



**Khalsa Primary School**  
Faith inspired education



# HEALTH AND SAFETY POLICY

Policy Title	Health and Safety
Approval Date:	Autumn 2018
Review Date / Cycle	Every three years

## **Health and Safety Policy Statement**

The following statement sets out the health and safety objectives for the Khalsa Primary School, with the aim of ensuring best practice in the management for health and safety. This policy is part of and should be read in conjunction with Slough Borough Council's Health and Safety Policy.

The persons named at the base of this statement accept the requirements of the Health and Safety at Work Act 1974; all subsequent legislation and Approved Codes of Practice produced under the Act. They also recognise that legislation only defines the minimum level to be achieved and they will strive to improve on this requirement where reasonably practicable. As part of this they accept responsibility for the development and review of this statement.

The Governors and Principal are committed to health and safety and will communicate the values and beliefs in implementing best practice. By following this policy statement, it is expected that health and safety performance will be improved, in particular it is expected that there will be a reduction in the number of injuries, ill health, unnecessary losses and liabilities and an improvement in environmental protection.

It is recognised that health and safety is of equal importance as other management objectives and the Governors will ensure adequate financial and physical resources are provided to ensure the school is progressive in health and safety performance each year. To assist this, there will be access to any necessary expert advice.

The school management will take all reasonable steps to provide safe and healthy conditions for all employees and others who may be affected by the school's activities; this will be determined by the identification of workplace hazards and the completion of suitable and sufficient risk assessments and the implementation of appropriate workplace controls.

All employees are seen as a key resource and managers are committed to ensuring the competence of all employees by providing appropriate information, instruction, training and supervision as required.

Health and safety will only improve with the free flow of information. To ensure that this occurs, health and safety will be a standing item on all staff and governor's meetings. Additionally, consultation will be promoted. By participating in the consultative procedures, employees can make an important contribution to the implementation of this policy statement.

To ensure this statement remains active and appropriate the Governors will review it annually and if failings are identified it will be improved. An 'Annual Report' and 'Action Plan' will also be generated and submitted to the governing body for information and approval.

## **Organisational Responsibilities**

Under the Management of Health and Safety at Work Regulations, an employer is required to put into place the necessary organisational structure to ensure progressive improvement in health and safety performance.

The following structure, extracted from Successful Health and Safety Management (HSG 65), details the specific tasks that require to be undertaken within the School.

## **Board of Governors**

Is responsible for all aspects of health and safety, and will subsequently ensure the full implementation of the Policy by:

- Planning, formulating, generating, developing and approving the policy documents and procedures and for ensuring they are kept under review and are effectively implemented;
- Establishing a strategy to implement the policy documents by integrating them into the Schools 'Business Plans' and general activities;
- Introducing a structure for planning, implementing, measuring, reviewing and auditing the policy documents with a view to improvement where recognised;
- Authorising new or revised procedures;
- Ensuring that health and safety performance is regularly reviewed, monitored and audited, and that improvement plans are generated where required;
- Making sufficient resources available to ensure implementation of the policy.
- Ensuring competent advice is available to managers and employees;
- Ensuring managers identify all foreseeable hazards within their area of responsibility, and that risk assessments are completed and the appropriate action taken to remove the hazard or reduce the level of risk;
- Preparing an 'Annual Health and Safety Report' and 'Action Plan' on performance.
- Ensuring that health and safety is on the agenda of all Governors meetings;

## **Principal**

The Principal is responsible for implementing this Policy within the school by:

- Periodically appraising the effectiveness of this Policy to ensure that necessary changes are submitted to the Governors;
- Designating, where required, a specific person to undertake health and safety matters on their behalf. (NOTE: The accountability for health and safety will still remain with the Governing Body and Principal);
- Establishing management arrangements and procedures to ensure risk control systems and work place precautions are implemented and used;
- Attending health and safety training to enable them to fulfil their responsibilities and duties. This included the designated person if applicable e.g. Business Manager
- Ensuring the participation of all employees, by bringing to their attention any reports received from the Health and Safety Advisor and minutes from safety meetings;
- Ensuring that health and safety is an agenda item on all staff meetings, and that all employees are consulted about health and safety issues and plans;
- Keeping up to date with health and safety legislation, good practice and relevant management practices;

