

INTRODUCTION

This guidance is not a substitute for the Council's Corporate Health, Safety and Welfare Manual of Guidance but supplements it and should be read in conjunction with the Corporate Manual.

This manual has been prepared by the Corporate Safety Advisers in the Public and Environmental Services Department for use by Local Authority schools in the Borough of Bracknell Forest. The guidance has been put together using documents and publications produced by various organisations including the Health and Safety Executive (HSE) and British Standards. Also Bracknell Forest Borough Council subscribes to Croners *School Health and Safety Management* which is recommended to all schools. Some forms used in this guidance were taken from this publication.

Included is a copy of the Education Department Policy statement for Health and Safety. This should be read in conjunction with the Borough Council Policy statement included in your schools copy of Bracknell Forest Borough Council's Health, Safety and Welfare Manual of Guidance.

Please note that where further guidance is required on health and safety issues these should be raised with the Corporate Safety Advisers in the Public and Environmental Services Department. Specific safety liaison responsibility for schools lies with the Principal Personnel Officer and responsibility for the Education Department lies with Information and Governors Services Manager, both of whom can be contacted at Edward Elgar House. They are responsible for dissemination of general information and act as the administrative contact point for health and safety matters.

Each school should nominate a safety liaison person to act as a link between the school and the Education Department. Schools should notify the Principal Personnel Officer in the Education Department of their nominated person.

PURPOSE

This guidance along with Bracknell Forest Borough Council's Health, Safety and Welfare Manual of Guidance will assist schools management to fulfil its statutory requirements and develop a health and safety strategy. More specifically the guidance will:

- outline the law of health and safety for schools;
- show how to carry out a risk assessment;
- include a model health and safety policy;
- provide advice on implementing a health and safety strategy;
- provide various forms and checklists to assist with the review of health and safety policy, risk assessments and the promotion of positive health and safety action.

The guidance has been produced to assist schools management respond to developments which have increased their health and safety responsibilities.

- Initiatives such as local management of schools and fair funding have given schools a greater voice in how they are managed. The number and importance of many decisions taken at school level has increased.
- The Management of Health and Safety Regulations 1999 affects schools. The regulations require employers to make suitable assessments of the risks to the health and safety of their employees whilst at work and persons who are not in their employment, eg: pupils, but who are affected by their undertakings. Once a risk assessment has been completed, employers are required to take action to control any risks that are identified.

As far as the practice of health and safety is concerned, the schools management is responsible for ensuring a healthy and safe environment for staff, pupils, visitors, contractors, etc.

MANAGING HEALTH AND SAFETY

The use of this guidance will depend upon the type of school (for example secondary, primary or special), size and the scope of the health and safety systems in use within the school. However the following should be considered:

- **Prepare a policy statement**

It is recommended that every school has its own health and safety policy statement. The model policy statement provided can be used as a guide to update the school's existing policy.

- **Agree a management strategy to implement the policy**

This revolves around identifying the various areas of responsibility for carrying out the school's policy.

- **Allocate responsibilities**

Individuals are offered and agree to accept responsibilities and associated tasks.

- **Identify and meet training needs**

For members of staff to carry out their responsibilities, it is necessary to provide adequate training to ensure they have the appropriate knowledge and skills.

- **Carry out checks and procedures**

The extent and frequency of records kept and procedures followed will depend upon the degree of risk. However, the frequency of checks on certain items of equipment are given in the various guidance documents to the health and safety regulations issued by HSE Books.

- **Monitor and review**

Maintaining and reviewing how your health and safety policy is working is a constant process. Good health and safety practice revolves around using past experience and events to prevent future incidents. The use of written records of accidents, audits, checks and the review of risk assessments will quickly build up into a source of hard fact on which to base future actions.

STRUCTURE OF THE MANUAL

The contents of the manual are as follows:

Education Department Policy

Section 1 The Law and Health and Safety

Section 2 Management of Health and Safety

Section 3 Guidance on Specific Procedures

The contents of the sections are shown at the front of the manual with more detailed contents being given at the front of each section.

CONTACTING THE SAFETY ADVISER

Comments from schools regarding this guidance are welcome. The loose leaf format enables changes to be incorporated simply and allows us to amend the guidance in response to any changes to legislation. To contact the Safety Adviser:

Environmental Health
Public and Environmental Services
Bracknell Forest Borough Council
Seymour House
38 Broadway
Bracknell
RG12 1AU

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