

**SARS-CoV-2 SUPPLEMENT TO HEALTH AND SAFETY POLICY
FOR
St James's CE Primary School**

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SARS-CoV-2 SUPPLEMENT TO HEALTH & SAFETY POLICY

1. Introduction

In recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the DfE and the Local Authority in relation to managing risk associated with COVID-19.

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

2. Risk assessment

The school has continued to undertake risk assessments during the period of partial closure due to COVID-19. As part of the preparation for wider opening of our school (from September 2020) a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment and action plan cover the following Health and Safety elements:

<ul style="list-style-type: none">• Buildings & Facilities• Emergency Evacuation• Hygiene, Cleaning & Waste Disposal• Classrooms• Staffing• Group Sizes• Social Distancing• Medical care	<ul style="list-style-type: none">• Catering• PPE• Response to suspected/confirmed Covid-19 cases• Curriculum/learning environment• Communication• Governance• School events (including trips)• Out of hours use of school
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The risk assessment and action plan are dynamic and are regularly reviewed to ensure they meet the current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Body will:

- Regularly assess the effectiveness of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Ensure staff have access to any training or instruction required to implement the action plan

- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

b. The Headteacher will:

- Have overall responsibility for the development and implementation of the policy, risk assessment and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Government or Local Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

c. All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment and action planning process
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Headteacher
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

d. Parents will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Always adhere to government guidance to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

e. Pupils will:

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19

- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community. The policy is displayed on the school's website and has been shared with all staff who have made their contribution to it at staff meetings.

L Mason

Signed Head Teacher

A. J. M. O. (P)

Signed Chair of Governors.

Dudley MBC
Directorate of Children's Services

Schools Model Health and Safety Policy

1. Developing a Schools Health and Safety Policy

1.1 Guidance

Under the requirements of the Health and Safety at Work etc Act 1974 the employer must have a Health and Safety policy and arrangements to implement it, key elements of the policy are as below.

Section 1	The Schools Health and Safety Policy Statement	This section sets out the health and safety objectives for the school and is to be signed by the head and chair of the governing body
Section 2	The Schools organisation for health and safety and their responsibilities	This section details the structure for management of health and safety and outlines the responsibilities delegated to senior managers, teachers and other employees
Section 3	Standard Arrangements /Procedures that ensure safe working practices are undertaken within the school.	This section contains the arrangements in the form of procedural documents for the management of safety issues that impact on the school community.

Employers must also assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures in place to manage the risks.

Employers may delegate specific health and safety tasks to individuals within the school (LA's may delegate tasks to school Heads), however the employer retains the ultimate responsibility no matter who carries out the task, therefore it is of utmost importance that the employer ensures through an audit track that these delegated responsibilities are understood and that they are undertaken as required.

1.2 Actions required by schools

Community and Voluntary Controlled Schools

For these types of schools the employer is considered to be the Local Authority.

The above schools can accept the model policy attached to this document and approve it for use within the school, however the school will need to be certain that the organisational responsibilities and arrangements truly reflect the school and its safety culture. Upon accepting the statement the Head and Chair of governors must sign and date the policy statement page

Foundation and Voluntary aided Schools

In the case of these schools the employer is usually the governing body.

The above schools can agree to accept the model policy and organisational arrangements ensuring that they also reflect the schools activities and organisation for safety or their governing body can create their own safety policy.

1.3 Communication

When the policy has been adapted to fit the schools community and it has been signed as accepted by the Head and Chair of governors it should be communicated to all staff and governors of the school, the policy document will then form part of the portfolio of documentation held within Premises Health and Safety file.

St James's CE Primary School

Health and Safety Policy

Section One

General Statement of Health and Safety Policy

This Policy statement is subsidiary to the Directorate of Children's Services Health and Safety Policy Statement and Dudley MBC's corporate health and policy statement and is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The Schools Governing body along with the Schools Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the Schools governing body and Senior Management Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled.
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high Profile within the school the governing body will within its allocated resources from the devolved capital set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the governing body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

This policy statement, along with section 2 the organisational structure and section 3 the arrangements and procedures, has been approved by the schools governing body.

Signed:  Date: 01.09.20

Chair of Governing Body

Signed:  Date: 01.09.20

Head Teacher

Section Two

Organisation for Health and Safety

1. School Governing Body

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors. The Council, as the Local Authority (LA), may take action where a governing body does not discharge this duty appropriately under the scheme of delegation.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Head teacher to produce and implement an effective Health and Safety Policy including Organisational arrangements and Procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Head teacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Head teacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.

- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.

2.1 Head teacher

The Head teacher has the following responsibilities:

- To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organisational arrangements necessary to make the policy within the school effective.
- To be responsible to the Governing Body for securing the full implementation of the schools Health and Safety Policy.
- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing governors and staff about the health and safety policy and that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff (which may be the Head teacher) to undertake specific duties on health and safety and to act as “safety co-ordinator” between the school, the council, the safety officer’s, the enforcing authorities and service providers.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for school staff and pupils.

- To encourage and support the work of any school health and safety committee and its individual members.
- To receive minutes of the health and safety committee and to confirm, or recommend, the appropriate necessary action to be taken.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.
- To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school staff and governors.
- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the school governors to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- To consult with the council regarding the implementation of health and safety requirements where the responsibility lies outside the school.
- To consult with the councils Safety Officer or West Midlands Fire Service Officer's prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.

- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

2.2 School Management Team (this includes Deputy Heads, Curriculum Coordinators, Heads of Year, Heads of Departments, Site Managers, and Clerical Managers/Supervisors).