In particular the Principal must:

- Regularly review the Statement of Health and Safety policy and safe working procedures relevant to the school and ensure all necessary risk assessments are carried out and recommended actions implemented;
- Make arrangements to ensure that the contents of the health and safety policy documents and procedures are brought to the attention of all staff employed at the premises;
- Ensure the Implementation of health and safety procedures and plans, including the procedure for reporting accidents, industrial diseases and dangerous occurrences;(RIDDOR)
- Report to the Governors any situation identified as being unsafe or hazardous and which cannot be remedied from within the resources available to them;

- Prepare and regularly review an emergency evacuation procedure and arrange for periodic practice drills (at least once each term). Arrangements must also be made to inform staff, pupils, and other users of these procedures;
- Generate reports on health and safety issues for the Governing Body and ensure premise inspections take place at regular intervals;
- Take any immediate and long term action necessary to ensure the health and safety of any persons on or using the premises, e.g. by removing or where this is not possible, reducing the level of risk the hazard presents;
- Arrange for the immediate withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- Ensure maintenance schedules (e.g. fire extinguishers checks, boiler servicing, water temperature checks, Portable Appliance Testing (PAT) are set in place and followed.
- Instigate work to remedy any defect in the state of repair of the buildings, their surroundings or any equipment, also make interim arrangements to eliminate or limit the risk entailed during repair;
- Monitor the activities of contracted service staff locally undertaking building works, contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- In discharging these responsibilities have regard to the needs of contracted service staff and others who may be based at or using the school who are not directly employed by the school. In particular such personnel must be considered when arranging first aid provision and generating or reviewing emergency evacuation procedures.

### **Responsibilities of Teachers**

Teachers play an important part within the school for health and safety and carry a large portion of the responsibility for the safety of the children.

Their duties include; -

- Ensuring the classroom or any other areas where they have responsibilities are in a safe and suitable condition and report any deficiencies they find to the appropriate person.
- Make sure all the children and others within their area of control understand all health and safety issues including – how to report situations and evacuation procedures etc.

### **Responsibilities of all Employees**

All employees have legal responsibilities relating to health and safety. All members of staff are encouraged to make recommendations concerning health and safety at work to the appointed health and safety representative.

It shall be the duty of every employee whilst at work:

- To comply with Safety Policies, Procedures and Risk Assessments;
- To comply with all instructions relating to safety including statutory provisions, codes of practice and safe systems of work;
- To co-operate with management and others to enable the school to comply with health and safety requirements;
- To take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions whilst at work;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare;
- To use any machinery, equipment, substances or transport in accordance with training and instruction provided;
- To attend safety training courses as and when arranged;

- To wear protective clothing or equipment provided and to make proper use of devices provided for safety at all times;
- To report any health and safety problem or work situation where there is the potential for serious or imminent danger; and
- To report any short falls in any protective measures provided.
- It is important that employees do not under any circumstances carry out operations that could cause danger to them or affect the safety of others.
- No person should undertake a job/task for which they have not been trained and do not feel confident to carry out.
- Employees holding management/supervisory posts, other than posts specifically named above will have health and safety responsibilities proportionate to the management functions they undertake.
- In the execution of their duties, all employees are expected to use the knowledge gained from specific health and safety training and that, which is inherent in their professional training.

### **Health and Safety Advisor (Health and Safety Assistance)**

To comply with the Management of Health and Safety at Work Regulations 1999 and its requirement for the school to have competent health and safety assistance the school has purchased a service level agreement (SLA) with Slough Borough Council's Health and Safety Advisory Team who will:

- Advise on the preparation, development, review and implementation of the schools policies, procedures and plans;
- Support Annual Health and Safety Audits
- Advise on legislation and codes of practice for the school;
- Provide guidance on accident investigations, specialist activities, hazard identification, risk assessments and the implementation of appropriate control;
- Advise on reviewing performance of the health and safety management system;
- Advise on promoting a positive health and safety culture;

### **NOTE:**

A breach of health and safety by any of the above may result in action including disciplinary action for employees if proven, being taken by the authority. Certain breaches may result in action being taken by the Health and Safety Executive.

