to be done

## 14. Fire Logs

- Fire Risk Assessment – actioned and reviewed at least annually
  - Fire Risk Assessor Training available
- Annual Service records - emergency fire fighting appliances
- Annual Fire Alarm Service
- Records of
  - Weekly fire alarm tests – from different call points
  - Fire Drills and feedback
  - Emergency lighting/smoke/heat detectors tests
  - Illuminated exit signs tests
  - Personal Emergency Evacuation Plans (PEEP)
  - Visits by enforcing authorities
  - Training and refresher training



## 15. Can I work at Height?




Working at Height Policy

**Avoid**  
**Prevent**  
**Mitigate**



Guidance on safe use of ladders and stepladders  
<https://www.hse.gov.uk/pubns/indg401.pdf>

## **16. Name a piece of legislation that requires a risk assessment**

- Management of Health and Safety at Work Regulations
    - Expectant and New Mothers
    - Young Persons
    - Stress
    - Lone working
  - Working at Height Regulations
  - Manual Handling Regulations
  - Fire Reform Order
    - Personal Emergency Evacuation Plan
  - Control of Substances Hazardous to Health (COSHH)
  - Display Screen Equipment Regulations
  - Personal Protective Equipment
- 

### Kick Stools

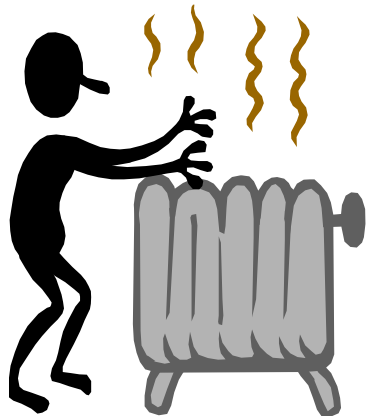
- Used in office environments, classrooms.
- Used to access no higher than shoulder height when standing on the kick stool.
- Shelves are securely fixed to the wall with brackets and capable of acting as a steady handhold if needed.
- Inspect for faults.



## 17. What are the maximum & minimum temperatures for schools?


- The School Premises Regulations 1999 set the following minimums; the 2012 version does not contain any advice on heating.

- 21°C where occupants are lightly clad and inactive e.g. medical rooms
- 18°C where there are average levels of activity e.g. classrooms
- 15°C where occupants are lightly clad but active e.g. gyms and circulation areas



- Exposed surfaces of radiators – if exceed 43° C they must be covered with a non-heat conducting cover in nurseries and special schools.

**18. It is the law that all portable electrical equipment should be tested each year?  
True/False**

- False
  - You must maintain electrical equipment if it can cause danger, but the law does not say how you must do this or how often.
- 


## Electricity

- All portable electrical equipment should be tested regularly by a trained person.
- Report any defects noticed on visual inspection
- Check the condition of the **cord**
- Check the condition of the **plug**
- Check the condition of the **socket**
- Check the condition of the **equipment**
- Check the equipment is **suitable for the job** it is intended to do
- Check that the equipment has been **inspected and tested** - **look for pass labels**.






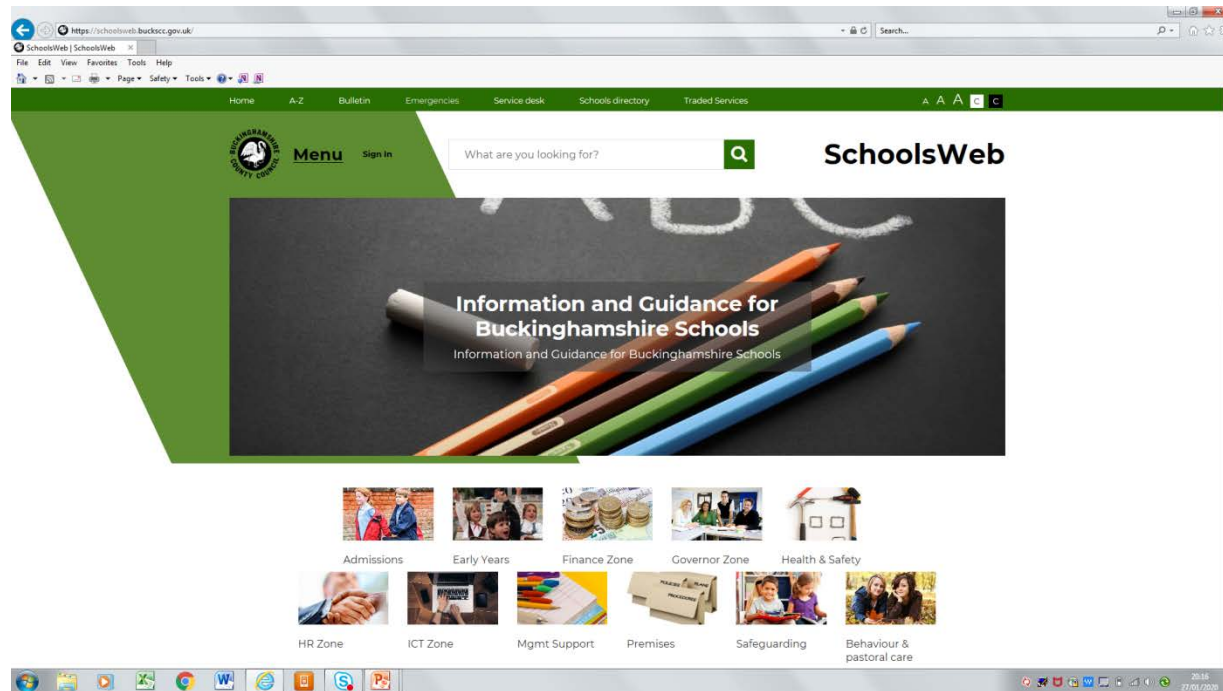
## 19a. How does your school manage the risks from Legionella

- Appoint a Premises Responsible Person
  - Appoint a Nominated Legionella Controller
  - Both Legionella thrives at 20-50 degrees Centigrade need to avoid this.
  - Legionella Controller should check weekly that the hot water is maintained at 60 degrees Centigrade for hot water cylinder
  - Legionella Controller should flush weekly and identified 'dead legs' and redundant showers
  - Legionella Controller to maintain records in the Legionella Log, also available via a Norse Group portal
- 

## **19b. How does your school manage the risks from Asbestos?**

- Have an asbestos log on site
  - Ensure contractors are aware of the log and sign it
  - Ensure all those who work in areas where asbestos is know not to disturb it
- If the asbestos is damaged , secure the area and seek specialised advice from Property Services or the Estates Team for Academies.
- 

## Sources of Health and Safety Information Schools Web



## Sources of Information

- Hse.gov.uk
  - Asbestos Log (Establishment )
  - Legionella Log (Establishment)
  - Education Visits Policy Document (SchoolsWeb)
  - School Bulletin (SchoolsWeb)
  - Health and Safety Team
- 
- ❖ E-mail: [healthandsafety@buckscc.gov.uk](mailto:healthandsafety@buckscc.gov.uk)
  - ❖ Phone: 01296 674412
  - ❖ We run a variety of health and safety courses which are advertised on the Schools Web. Places can be booked through
  - ❖ [handstraining@buckscc.gov.uk](mailto:handstraining@buckscc.gov.uk)
- 
- Property Helpdesk 01296674412
- 

# Any Questions?