In addition to the general duties of staff, Supervisory staff will be directly responsible to the Head Teacher or a member of staff nominated by the Head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist and they are implemented.
- Staff, pupils and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all leisure, work and experimental activities and information on the risk assessments is disseminated to relevant persons.
- Safety inspections are regularly made and reports are provided to senior managers on the findings so that resources can be allocated to correct deficiencies.
- Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.

- Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is prevented at all times.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- Any Health and Safety concerns are reported to the Head Teacher or their deputy immediately identified.

3.1 School Health and Safety Co-ordinator

The Head teacher may delegate these responsibilities to the Health and Safety Co-ordinator in part or in full:

- To assist the Head teacher to plan, implement and assess the Health and Safety Policy and Organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Head teacher to regularly review the schools Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Head teacher and, where appropriate seek further advice on:
 - The implications of safety legislation, codes of practice and approved safe working procedures.
 - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
 - The health and safety aspects of new plant, equipment and personal protective clothing.
- To carry out periodic inspections, with departmental managers, of premises and other work places, plant, tools, equipment and work activities, reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.

- To liaise, where appropriate, with the councils Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Head teacher as appropriate.
- To regularly monitor:
 - The first aid procedure within the school, including the availability of first aid equipment and trained staff.
 - The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
 - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)
- To attend, as appropriate, the committee of the governing body dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support the head teacher to follow up and progress the actions of reports received from council safety officers, health and safety executive inspectors, west midlands fire service officers, environmental health officers and other service providers.
- To advise Head teachers or heads of departments to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the school.

4.1 Class Teachers

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.

- Understand the first aid and accident reporting procedures and to comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPS.
- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of Protective equipment and guarding as required.
- Report to the Head or Head of department any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the school.
- Ensure all accidents incidents and near misses are reported through the normal channels.

4.2 Employees [including temporary and voluntary]

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Head Teacher and the school management team, so as to enable them to carry out their statutory duties and responsibilities effectively.
- Report to their Heads of Department hazards and near miss incidents, which could result in injury.
- Report to their Heads of Department all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team.
- Undertake their duties in accordance with their training, instruction and Schools policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.

- Attend all training courses and briefing sessions required by their Head of Department and Schools policy.

4.3 Directorate of Children's Services Health and Safety Officer

The Health and Safety Officer for the Directorate is responsible for providing advice and support to schools on all aspects relating to Health and Safety.

Their main brief is to:

- Facilitate the implementation of Corporate Policy within their directorate.
- Develop directorate policy where no corporate policy exists due to the nature of their activities
- Implement directorate procedures to comply with corporate policy
- Advise directors/senior managers, line managers and schools on health and safety issues
- Inspect premises/sites
- Develop health and safety training courses and delivery
- Monitor/audit and review health and safety progress across their directorate
- Liaise with enforcement agencies
- Should the need arise due to risks to life in serious injury to stop the activity/close the premise – reporting back to the appropriate director as soon as practicable and the corporate health and safety team
- Investigation of serious accidents/incidents
- Preparing an annual health and safety report and advising their respective DMTs on action plans in consultation with Corporate Health and Safety.
- Liaise on a regular basis with the Corporate Health and Safety Team.
- Contribute to the development of corporate policies and procedures.
- Represent their directorate at working groups on request of the Principle Corporate Health and Safety Officer.

4.4 School Health and Safety Representatives

The Governing Body and Head teacher recognise the role of the safety representative and we will support this role by encouraging safety

representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in school safety inspections.

Functions of safety representatives

- To represent the employees in consultation with the employer
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents)
- To examine the causes of accidents at the workplace
- To investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work
- To make representations to the employer on matters relating to health and safety arising from the above points
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- To carry out workplace inspections
- To represent the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority
- To receive information from HSE inspectors
- To attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions;

4.5 Pupils

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation
- Taking reasonable care of themselves and others
- Co-operating with class teachers and other school staff
- Using equipment and substances in the manner in which they are instructed

- Making full use of personal protective equipment provided for them to use when it is required
- Observe standards of dress consistent with safety and hygiene requirements
- Not to misuse anything provided for the purpose of safety or fire requirements
- Report to their teacher/Head teacher anything they believe to be harmful or dangerous

Section Three

General Arrangements

To ensure a continued safety culture and provide control against risks from activities undertaken by the school the following procedures and arrangements have been developed:

- Accident Reporting and Investigation – [Corporate Procedure Available](#)
- Asbestos - [Corporate Procedure Available](#)
- Consultation with staff - [Directorate procedure available](#)
- Buildings work and contractors – [Corporate CDM Procedure Available](#)
- Display Screen Equipment – [Corporate Procedure Available](#)
- Electrical equipment/appliances – [Schedule of tests guidance available](#)
- First Aid Provision - [Directorate procedure available](#)
- Fire Safety – [Directorate procedure available](#)
- Glass/Glazing – to be completed
- HSE Powers – [Directorate procedure available](#)
- Legionnaires Disease – [Corporate Procedure Available](#)
- Lone Working – [Corporate Procedure Available](#)
- Manual Handling – Corporate Procedure to be adopted when completed
- Noise – [Corporate Procedure Available](#)
- Hand, Arm Vibration - [Corporate Procedure Available](#)
- New and Expectant Mothers - [Corporate Procedure Available](#)
- Off site educational visits – Directorate procedure to be included
- Personal protective equipment – to be completed
- Play equipment/play areas – to be completed
- Pupils work experience – to be completed
- Risk Assessments – [Corporate Procedure Available](#)
- Safety at the swimming pool – [Directorate procedure available](#)
- Stress at work – [Corporate Procedure Available](#)
- Substances – to be completed
- Vehicle/pedestrian segregation – to be completed
- Violence at Work – to be completed
- Working at height – [Corporate Procedure Available](#)
- Work equipment – to be completed

Directorate of Children's Services

Procedure for accident reporting and Investigating

The definition of an accident is an unexpected, undesirable event which causes damage or harm, therefore it is thought of as something which happens without planning or intention; chance

Accidents do not just happen there is always a cause behind the event and this can be down to a management failure or a human trait.