### **Service Users, Students and Pupils**

Service users, students and pupils are expected, as far as is reasonable with regard to their age and development:

- to exercise personal responsibility for safety of themselves and others;
- to observe standards of dress consistent with safety and/or hygiene;
- to observe all the safety rules of the establishment and in particular the instructions of staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for their safety e.g.
- setting off fire extinguishers.

The Governors, Principal, Teachers and other staff are responsible for making service users, students, pupils and where appropriate parents/guardians, aware of these responsibilities through the prospectus, notices and direct instruction.

### **Training of staff in health and safety, including risk assessment**

All staff are required to be informed about the practices and procedures contained within this Policy and to provide sufficient knowledge for them to be able to carry out their work in a safe manner. The training should be completed within six months of appointment.

Within the first four weeks of employment, a senior leader/designated person will identify any health and safety training that is appropriate for the duties of the post. They will consider:

- All elements of the job that can be undertaken prior to training taking place.
- The tasks that can only be carried out with supervision prior to training taking place.
- Tasks that must not be carried out until training has been completed.

Contractors must have relevant information on:

- hazards and risks they may face
- measures in place to deal with those hazards and risks
- how to follow any emergency procedures

Some employees may have particular training needs, for example:

- new recruits need basic induction training in how to work safely, including arrangements for first aid, fire and evacuation procedures
- people changing jobs or taking on extra responsibilities need to know about any new health and safety implications
- some people's skills may need updating by refresher training

Employees also have responsibilities under health and safety law to:

- take care of their own health and safety and that of others
- co-operate with you to help you comply with health and safety legislation
- follow any instructions or health and safety training you provide
- tell you about any work situations that present a serious and imminent risk
- let you know about any other failings they identify in your health and safety arrangements

### **Consultation arrangements with employees**

Instruction, information and training are provided to enable employees to work in a safe and healthy manner.

Safety representatives and representatives of employee safety carry out their full range of functions. The staff are consulted (either directly or through their representatives) in good time on issues relating to their health and safety and the results of risk assessments.

### **Beyond compliance**

Feedback mechanisms exist for health and safety matters, such as:

- 'suggestions' or more formal open meetings with management; any health and safety issues should be minuted in any relevant meetings.
- team meetings are held and may be led by employees – health and safety issues should be minuted in any relevant meetings.

Joint decisions on health and safety are made between the senior leader/designated person, Principal and Governors.

## **Recording and reporting accidents to staff, pupils and visitors**

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. Guidance for schools on what, how, where and when to report is explained in the HSE education information sheet: Incident reporting in schools (attached in appendix of this document)

All accidents are to be recorded at the school office, and in class accident books. Log sheets are stored securely in the main office.

## **Policy and procedures for off-site visits, including residential visits and any school-led adventure activities**

All off-site visits are required to be properly planned and risk assessed according to the 'Educational Visits Policy' and 'Risk Assessment Policy.' These are to be monitored by the 'Educational Visit Co-ordinator' for Khalsa. EVOLVE is used throughout the school. The school commits to seeking approval from Slough Local Authority for residential trips.

## **Dealing with health and safety emergencies**

Any emergencies or incidents are to be reported to a senior leader/designated officer and school caretaker as soon as is safely possible. Where possible, make sure that others in the immediate area are aware of the issue that is deemed to be unsafe.

## **First aid and supporting medical needs**

The procedures for appropriate treatment of First Aid and medical needs are highlighted in flow charts displayed in each main area of the school. Specific medical needs of individuals are displayed in the medical room. Medication is kept in the main office and refrigerated medication in the designated fridge in the staff room. See First Aid policy and 'Supporting Children with Medical Needs' policy.

