

Responsibilities for Health & Safety in Schools

Presenter:

Greg Price

Health & Safety Advisor

Torfaen County Borough Council



Roles of the L.E.A

Role of the Governing Body

Role of the Headteacher

Role of the Employee

Relevant sections of the Health & Safety at Work Act 1974

Powers of the Health & Safety Executive

Accidents in schools resulting in action by the Health & Safety Executive

Improvement notices and prohibition notices issued to schools by the Health & Safety Executive

Risk Assessment

Role of the Employer

- To provide a health and safety framework for schools to work in.
- To ensure appropriate measures and taken to effectively manage health and safety in schools
- Set up contracts to service and maintain Duty of Care issues

Role of Governing Body

- Strategic management of Health & Safety – allocating staff / duties.
- Ensure there is a Health & Safety Policy in place at the school that marries into the LEA / Corporate Policy.
- Ensure there are arrangements in place to put health & safety policies, advice, information and guidance into practice.

- Ensuring that there are arrangements in place to carry out “Duty of Care” tests and other servicing and testing.
- Prioritising works that are to be funded from the school’s budget.
- Assisting in carrying out inspections of school facilities.
- Monitoring to ensure action is taken.

Role of Headteacher

- Day to day management of health and safety
- Liaising with / reporting to the LEA / Governing Body.
- Taking action where necessary.
- Passing on health and safety information to relevant people.
- Identifying staff training needs.

Role of Employee

- To take reasonable care of their own and others' health and safety.
- Co-operate with their employers.
- Carry out activities in accordance with training and instruction.
- Inform employer of any serious risks.

The Health & Safety at Work etc. Act 1974

Section 2

Places the duty on the employer to safeguard as far as reasonably practicable the health, safety and welfare of all employees.

Section 3

Covers those who are not employees, but who may be affected by the activities of the employer.

Section 4 (2)

Places duties who have, to any extent,
control of premises.

Section 36

States that where any person commits an offence under health and safety legislation which is due to the act or fault of some other person, that other person could be charged with and convicted of the offence.

The Inspectors have powers which entitle them to:-

- Enter the premises without hindrance for the purpose of the inspection.
- Enter accompanied by a police officer if they believe they will be obstructed in their inspection.
- Require evidence not to be removed.
- Take samples of suspect substances.
- Take photographs and measurements.

- Be assisted by an authorised specialist
- Require tests to be undertaken
- Require records for inspection and my take away copies of such records
- Require assistance from anyone on site and insist on verbal or written evidence from any material witnesses.
- Recommend that prosecutions be brought
- Issue prohibition or improvement notices, or indeed can prosecute.

PRINCIPLES OF RISK ASSESSMENT

A risk assessment is a systematic way of establishing whether or not the risks associated with any hazards in the work place are controlled to the lowest level that is reasonably practical to achieve.

Definition of a Hazard

“A hazard is something with the potential to cause harm or injury”

Definition of a Risk

“The risk is the likelihood that the harm from one or more particular ‘hazards ‘is realised”.

Examples of 'Hazards' are

1. Physical hazards, such as:-

- Water
- Electricity
- Frayed or trailing electrical cables
- Defects in flooring
- Obstructed gang ways
- Misplaced or broken machinery guarding
- Hazardous chemical not adequately contained

Health hazards, such as:-

- Lifting and handling heavy loads
- Repetitive handling tasks
- High noise levels
- Cold working conditions
- Radiation
- Harmful dusts or vapours
- Work related stress

Definition of Reasonable Practicable

“As low as reasonably practicable”

“So far as is reasonably practicable”

This involves weighing a risk against the trouble, time and money needed to control it.

Reasonably Practicable

COST

Time
Money
Effort

RISK

Likelihood
Severity



Hierarchy for Reducing Risks

1. Eliminate
2. Replace
3. Isolate
4. Control

Protect Discipline

Risk Assessments associated with premises and grounds

- Glazing
- Unauthorised access to roofs
- Management of transport
- Duty of care issues

Risk Assessments on Staff

- Lone working
- Pregnant members of staff
- Manual handling
- Dealing with bodily fluids
- Immunisation against infectious diseases

Risk Assessments on children

- Special education needs
- Dietary needs
- Medical issues
- Behavioural issues

Risk Assessments required by specific legislation

- Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992
- Noise at Work Regulations
- Control of substances hazardous to health
- Management of Asbestos

Likelihood

- 5 = CERTAIN
- 4 = VERY LIKELY
- 3 = LIKELY
- 2 = UNLIKELY / POSSIBLE
- 1 = VERY UNLIKELY

Severity

- 5 = MULTIPLE DEATH
- 4 = SINGLE DEATH
- 3 = MAJOR INJURY
- 2 = MINOR INJURY
- 1 = WORK DELAY

Risk Rating

- 12-25 (RED) = is a high risk and may require the provision of considerably resources, which may involve the purchasing of special equipment, training, greater supervision and the implementation of effective control measures
- 6-11 (AMBER) = is a significant risk and will require an appropriate level of resources.

- 1-5 (GREEN) = is a low risk but action should still be taken to try to reduce these risks further if possible within reasonable limits.