1. Dudley Corporate accident procedure

The corporate Health and Safety department for Dudley MBC have developed an accident reporting procedure and within this procedure there are corporate reporting forms that must be used for the reporting of all accidents, this procedure can be found by following the link:

http://insidedudley/corporate/info&res/healthsafety_/scheduleb11/default.htm

The procedure makes reference to procedure 1 requiring following for employees and this is the A3 accident book that should be completed.

For schools only, If the accident relates to a school pupil/non employee on the school premises then the form provided in this procedure (appendix 1) must be used.

These forms are to be used for the recording and reporting of all accidents to non employees no matter how small or trivial they may seem.

2. Where to report accidents/incidents

For all accident reports all completed accident forms are to be forwarded to Westox House FOA Anne Poole or Kate Hadley-Jones.

3. Time Scale for Reporting

All accidents should be reported as soon as you are aware of them.

The HSE require accidents that result in a loss of three days or more from work to be reported to the HSE within 10 days, the process for reporting this is to complete a form known as F2508 which can be done via the internet (www.hse.gov.uk/riddor) this form will be generally completed by the staff at Westox House, however if one is completed by the school then a copy must be immediately forwarded to Westox House staff to prevent duplication.

The expression 'three days or more' means, in practice at least four days. "For example, if a person who normally works Monday to Friday is injured on Friday and returns to work the following Wednesday, the Saturday and Sunday would have to be included when counting the days of incapacity. The total period of incapacity would be four days and the injury must be reported". If the employee returns to work within three days after the accident but is unable to undertake normal duties and is given other work to complete for

three days or more as defined above, then this also makes the accident a HSE reportable incident as the person is unable to carry on their normal work duties.

If the accident involves a major injury or death then it must be reported immediately, a major injury is defined below:

- Any fracture (break, crack or chip) other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury:
 - leading to hypothermia, heat-induced illness or to unconsciousness,
 - requiring resuscitation or
 - requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin -
 - acute illness requiring medical treatment; or
 - loss of consciousness.
- Acute illness which require medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

4. Investigation of accidents

All lost time reportable accidents must be investigated. The school will appoint a responsible person to investigate accidents, incidents and near misses to provide a report and record of the events that lead up to the occurrence, and the immediate action taken after the occurrence.

The report will be kept on file up to a period of time relevant to three years after the young person has reached the age of eighteen.

For employees the documents should be kept for a period of three years after the harm has become apparent. In general terms this could be for the life of the employee.

It is important that accidents are investigated as quickly as possible after the occurrence, providing that it is safe to enter the accident zone. Any delays could mean that it is less likely that the true facts may be ascertained.

Where there are witnesses it is advisable to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their version of the events as this could paint a completely different picture by confusing their version with some other persons. Witness statements are required for HSE reporting and where a civil claim may result. Photographs are also very useful in an investigation and should be taken as soon as possible after the incident has occurred.

A thorough investigation should answer the following questions:

- What caused the accident?
- Who & what was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

It may well be useful in remembering the start of Rudyard Kipling's poem; I keep six honest serving-men, when undertaking an accident investigation

*I keep six honest serving-men
(They taught me all I knew);
Their names are what and why and when and how and where and who.*

The cause of an accident should never be classified as "carelessness" as the only remedy to a careless act is to be more careful in the future, a thorough investigation should look into whether the cause was e.g. due to not following instructions or written procedures.

5. Accident Investigation Report (Appendix 1)

This record enables all details relating to the circumstances surrounding an accident/incident to be recorded, and is designed to facilitate an effective investigation process. Part 1 of the record simply involves recording the personal information relevant to the accident/incident.

In part 2, under 'working conditions', where there are no deviations from the normal working conditions at the time of the accident/incident, 'normal' should be entered in the box. Where there was some deviation, such as poor weather, these details should be entered. At this relatively early stage, the investigator should enter the possible cause of the accident/incident when describing how it occurred. It does not matter if further investigation reveals that these are not the main causes.

Part 3 should summarise the potential risk of the accident/incident by entering high (H), medium (M) or low (L) into the appropriate box.

Part 4 is the most important part of the investigation process. After reviewing the information that has been obtained, the accident investigator must list all direct and indirect (contributory) causes of the accident/incident along with details of any corrective action required. To achieve this, it may be beneficial to obtain the views of employees or managers.

6. Guidance on Direct and indirect causes

To consider a simple illustration, suppose someone trips over an unsecured section of carpet flooring and is injured. The direct cause(s) will often be identified quickly – and might include the loose carpet, someone rushing about, perhaps not concentrating or looking where they were going, or carrying something so they could not see where they stepped. The loose carpet will hopefully be secured in place without delay, and in many cases, that is the only outcome.

Suppose, however, that the carpet had been loose for some time, which several other people had previously tripped over, but not sustained injury, that damage to carpets was being reported on a regular basis but nothing was ever done – until someone was actually injured. This could be related to procedural compliances or management failures, which are Indirect causes

The law requires employers to take control measures and manage the risks before an accident occurs. Accident investigations should be looking further than the immediate causes and outcomes.