## **Workplace safety for teachers, pupils and visitors**

All staff are required to complete a health and safety check of their rooms at the beginning of each term (see checklist in appendix). Any required actions should be brought to the attention of the health and safety officer who will log and make sure appropriate actions are taken.

## **Active monitoring**

In order to ensure that the health and safety management system is working effectively the caretaker will walk around the school hazard spotting on a daily basis. The work identified is entered into a book and work is signed off as completed. Other members of staff are encouraged to record remedial works into this book so work can be prioritised.

## **Reactive monitoring**

The school reports all incidents that lead to injury, ill-health or property damage. Where the incident is more serious than requiring a plaster the incident is investigated to identify any failing in the management system that needs addressing. Any incident that could have serious consequences is investigated by a member of the senior management team. In Early Years, daily visual inspections are undertaken and records are made accordingly.

To benchmark our incident rate with other around the borough, we review the SBC Quarterly report provided by the Corporate Health and Safety Team.

### **Display Screen Equipment**

Although the use of display screen equipment is perceived as low risk, the school ensures that the risk of muscle damage is managed. Those who habitually use the DSE for more than two hours a day are classed as “DSE users.” These people are asked to complete a self-assessment questionnaire. The completed form is reviewed by the individual’s line manager and any remedial actions taken. These individuals are also entitled to free eye sights and specific prescriptive glasses.

### **School security**

All visitors, including parents, must sign in at the main office and wear their visitor badges at all times. It is the duty of all staff to question any individual without one as to whether they have been signed in, albeit in a friendly manner.

Any external doors, including in the dinner hall and Gurdwara must remain closed at all times, even if staff are present.

### **Violence to staff**

Violence towards staff is not tolerated at any level. The school’s ‘Allegations of Abuse against Staff Policy’ outlines procedures for dealing with any incidents.

### **Manual handling**

Manual handling in the school is managed by using the HSE guidance as a basis. The school is committed to avoiding the activity wherever possible. However, when tasks cannot be avoided they are risk assessed. The school has provided trolley, wheelbarrow etc. to aid this. The operatives asked to undertake manual handling operations are trained during induction and this is repeated every three years.

### **On-site vehicle movements**

All vehicles within school grounds must adhere to the appropriate speed limit. Directions from the volunteer marshals on duty before and after school must be followed. Any failure to do so is to be reported to the Principal in detail.

Vehicular movement in the playgrounds and on the school playing fields is to be avoided whenever possible during school hours. Where unavoidable, due diligence should be applied and contractors should be escorted by a member of the caretaking team.

### **Management of asbestos**

Khalsa Primary School is deemed to be asbestos free as it was built in 2007. The site team are required to hold a certificate to confirm this.

### **Control of hazardous to health substances (COSHH)**

All hazardous chemicals and substances are kept locked in the cleaning cupboards and kitchen store. All staff who use must have appropriate training and make sure certification is present or displayed. A log of which hazardous materials are present is also kept at each location.

### **Working at height**

Working at height should be avoided wherever possible. If necessary, only staff who have received recognised and appropriate training (caretaking staff) should do the work e.g. use of monkey tower. All staff should avoid using improper equipment (i.e. tables and chairs) to work at height.

