

CONTENTS

Page No

EDUCATION DEPARTMENT POLICY

• Bracknell Forest Borough Council Education Department Commitment to Staff Health and Safety at Work	1
• Education Department General Statement of Health and Safety at Work Policy	1
• Education Department Statement of Occupational Health and Welfare Policy	3
• Local Arrangements and Responsibilities	4
• Appendix 1 - Bracknell Forest Borough Council Commitment to Staff Health and Safety at Work	11
• Appendix 2 - Education Department Safety Guidelines	14
• Appendix 3 - Statement of Policy on Health, Safety and Welfare at Work	15
• Appendix 4 - Guidance notes on developing a school Health and Safety Policy and Manual	16

SECTION 1 - HEALTH AND SAFETY LAW

• Introduction	1.1
• Health and safety at work etc act 1974	1.3
• European communities act 1972	1.9
• Management of health and safety at work regulations 1999	1.11
• Health and safety (display screen equipment) regulations 1992	1.15
• Manual handling operations regulations 1992	1.16
• Personal protective equipment at work regulations 1992	1.18
• Provision and use of work equipment regulations 1998	1.18
• Workplace (health, safety and welfare) regulations 1992	1.19
• Education (school premises) regulations 1999	1.23
• Control of substances hazardous to health regulations 1999	1.24
• Education reform act 1988	1.26
• Education (work experience) act 1973	1.29
• Electricity at work regulations 1989	1.31
• Fire precautions (workplace) regulations 1997	1.32
• Food safety act 1990	1.33
• Health and safety (first-aid) regulations 1981	1.35
• Local government (miscellaneous provisions) act 1982	1.36
• Noise at work regulations 1989	1.38
• Occupiers' liability act 1984	1.38
• Reporting of injuries, diseases and dangerous occurrences regulations 1995	1.39
• Safety representatives and safety committees regulations 1977	1.40
• Health and safety (consultation with employees) regulations 1996	1.43
• Health and safety (safety signs and signals) regulations 1996	1.44

	Page No
• Trade union reform and employment rights act 1993	1.45
• Employment rights act 1996	1.46
 SECTION 2 - MANAGEMENT OF HEALTH AND SAFETY	
• Introduction	2.1
• Aim of health and safety management	2.2
• Objectives of health and safety management	2.3
• Emergency planning	2.5
• Policy framework	2.13
• Agreeing a management strategy to implement the policy	2.14
• Allocating responsibilities	2.14
• Identifying and meeting training needs	2.14
• Carrying out checks and procedures	2.14
• Monitoring and review	2.14
• Preparing a policy statement	2.14
• Model health and safety policy statement	2.17
• Guide to management structure	2.25
 SECTION 3 - GUIDANCE ON SPECIFIC ISSUES	
Section 3.1 - Emergency Procedures	
• Introduction	3(1)1
• Fire safety	3(1)3
• Personal protective equipment	3(1)27
• Dangerous goods incident emergency planning	3(1)29
• Coping with a major emergency or incident	3(1)32
• Organisation plan for dealing with a disaster	3(1)36
• Emergency planning	3(1)37
• Post-disaster – planning, training and organisation – learning points	3(1)40
• Conclusions	3(1)42
 Section 3.2 - General Issues	
• Introduction	3(2)1
• Portable electrical appliance register	3(2)1
• Inspection	3(2)3
• Testing	3(2)6
• Display screen equipment	3(2)9
• Workstations	3(2)10
• Oxyacetylene equipment in schools	3(2)13
 Section 3.3 - Kitchens and Dining Rooms	
• Introduction	3(3)1
• Risk assessment	3(3)1
• Kitchen safety	3(3)2

	Page No
• Delivery monitoring	3(3)5
• Food safety audit	3(3)7
• Food hygiene training	3(3)12
• Maintenance	3(3)14
• Weekly cleaning rota	3(3)16
 Section 3.4 - Personnel Issues	
• Introduction	3(4)1
• Staff training history	3(4)1
• Accident or incident report	3(4)4
• Staff absence due to stress	3(4)9
• First-aid training	3(4)18
• Administration of first-aid	3(4)22
• Administration of medicines in schools	3(4)26
• Medical condition or illness	3(4)44
• Manual handling assessment	3(4)46
• Education department fair treatment policy	3(4)49
 Section 3.5 – School Premises Management	
• Introduction	3(5)1
• Insurance	3(5)1
• Maintenance	3(5)3
• Caretaking activities	3(5)3
• Register of caretaking chemicals	3(5)9
• Caretaker training	3(5)11
• Grounds and exteriors of buildings	3(5)13
• Playground equipment	3(5)17
• Corridors	3(5)30
• Stairs and stairwells	3(5)33
• Lifts	3(5)35
• Storage areas	3(5)37
• Offices	3(5)39
• General purpose classrooms	3(5)43
• Hall/gymnasium/large rooms	3(5)49
• Ladders and stepladders	3(5)54
• Ladder register	3(5)57
• Tower scaffolds	3(5)59
• Operation of swimming pools	3(5)64
• Swimming pool water treatment log	3(5)71
• Building work in schools	3(5)73
• Contractors	3(5)76
• Selecting the contractor	3(5)77
• Planning and organising the work	3(5)80
• Controlling the work	3(5)83
• Contractors, contractors' staff and other contacts	3(5)86
• Monitoring of building work	3(5)88
• Completion of contract	3(5)92

	Page No
• Education department code of practice for contractors in schools	3(5)94
• Contractors quick reference	3(5)98
• Construction (design and management) regulations 1994	3(5)99
• References	3(5)100