Appendix 1

Schools Accident Investigation Form for Non employees

Part 1. Personal Information			
Name of injured person			
Address:			
Occupation/dept/School			
Nature of injury (or damage/near miss)			
Names of witnesses			
Statements taken	Yes		No
Part 2. Incident details			
Date/time of incident			
Location of incident			
Work being performed			
Working conditions			
Description of incident (<i>state possible cause</i>)			
Part 3. Assessment of risk associated with incident			
What is the likelihood of the incident recurring?	State "very likely, probable or remote"		
How many people could have been affected?		Risk Rating High, Medium or low	
Risk assessment ref No	Risk assessment amended Yes/No		

Part 4. Conclusions

Causes of incident

Direct causes:

Indirect causes:

Corrective Action Required

Type of action	Undertaken by whom	Date completed	Signature

Part 5. Review

Review of corrective action required	Yes		No	
Name of person carrying out review				
Signature				

Part 6. Investigation

Name
Signature/date

Directorate of Children's Services

Control of Asbestos at work

Asbestos

1. History of asbestos

Asbestos is the name given to a group of fibrous materials, composed primarily of silicates, which occur naturally in many parts of the world. Six types of asbestos have been commercially used although the three main types produced and found in some buildings are: -

- Crocidolite - blue asbestos
- Amosite - brown asbestos
- Chrysotile - white asbestos

The three lesser-used types are Anthophyllite, Tremolite and Actinolite with Tremolite mainly found as a contaminant of Chrysotile based asbestos materials.

Asbestos is a naturally occurring fibrous mineral and has been used for about 150 years on a commercial basis. It is versatile, plentiful and was ideal as a fireproofing and insulation material. Serious, often fatal diseases can be caused when asbestos fibres are released from materials, become airborne, and are inhaled.

Asbestos was used extensively as a building material in Great Britain from the 1950s through to the mid-1980s. It is estimated that more than 500,000 non-domestic premises, including schools, still contain some form of asbestos.

2. Where is asbestos found in buildings?

Asbestos and asbestos containing materials (ACMs) may be found in schools/colleges built or refurbished before blue and brown asbestos were banned in 1985. Some asbestos containing materials such as asbestos cement were still used up until 1999.

High-risk ACMs include:

- asbestos moulded or preformed lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos insulating board used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- asbestos insulation board (AIB)

Lower risk ACMs include:

- asbestos containing floor tiles
- asbestos cement roofing and guttering
- textured coatings

3. Who's at risk?

The most likely way ACMs in schools could be disturbed or damaged is through maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security systems. Anyone carrying out such work will need to know whether the building does, or may contain ACMs, where the ACMs are located and what condition it's in.

School caretakers have been identified as a particular group at risk due to the nature of their work (e.g. drilling and fixing.). Vandalism may also result in the release of asbestos fibres e.g. damage to asbestos panels caused by pupils kicking them.

Teachers (and pupils) are not likely to be at risk in the course of their normal activities. However if they carry out activities, which cause damage to ACMs, such as pinning or tacking work to asbestos insulation board or ceiling tiles, some asbestos fibres may be released.

This represents a potential exposure that, although very low, is avoidable and therefore such activities, which may release fibres, should be stopped.

4. Actions to undertake

If you have responsibility for the maintenance and/or repair of non-domestic premises (e.g. schools) then you have duties, as a 'duty holder', under Regulation 4 of the Control of Asbestos at Work Regulations (CAW) 2002. This means that you should know whether your premises contain asbestos, where it is, what condition it's in and then ensure that you manage it properly which includes telling those people who may disturb it that its there. Even if you are not the 'duty holder' you should be able to answer these questions.

For the majority of educational establishments, the duty holder will be the employer. Who the employer is varies with the type of school, but for community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority (LA).

For voluntary assisted and Foundation schools it will be the school governors. For independent schools it may be the proprietor, governors or trustees.

5. Main duty holder requirements

Regulation 4 requires duty holders to:

- take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;

- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers

It needs to be emphasised that the regulation does not require the automatic removal of ACMs. If the material is in good condition and will not be disturbed then it does not pose a health risk and it is usually safer to leave it in place and manage it. If the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it should be removed.

Anybody undertaking any sort of work on ACM's must be competent, adequately trained and use safe working methods. Licensed contractors must be used for most work with asbestos insulation, asbestos insulating board and asbestos coatings. Asbestos waste, whether in small or large amounts, is subject to the Hazardous Waste Regulations 2005.

6. Safe working within schools

To ensure that nobody inadvertently comes into contact with asbestos fibres the school will ensure that:

- All contractors are made aware of the asbestos report prior to commencing work
- Any work undertaken by contractors where an asbestos report is not available will require them to complete the asbestos declaration supplied by Richard Huntington, if the type of work is one the exceptions list then they can continue either the work as defined by the exception list other wise they are to stop work and await an asbestos survey report.
- No work on any material likely to contain asbestos by any other person will be allowed. Therefore the drilling, nailing and stapling of walls/ceilings for display work should not continue unless it is certain the material does not contain asbestos. Any work undertaken that releases asbestos fibres into the air is placing everyone in the premises at risk.
- Any surfaces identified as damaged that are known or considered to contain asbestos should be reported to Richard Huntington (4562) for further action to be taken to make them safe.

Further information on asbestos can be found at the following HSE link:

<http://www.hse.gov.uk/asbestos/information.htm>

Directorate of Children's Services

Safety Representatives and Safety Committees Guidance Procedure

Consultation within the school

Employers have a legal duty to ensure that the school continues to be proactive towards health and safety issues we will progressively encourage the appointment and development of Safety Representatives.