### **Maintenance (and, where necessary, examination and testing) of plant and equipment**

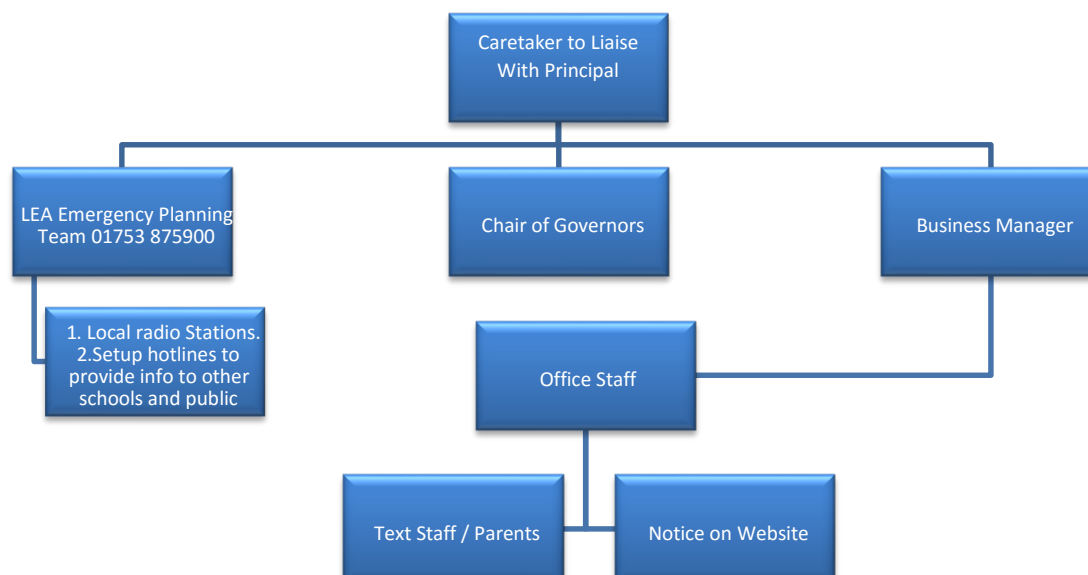
This is to be carried out by the caretaker and designated contractors as appropriately qualified, and any issues requiring action to be reported to the health and safety officer.

### **Fire safety, including testing of alarms and evacuation procedures**



The risk of personal and property damage is controlled via a Fire Risk Assessment undertaken using the SmartLog System. The evacuation procedure is displayed in all public areas this includes the location of the assembly points. The alarms and extinguishing systems are monitored and tested in accordance with legislation. All staff undertake fire awareness training during induction and this is updated as required.

### Adverse Weather Conditions



### Notification

If there is any question of the school being closed, all parents will receive a text message by 7.15am of that morning, clarifying if it is open or closed. If we decide the school is open, it is on the understanding it can remain so all day and the pick-up time will be the usual.

In addition, we will upload the information onto our school website <http://www.khalsaprimaryschool.com> as soon as possible and the relevant details will go directly to the Council who will then put the information onto local radio stations and Council bulletins.

### Travelling to school

To help you travel 'slowly but surely' to school, morning registration will be open from 8.30am to 9.30am to ensure everyone can travel to school safely.

### Extreme weather during the day

In the event of extreme weather starting during the school day, we may have to send children home early if advised by the local authority due to the state of the roads. In which case, we would send a text message requesting an early collection from school. Our main aim is to ensure the safety of all students.

### Staff procedures

In the case of severe weather conditions please see below:

- By 7.00am – text your line manager if you are able to travel to school or if you are snowed in and cannot travel. It is important that you communicate the right message.
- At 7.00am – SLT phone head, who will decide if the school will open or close 7.15am – A decision will be made. Principal will text caretaker & office. Office will text parents and staff.
- Office will ring LEA Emergency Planning Team to inform of school closure. \*STAFF
- Please make sure your mobiles are charged & remember to check the website



# Incident reporting in schools (accidents, diseases and dangerous occurrences)

## Guidance for employers

### HSE information sheet

### Education Information Sheet No1 (Revision 3)

#### Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

#### What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

#### Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at [www.hse.gov.uk/services/education](http://www.hse.gov.uk/services/education) provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for more detail on the reporting arrangements for self-employed people.)

#### Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at [www.hse.gov.uk/contact/contact.htm](http://www.hse.gov.uk/contact/contact.htm).

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

#### What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;



- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

## Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

### Reportable specified injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which:
  - cover more than 10% of the body; or
  - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;

- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness; or
  - requires resuscitation or admittance to hospital for more than 24 hours.

### Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

### Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

## Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

### How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

### What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. 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. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

### What about 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 either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

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

### Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

### Other scenarios

*Injuries to pupils while travelling on a school bus*  
If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.