Section 3.6 - Transport Issues

• Introduction	3(6)1
• Home to school transport	3(6)1
• Access to and from school	3(6)4
• Transport on school premises	3(6)4
• School trips and visits	3(6)5
• School's own vehicles	3(6)6
• Other transport	3(6)8
• Seat-belts	3(6)8
• Risk assessment	3(6)8
• Vehicle inspection	3(6)9
• Vehicle maintenance	3(6)13
• School vehicle drivers	3(6)15
• Vehicle journeys	3(6)18
• Vehicle hire	3(6)20
• vehicle defect sheet	3(6)22
• Defect remedial action	3(6)24

Section 3.7 – Physical Education and Organised Games

• Introduction	3(7)1
• Avoiding sports injuries	3(7)1
• Risk assessment	3(7)3
• Health and fitness for physical education	3(7)4
• Physical education equipment	3(7)7
• Physical education areas	3(7)10
• Physical education training	3(7)12
• Staff volunteers	3(7)14
• Parent volunteers	3(7)16
• Further information and Contacts	3(7)18

Section 3.8 - Inflatable Bouncing Devices

• Introduction	3(8)1
• Definitions	3(8)2
• Types of inflatable bouncing devices	3(8)2
• Hazards	3(8)3
• Access to the device at outdoor events	3(8)3
• Safe operation	3(8)3
• Training of operators and attendants	3(8)4
• Examination and inspection	3(8)5
• Maintenance	3(8)7
• Modification	3(8)7

	Page No
• Record-keeping	3(8)7
• Design/manufacture	3(8)7
• Test certification	3(8)10
• Provision of information	3(8)10
 Section 3.9 - Work Experience	
• Introduction	3(9)1
• Key responsibilities	3(9)2
• Placement details	3(9)3
• South East Berkshire work experience	3(9)4
• Prohibited placements	3(9)5
• Accident reporting procedure	3(9)6
• Information for parent and parental consent (WES3)	3(9)6
• Placement employer profile (WES5)	3(9)10
• Student information form	3(9)16
• Further information	3(9)19
 Section 3.10 - Science Laboratories And Workplace	
• Introduction	3(10)1
• Schemes of work	3(10)2
• Room layout and furniture	3(10)7
• Fume cupboard – annual test	3(10)12

	Page No
• Training for scientific experiments	3(10)14
• Ionising radiations source history	3(10)18
• Ionising radiation use of sources	3(10)21
• Record ionising radiations sources test	3(10)23
• Use of lasers	3(10)25
• Pressurised containers and gas cylinders	3(10)27
• Vacuum systems	3(10)29
• Heating	3(10)31
• Glassware	3(10)33
• Register of chemicals	3(10)36
• Control of substances hazardous to health assessment	3(10)38
• Storage of chemicals	3(10)42
• Disposal of chemicals	3(10)45
• Chemical spillage and fumes log	3(10)48
• Assessment of animals	3(10)51
• Register of plants	3(10)54
• Register of permitted micro-organisms	3(10)56
• Long-running experiment notice	3(10)59

Section 3.11 - Art Design and Technology

• Introduction	3(11)1
• Risk assessment:	3(11)2
• Art, design and technology workshops	3(11)9
• Storage of art, design and technology equipment	3(11)14
• Art, design and technology training	3(11)17
• List of authorised people	3(11)20
• Personal protective equipment for art, design and technology	3(11)22
• Equipment/fixed machinery	3(11)26
• Portable power tools	3(11)41
• Hand tools	3(11)43
• Plastics	3(11)45
• Ceramics	3(11)48
• Cutting tools	3(11)52
• Printmaking and printing	3(11)54
• Photography	3(11)57
• Textiles technology	3(11)59
• Textiles (needlework)	3(11)61
• Food technology	3(11)63
• Pressure cookers	3(11)67

Section 3.12 - Risk Management and Auditing

• Introduction	3(12)1
• Principles of Risk Assessment	3(12)1
• What is an Accident?	3(12)1
• What is Hazard, Risk, Danger?	3(12)1
• How Do I Manage Risk in My Organisation	3(12)2
• Accident Causes and Understanding Why They Happen	3(12)4

	Page No
• Guidance Note for Using Risk Assessment Form Correctly	3(12)5
• Summary of Hazardous Sources and Risk	3(12)7
• Risk Assessment Worksheets 1, 2 and 3	3(12)8
• Job Safety Analysis Worksheet 4	3(12)11
• Alternative Scoring System of Risk Assessment	3(12)12
• Summary of Completed Assessment Sheet 5	3(12)13
• Further Reading	3(12)15
 Section 3.13 - Violence in the Education Sector	
• Introduction	3(13)1
• Who might be at risk	3(13)1
• Who should use this guidance	3(13)2
• How can the risk of violence be managed?	3(13)3
• Guidance on incident analysis	3(13)11
• What about the victims?	3(13)11
• Education department framework code of practice	3(13)12
• Home visiting checklist	3(13)19
• Further reading	3(13)21
 Section 3.14 - Pre-School Children Health and Safety Management	
• Safety for young children in crèches,	3(14)1
• Nursery schools and similar establishments	3(14)1
• Pre-school and crèche safety - a quick checklist	3(14)2
• Emergency first-aid for young children and babies	3(14)8
• If a child dies: hints for carers and parents	3(14)14
• Common complaints:	3(14)15
• Immunisation: the safest way to protect the children:	3 (14)20
• Infectious illnesses:	3(14)22
• Immunisation timetable:	3(14)24
 Section 3.15 - Sun Safety	
• Introduction	3(15)1
• A school sun safety policy	3(15)1
• Developing a sun safety policy	3(15)2
• Shade	3(15)7
• Outdoor activities	3(15)9
• Uniform	3(15)10
• Sunscreens	3(15)11
• Staff	3(15)12
• Alliances	3(15)13
• Education	3(15)13
• Curriculum activities	3(15)14
• Contacts and resources	3(15)21