Where safety representatives are not available we will ensure our legal requirement to communicate with staff is maintained by regular team meetings where Health and Safety is an agenda item. Any concerns raised at the meetings will be tabled for the Governors health and safety meeting to be resolved.

Safety representatives are appointed by trade unions to represent their members on health and safety issues. In some workplaces, they have agreed to represent the entire workforce.

Safety representatives are entitled to be consulted 'in good time' about health and safety measures. 'In good time' means that the employer must allow enough time to tell the safety representatives about what is proposed, and for the safety representatives to consult with their fellow workers and get their views. Those views then need to be reported back to the managers before any final decision is made or any action is taken. In emergencies or urgent situations, however, action needs to be taken first.

This process allows the workforce to consider the effect of health and safety changes before they are made. Not only does this mean that procedures or work practices are improved, but workers are more likely to follow procedures they themselves have helped develop.

1. Role of the Safety Representative.

Safety representatives under the safety representatives and safety committees regulations 1977 are entitled to:

- representing employees in discussions with the employer on health, safety or welfare issues and in discussions with HSE or other enforcing authorities;
- to be consulted 'in good time' about health and safety measures;
- being involved with risk assessment procedures;
- attend safety committee meetings;
- having access to relevant health and safety information;
- inspect the work place;
- investigating potential hazards;
- accident and ill health investigations;
- investigating employees' complaints;
- receive information from health and safety inspectors;
- paid time off to carry out their duties and for training;
- have access to suitable facilities and assistance to carry out their functions.

2. Representative of Employee safety

In non-unionised workplaces where there are no safety representatives or in a workplace that has trade union recognition but either the trade union has not appointed a safety representative, or the union safety representative does not represent the whole workforce, the Health and Safety (Consultation with Employees) Regulations 1996 will apply. These state that the employer must consult with their employees directly or through elected representatives of employee safety.

A representative of employee safety is an employee, elected by the workforce to represent them in consultations on health and safety issues. Their employer must consult them 'in good time' on matters relating to their health and safety at work.

Representatives of employee safety have functions under the law to:

- represent the interests of workers to the employer;
- approach the employer regarding potential hazards and dangerous occurrences at the workplace;
- approach the employer regarding general matters affecting the group of employees they represent.

Representatives of employee safety are also entitled to speak for the group of employees they represent in consultation with inspectors from the enforcing authorities and are legally entitled to paid time off for training, which must be paid for by employers.

The key aim of an Representative of employee safety is to ensure that the views of the workforce are effectively reflected to managers before decisions on health and safety matters are taken.

3. Safety committees

Where there are two or more elected trade union safety reps (not necessarily from the same union), the employer must set up a joint trade union/management safety committee if the safety reps request one in writing. This must be done within three months, and membership must be balanced between management and union's sides.

The functions of the safety committee might include: -

- the study of accident statistics and trends.
- the examination of safety audit reports.
- the consideration of reports etc. from Inspectors.
- the consideration of reports from Safety Reps.
- assistance in the development of safe working procedures/systems.
- assessing the effectiveness/adequacy of training and communication on safety matters.
- the provision of a link with the enforcing authority.

4. Inspection of the workplace

Safety reps may inspect the workplace if they have given the employer reasonable notice in writing.

Inspections should not to be more frequent than quarterly, unless by agreement with the employer.

Where there has been a substantial change in work conditions or new information/guidance has been published by the HSC/HSE an inspection can be made within the three-month period.

The following forms of inspection (or a combination of any or all of them over a period of time) may be appropriate: -

- Safety tours (general inspections)
- Safety sampling (sampling of particular areas, activities etc.)
- Safety surveys (inspection of particular areas, activities etc.)

Employers must provide facilities and assistance and may be present during the inspection.

5. Inspections following accidents etc.

Where there has been a notifiable accident, dangerous occurrence or disease, safety reps may carry out an inspection of the workplace concerned.

The objective for such inspections is to prevent a recurrence and therefore a joint approach to them is encouraged.

6. Inspection of documents and provision of information

Safety reps are entitled to inspect and take copies of any document relevant to the workplace (but must give the employer reasonable notice).

Employers must make available to safety reps necessary safety information except where this may be against the interests of national security, where it would contravene a prohibition, where it relates to an individual (unless his/her permission has been given), where it would cause substantial injury to the employer's undertaking (or the undertaking of the supplier of the information) or information obtained by the employer for legal proceedings.

Further guidance:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Safety Representatives and Safety Committees Regulations 1977 (Third edition 1996)
- Health and Safety Consultation with Employees Regulations 1996

Provision of First Aid

1. Background

The main legislation relating to First Aid at work is the Health & Safety (First Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be provided.

The Legislation places duties on Employers for the health and safety of their employees and anyone else on the premises; this includes non-teaching staff, pupils and visitors.

First Aid provision must be available at all times while people are on school premises, and also off the premises on school visits.

A Department for Education and Employment booklet on guidance for first aid in schools is available at the following link:

http://www.teachernet.gov.uk/_doc/4421/GFAS.pdf

What is adequate and appropriate for first aid depends on the circumstances in the workplace and as an employer we need to decide what our first aid needs are.

The minimum first aid provision in the workplace is:

- A suitably stocked first aid box; and
- An appointed person to take charge of first aid arrangements

It is also important to remember that accidents can happen at any time. Therefore first aid provision needs to be available at all times when people are at work.