However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

#### *Incidents involving pupils on overseas trips*

RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

#### *Incidents to pupils on work experience placements*

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

### **Section 3: Dangerous occurrences**

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

### **Supplementary information**

#### **Consultation**

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 [www.hse.gov.uk/pubns/indg232.htm](http://www.hse.gov.uk/pubns/indg232.htm).

#### **Reporting requirements of other regulators**

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

#### **Further information**

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:  
[www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm).

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# Health and safety checklist for classrooms

## How this checklist can help you

**School premises are a valuable resource for local communities and are increasingly being used for extended services.**

**Health and safety in a school is about taking a sensible and proportionate approach to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils.**

Because written risk assessments are not required for every classroom activity, this checklist is being made available for use as required. It is not mandatory, but is intended as a helpful tool. Schools may choose other ways to comply with health and safety legislation and ensure staff and children are safe.

School-wide measures should be in place to deal with the real risks, so that teachers and support staff do not need to produce written assessments for an ordinary classroom – unless new activities lead to additional risks.

Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. However, the results and findings from completed checklists will provide a useful resource to the school management team when reviewing their whole-school risk assessments.

The checklist is a tool for school staff to raise awareness of areas of concern in a classroom. Employers in the education sector, whether they are a local authority, governing body, trust or proprietor, have wider responsibilities under health and safety law (see [www.hse.gov.uk/services/education](http://www.hse.gov.uk/services/education) for further advice).

## Using the checklist

This checklist covers the most common areas of concern/risk in ordinary classrooms, but is not exhaustive. It does not cover drama and sports facilities or specialist classrooms, including laboratories, art, IT, design and technology facilities or pupil referral rooms.

It can be used by class teachers, teaching assistants, premises staff or department heads – those running the school can decide how best to use the checklist in their school. It can be used as required, for example at the start of a term to provide reassurance to teaching staff that the most common areas of risk in the classroom are being adequately controlled.

It is designed to be helpful and quick and easy to use but there is no obligation on staff to use it. If an issue is not relevant to a classroom, simply mark it as 'N/A' (not applicable) and move to the next question. There is space at the end to list any additional issues.

## Further information

HSE's homepage ([www.hse.gov.uk/](http://www.hse.gov.uk/)) has information on general topics to help employers and teaching staff comply with health and safety law. We have specific web pages for education, which provide guidance on the common types of risks within the sector ([www.hse.gov.uk/services/education](http://www.hse.gov.uk/services/education)).

The Department for Education, Welsh Assembly Government and Scottish Government have guidance for schools on health and safety:

- **England:** [www.education.gov.uk/schools/adminandfinance/healthandsafety](http://www.education.gov.uk/schools/adminandfinance/healthandsafety)
- **Wales:** [www.wales.gov.uk/topics/educationandskills/allsectorpolicies/healthandsafety](http://www.wales.gov.uk/topics/educationandskills/allsectorpolicies/healthandsafety)
- **Scotland:** [www.scotland.gov.uk/topics/education/schools](http://www.scotland.gov.uk/topics/education/schools)

The Health and Safety Executive has developed this checklist, through a public consultation, to help schools comply with health and safety law. It has been produced in consultation with:

- Department for Education (DfE), England;
- Department for Children, Education, Lifelong Learning and Skills (DCELLS), Welsh Government;
- Learning Directorate, People and Places (LDSP), Scottish Government;
- Department for Communities and Local Government (DCLG), England;
- trade unions.



Questions you should ask:		Yes	Further action needed	N/A
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For stand-alone classrooms: ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails?			
<b>Work at height (falls)</b>	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, eg computers?			
<b>Computers and similar equipment</b>	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
<b>Asbestos</b>	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
<b>Fire</b>	If there are fire exit doors in the classroom, are they: ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

*This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.*

Additional issues		Yes	Further action needed	N/A

### Further action needed

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location/name of classroom:		

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This checklist can be found online at: [www.hse.gov.uk/risk/classroom-checklist.htm](http://www.hse.gov.uk/risk/classroom-checklist.htm).

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