2. First Aid Training

The school needs to ensure that it has sufficient resources to administer first aid, teachers are not required to undertake first aid duties however teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

In general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Where persons volunteer for first aid training this should be arranged through Patricia Barlow (Personnel & Support) tel: 4701

They should attend the 4 day first aid course and the supplementary course Paediatric first aid to ensure they are provide with training on resuscitation for all persons.

3. What Should I put in the First Aid Box?

There is no standard list of items to hold in the First Aid box. It depends on what we assess our needs are. However, as a guide and where there is no special risk in the workplace, a minimum stock of first aid items would be: -

ITEM	First Aid Box	Travelling First Aid Kits	Public Service vehicles
HSE General Guidance Leaflet: "Basic Advice on First Aid at Work"	1	1	
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6	
Sterile eye pads	2		2
Individually wrapped sterile triangular bandages	4	2	2
Safety pins	6	2	12
Medium (approx 12cm x 12cm) individually wrapped sterile unmedicated wound dressings	6		
Large (approx 18cm x 18cm) individually wrapped sterile unmedicated wound dressings	2	1	
Pair of disposable gloves	1		
Individually wrapped moist clean wipes		1 foil pack	
Antiseptic wipes, foil packed			10
One disposable bandage not less than 7.5 cm wide			1
Pack 24 assorted adhesive dressings			1
Large (not less than 15cmX20cm) sterile unmedicated ambulance dressings			3
Rustless blunt ended scissors			1 pair

The above list is a suggested contents list only, equivalent but different items will be considered acceptable

4. How many First Aiders or Appointed Persons do we need?

There are no defined rules on how many first aiders or appointed persons are needed. This will depend upon the circumstances at each school and the decision on how many are required will derive from your risk-assessed needs. However, the table below, when read in conjunction with the risk assessment gives some suggestion re appropriate numbers.

Category of risk	No's employed at location	Suggested No of First Aid trained Persons
Low Risk e.g. Offices/ shops/Schools	Fewer than 50	1 appointed person
	50 to 100	1 First aider
	More than 100	1 additional first aider for every 100 employed.
Medium Risk e.g. light engineering/warehousing	Fewer than 20	1 appointed person
	20 to 100	1 First aider
	More than 100	1 additional first aider for every 100 employed
Higher Risk e.g. Construction/chemical manufacture	Fewer than 5	1 appointed person
	5 to 50	1 First aider
	More than 50	1 additional first aider for every 50 employed

The details above are suggestions only - they are not definitive nor are they a legal requirement. It is for you to assess your first-aid needs in the light of your particular circumstances.

5. What is an Appointed Person?

An appointed person is someone you choose to:

- take charge when someone is injured or falls ill, including calling an ambulance if required;
- look after the first-aid equipment, e.g. restocking the first-aid box.

Appointed persons should not attempt to give first aid for which they have not been trained, though short emergency first-aid training courses are available. Remember that an appointed person should be available at all times people are at work on site - this may mean appointing more than one.

6. What is a First Aider?

A first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. Training organisations running first aid at work courses should be approved by the HSE. Training can be arranged by telephoning Patricia Barlow (Personnel & Support) tel: 4701

You may decide that following your first-aid assessment, that you need one or more first aiders. A first aider can undertake the duties of an appointed person.

7. Hygiene and infection control

Staff should take suitable precautions to protect them selves against contact with blood or other body fluids, single use disposable gloves should be made available to all persons undertaking first aid duties.

8. Statutory Requirements for reporting accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 some accidents must be reported to the HSE (see accident reporting and investigations procedure).

A record must be kept of all injuries, disease and dangerous occurrences and this should be reported back to Westox house staff using the appropriate form.

The HSE holds the view that an accident must be reported if it relates to:

- any school activity, both on and off the premises;
- the way a school activity has been organised and managed;
- equipment, machinery or substances;
- the design or condition of the premises

Safety at the Swimming Pool

Current good practice presented in both Statutory and Non Statutory guidance for the National Curriculum and teaching of Physical Education indicates that pupils should share in the assessment and management of the risks associated with swimming activities. This is an essential part of the learning process as well as making an effective contribution to safety management.

All staff should be aware of the Pool Safety Operating Procedures, which must be implemented and in addition should take note of the following guidance in managing pupils:

1. Goggles should only be worn in exceptional circumstances when chemicals in the water may adversely affect pupil's eyes. Any goggles used must be made of unbreakable plastic or rubber. Pupils should be taught to remove them by slipping them off their head, rather than by stretching the retaining band. Their use should be supervised as misuse or an accidental blow can cause damage to the eye. A note from the parent is required.
2. Pupils should wear appropriate swimwear:
Boys should wear swimming trunks or standard short swimming shorts designed specifically for swimming.
Girls should wear a one-piece swimming costume.
In all cases excessively long and/or baggy fashion items of swimming clothing, which may have a place on holiday, are not acceptable in school swimming lessons where they impede progress and decrease buoyancy. Cultural and religious requirements may require special consideration by both the school and the swimming pool management.
An increasing range of purpose made lycra type swimwear for both boys and girls is now available and is often used by competitive swimmers. School and swimming pool staff will need to make a judgement on its suitability. The intention of providing guidelines is to ensure clothing that impedes neither movement nor buoyancy while preserving modesty.
3. Children must not chew during swimming lessons. In addition to pool hygiene considerations there is a real risk of choking.
4. Children who do not feel well, especially those with any stomach upsets should not enter the water.
5. Children who have eaten a large meal should not go into the water immediately after that meal.
6. The wearing of jewellery during swimming and diving activities is hazardous and will not be allowed.
7. School staff and instructors must be fully aware of any child with any special medical, physical or psychological condition.

8. Only children who are fit to participate in the lesson should attend the swimming pool.
9. Verrucas are not to be regarded as 'open or infected sores'.
10. Pupils with epilepsy require careful observation, as shimmering water or flickering light may trigger a seizure. It is good practice to establish a buddy system of observation or, in severe cases, to have a responsible adult in the water.
11. Pupils and staff should adhere to any local pool safety regulations.
12. Swimming instructors and schoolteachers should be aware of the relevant sections of the Pool Safety Operating Procedures for the pool.
13. If the fire alarm sounds during a swimming lesson pool staff have responsibility for clearing the pool and buildings. It is the responsibility of school staff to supervise the pupils and check the register once clear of the building. Attention needs to be paid to ensuring pupils do not suffer from cold if kept out of the pool for a prolonged period.
14. School staff are encouraged to raise any concerns with instructors or alternatively the duty officer on site.

Code of Conduct for pupils attending Swimming Lessons

These rules are designed to keep you and your belongings safe and to ensure high standards of Health, safety and hygiene at the pool.

1. Make sure you are clean before going swimming.
2. When getting changed leave your clothes in a neat pile, with your towel on top ready to use when you come out of the pool. Only leave shoes on the floor.
3. Always go to the toilet and through the shower before going on to the poolside, to keep the water in the pool as clean as possible.
4. Make sure your hair is tied back if it is long to stop it from getting in the way in the water.
5. No jewellery should be taken to the swimming pool.
6. Goggles should only be worn in exceptional circumstances where the effects of water may hurt your eyes. If you are allowed to wear goggles they should be made of unbreakable plastic or rubber.
7. Never run on the poolside as it is slippery and you may fall over.

8. When the whistle is blown in the swimming pool, you should 'stop, look and listen'
9. Always listen carefully to the adults and follow their instructions to stay safe. Do not go in to the water unsupervised even if you can swim well.
10. Never leave the poolside without permission.
11. Always make sure there are other friends with you in the toilet, shower and changing rooms.
12. Never wait around in the public changing area by yourself.
13. Leave all areas of the swimming baths, as you would like to find them.

STATUTORY TESTS
associated with
ELECTRICAL INSTALLATIONS
and
PORTABLE ELECTRIC APPLIANCES
as
REQUIRED TO BE UNDERTAKEN BY SCHOOLS.

The following statutory tests are required on electrical installations and portable electrical appliances.

A. PERIODIC INSPECTION REPORT for an ELECTRICAL INSTALLATION (PIR).

Schools shall employ a Contractor to undertake **a full PIR at intervals not exceeding 5 years.**

PIR's shall comply fully with the Institute of Electrical Engineers (IEE) publication *Guidance Note 3, Inspection and Testing and Part 7, BS 7671* (generally known as the *IEE Regs*). Contractors employed for this work shall be members of the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation Contracting (NICEIC). Any observations and recommendations coded 1 or 2 in the resultant PIR shall be attended to as a priority and a "satisfactory" PIR achieved; items coded 3 and 4 shall be attended to as part of the schools planned maintenance all in accordance with the guidance notes issued with the PIR.

Routine Checks. The routine checks described in the *IEE Guidance Note 3* shall be undertaken at **intervals not exceeding 4 months.** The person undertaking the 4 monthly routine check shall ensure that all previously reported defects have been rectified and then:

1. **Look for**, amongst other things:

Breakages

Wear / deterioration

Signs of overheating

Missing parts (covers, screws, etc.)

All equipment being accessible

All mechanical protection being in place (cable covers, enclosures, etc.)

Adequate labelling

Loose fixings

PIR (Continued)

And then:

2. Operate:

Switchgear and switches (where reasonable)

Equipment - switch off and on (this shall include RCD test buttons)

Any items identified as needing attention in the routine check shall be rectified as a priority. These routine checks need not be carried out by an electrically skilled person but shall be by someone who is able to safely use the installation and recognise defects and action remedial work.

All remedial work, whether from the PIR or the routine check, shall be undertaken by a suitably qualified person.

Additional electrical testing may be required to comply with the requirements of Dudley MBC for any event that requires a licence or other permit to be issued. The PIR for an electrical installation when used as part of a Premises Licence (for public entertainment) application is only valid for 12 months and when an Electrical Certificate confirming compliance with Dudley MBC requirements is issued for the licensing of a temporary event that electrical certificate is only valid for the duration of that temporary event. If in doubt over licensing and / or permit requirements advice shall be sought from Dudley MBC Licensing Office, 5 Ednam Road, Dudley, DY1 1HL. (telephone 01384 815380).

A school shall hold a copy of their current PIR together with a copy of the immediately previous PIR in their Health & Safety file. Copies of the completion certification for any electrical work that may have been undertaken by the school between PIR's shall also be held in the Health & Safety file; such completion certification should be issued automatically to the client by any accredited electrical contractor. Schools are to forward copies of all PIR's and completion certification for electrical work to the Building & Estates Team, DELL, Ward House, Himley Hall, DY3 4DF

The inspection and testing of portable electrical equipment is outside of the scope of *BS 7671*. and is covered by the following:

Portable Appliance Testing (PAT).

The scope of this requirement is detailed in the Institute of Electrical Engineers publication *Code of Practice for In-Service Testing of Electrical Equipment*. For PAT requirements see Part B of this document.

B. PORTABLE APPLIANCE TESTING (PAT)

Schools shall have all their portable electrical equipment (including extension leads) inspected and tested in accordance with the Institution of Electrical Engineers *Code of Practice for In-Service Inspection and Testing of Electrical Equipment*.

The frequency and extent of checking, inspection and testing of portable appliances shall be undertaken as detailed in the following table:

TABLE 1						
FREQUENCY OF PORTABLE APPLIANCE TESTING FOR SCHOOLS						
TYPE OF PREMISES	TYPE OF EQUIPMENT	USER CHECKS <i>See Note 2</i>	CLASS I (WITH EARTH CONNECTION)		CLASS II (DOUBLE / FULLY INSULATED) <i>See Note 4</i>	
			Formal Visual Inspection <i>See Note 3</i>	Combined Inspection and Testing	Formal Visual Inspection <i>See Note 3</i>	Combined Inspection and Testing
Commercial Kitchens on School Sites <i>See Note 1</i>	Stationary equipment	Weekly	None	12 months	None	12 months
	IT equipment	Weekly	None	12 months	None	12 months
	Moveable equipment	Before use	75 days *	12 months	75 days *	12 months
	Portable equipment	Before use	75 days *	12 months#	75 days *	12 months#
	Hand held equipment	Before use	75 days *	12 months#	75 days *	12 months#
Schools	Stationary equipment	Weekly	None	12 months	12 months	48 months
	IT equipment	Weekly	None	12 months	12 months	48 months
	Moveable equipment	Weekly	75 days*	12 months	75 days*	48 months
	Portable equipment	Weekly	75 days*	12 months	75 days *	48 months
	Hand held equipment	Before use	75 days*	12 months	75 days *	48 months

Notes

1. A commercial kitchen on a school site is a kitchen where meals are cooked / prepared for consumption on that or any other site. School kitchens that are used for serving meals that are prepared elsewhere are not considered to be commercial kitchens.
2. User checks are not recorded unless a fault is found.
3. The formal visual inspection may form part of the combined inspection and testing when they coincide.
4. If the class of equipment is not known it must be tested as Class I.

- * 75 **working** days. Based on a 5 day working week and no term exceeding 75 working (teaching) days this frequency of inspection coincides with the school calendar.
- # Based on a typical school year of 195 teaching days.

PAT (Continued)

User Checks. The user checks described in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* shall be undertaken at the intervals prescribed in the table on page 3 of this document (TABLE 1-Frequency of Portable Appliance Testing for Schools). The person undertaking the user check shall ensure that all previously recorded defects have been rectified and then:

1. **Ensure**, amongst other things:
 - The flex is undamaged and of the appropriate length.
 - The plug (where fitted) is undamaged, properly terminated and not overheating.
 - The socket-outlet (or flex outlet) is undamaged and not overheating.
 - That the appliance can be used safely – does it switch on/off correctly, is it free from cracks and contamination damage, are live parts accessible?
 - That the equipment works correctly and is appropriate for its task and for the environment that it is being used in.
2. **Take Action on Faults or Damage.** Faulty or damaged equipment must be:
 - i. Switched off and unplugged from the supply.
 - ii. Clearly labelled to show that it must not be used.
 - iii. Reported to a responsible person and the problem recorded in the school Health & Safety file.

Any item identified as needing attention in the user check shall be rectified as a priority. These user checks need not be carried out by an electrically skilled person but shall be by someone who is able to safely use the installation and equipment and recognise defects and action remedial work.

Formal Visual Inspections. The formal visual inspection described in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* shall be undertaken at the intervals prescribed in the table on page 3 of this document (TABLE 1-Frequency of Portable Appliance Testing for Schools). The person undertaking the formal visual inspection shall have successfully completed the *City & Guilds Course 2377-002: Certificate of Competence for*

the Inspection and Testing of Electrical Equipment or the course run by Dudley MBC Central Safety Office (Peter Groom ext.4706).

The results of the formal visual inspection shall be recorded on a form as recommended in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* and a copy of the results handed to the school for retention in the school Health and Safety file.

PAT (Continued)

Combined Inspection and Testing. The combined inspection and testing described in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* shall be undertaken at the intervals prescribed in the table on page 3 of this document (TABLE 1-Frequency of Portable Appliance Testing for Schools).

The person undertaking the combined inspection and testing shall have successfully completed the *City & Guilds Course 2377-002: Certificate of Competence for the Inspection and Testing of Electrical Equipment* and would normally be member of the ECA or NICEIC.

All results of the combined inspection and testing shall be recorded on a form as recommended in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* and a copy of the results handed to the school for retention in the school Health and Safety file.

All remedial work, whether from the user check, the formal visual inspection or the combined inspection and testing, shall be undertaken by a suitably qualified person.

**SHOULD ANY QUERIES ARISE OR CLARIFICATION BE REQUIRED ON
ANY ASPECT OF THIS DOCUMENT PLEASE CONTACT
DAVID WINTER ON 01384 814536**

SUMMARY

A. Periodic Inspection Report for the Electrical Installation. (PIR)

Full PIR – By an accredited Tradesperson – every 5 years.

Routine Check – By a member of staff – 4 monthly.

PIR for Premises Licence (for public entertainment) -

By an accredited Tradesperson – As required.

B. Portable Appliance Test. (PAT)

User Check – By a member of staff – See Table 1.

Formal Visual Inspection – By a competent person – See Table 1.

Combined Inspection & Testing – By an accredited Tradesperson - See Table 1.

**COPIES OF ALL PIR's AND COMPLETION CERTIFICATION SHALL
BE FORWARDED TO:**

Paul Mills, Building & Estates Team, DELL, Ward House, Himley Hall, DY3 4DF.