

**Health and Safety Check List**

**for Headteachers**

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| **Key Points to Remember** | **Guidance Notes** |
| ***Policy*** |  |
| 1. **Health and Safety Policy -** Ensure your school has a health and safety policy and it is reviewed annually - involve your Governors. Policy should be signed and dated by the Headteacher and Chair of Governors.
 | *There are model policies on KELSI, click on the link for a sample school health and safety policy.*[*H-And-S-Policy-For-Schools*](http://www.kelsi.org.uk/__data/assets/pdf_file/0020/23744/H-And-S-Policy-For-Schools-Final-Revised_V4_HR_NP_131114_GW.pdf)*You* ***must*** *ensure all staff are aware of their role in the policy with regard to health and safety.* |
| Also ensure that your school's Health and Safety Policy statement and supporting documents are available for the audit process. | *Auditors will ask for evidence such as electrical testing certificates, maintenance records, staff induction checklists, meeting minutes. You can save time at the audit by making sure these are easily available.*  |
| 1. **Health and Safety Responsibilities** - Check that your staff are aware of their role regarding health and safety issues.
 | *Your health and safety policy should list key responsibilities, but also cover this at induction, and regularly at staff meetings, e.g. reminder of what classroom checks teachers should do.* |
| ***Health and Safety Guidance*** |  |
| 1. **School Development Plan -** Include health and safety issues in your School Development Plan or other Action Plan.
 | *Prioritise actions so that the items that in your judgement present the highest risk, receive attention before those items that present less significant risk.* |
| 1. **Health and Safety Law Poster -** Employers have a legal duty under the Health and Safety Information for Employees Regulations to display the approved poster in a prominent position in each workplace.
 | *A revised law poster came into force in April 2009. Please ensure you have the latest version displayed in your school and relevant contacts included. Click on the KELSI link below to find out how you can purchase yours.*[*Health-and-safety-law-poster*](http://www.hse.gov.uk/pubns/books/lawposter.htm) |
| 1. **KELSI -** Make sure you can easily locate the health and safety site on KELSI, and use to obtain guidance on a range of health and safety issues.
 | *Click on the KELSI link for health and safety guidance*[*Health-and-safety-guidance*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance) |
| ***Termly Inspections*** |  |
| 1. **Health and Safety Inspections -** Carry out regular health and safety inspections around your school buildings and land. These should be carried out three times a year. Involve your staff to raise their awareness of health and safety issues.
 | *Click on the KELSI link below and scroll down to guidance on how to carry out inspections and a useful checklist.*[*Policies-and-guidance*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/stress-management) |

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| ***Essential Risk Assessments*** |  |
| 1. **Undertake Risk Assessments,** considering risks to staff and visitors, as well as pupils.
 | *Click on the KELSI link below for a variety of health and safety risk assessments.*[*Risk-assessment*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment)*For Display Screen Equipment and Stress Management documents, please click on the link below.*[*Health-safety-and-welfare-assessments*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/health-safety-and-welfare-assessments) |
| 1. **Caretaker Risk Assessments –** Caretakers/ Site Managers along with management, must complete risk assessments for the tasks carried out at the school.
 | *Risk assessment guidance for Caretakers / Site Managers are throughout KELSI. Please contact the Advice Line on 03000 418456 if you are unable to find what you are looking for.* [*Risk-assessment*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment) |
| 1. **Control of Substances Hazardous to Health (COSHH)** – caretakers along with management must carry out risk assessments of all chemicals used in the school.
 | *The Safety Data Sheet tells us about the chemical and possible health hazards, but not about how it is being used in your school and this is what you need to capture in the risk assessment. Click on the KELSI link for guidance and risk assessment pro-forma.*[*Chemicals-coshh*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh) |
| 1. **Fire Risk Assessment -** It is your responsibility to ensure the school has a fire risk assessment carried out by a competent person and it is reviewed on an annual basis.
 | *Click on the KELSI link for a sample fire risk assessment.*[*Fire*](http://www.kelsi.org.uk/policies-and-guidafire) |
| 1. **Working at Height -** You must ensure task based risk assessments are carried out for all work at height activities in your school and your Caretaker/Site Manager have been trained to work at height and a record held at the school. KCC recommend that any activity requiring the Caretaker/Site manager to climb above 4 steps of a stepladder or ladder, formal classroom training is required. Once trained they can give a toolbox talk to those accessing lower levels. E-learning is also encouraged for those working at lower levels. They must also ensure access equipment is regularly inspected.
 | *Click on the KELSI link for work at height information and a ladder safety user checklist.*[*Policies-and-guidance*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/occupational-road-risk) |
| 1. **Manual Handling** – You must ensure task based risk assessments are carried out for manual handling activities in your school and your Caretaker/Site Manager have been appropriately trained.
 | *Click on the KELSI link below for further manual guidance.*[*Moving-and-handling*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/moving-and-handling) |

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| **Key Points to Remember** | **Guidance Notes** |
| ***KCC Requirements***  |  |
| 1. **Asbestos Register –** It is your responsibility to ensure the Asbestos Register is held in the Docubox and placed in the reception office.
 | *A survey must be undertaken by KCC every three years. Any recommendations resulting in remedial work must be noted* ***by you*** *on the survey document. Headteachers and Caretakers/Site Managers to attend Statutory Compliance training.* |
| 1. **Legionella Risk Assessment -** You must ensure any remedial works following recommendations made on your Legionella risk assessment are noted on the risk assessment document.
 | *A Legionella risk assessment to be carried out every two years, arranged by Gen 2. Headteachers and Caretakers / Site Managers to attend Statutory Compliance training. Further training may be required for staff carrying out regular monitoring.* |
| 1. **Five Year Fixed Installation Test/PAT Testing** – It is your responsibility to ensure KCC commission a competent company to carry out your Five Year Fixed Installation test. You must also ensure all portable electrical equipment is PAT tested on an annual basis and appropriate for the task being used.
 | *Any recommendations resulting in remedial work must be noted* ***by you*** *on the Fixed Installation Report.**Ensure all portable electrical equipment is available for testing on an annual basis. You should also be carrying out visual checks in between testing to ensure equipment is safe to use and fit for purpose. Click on the link below and scroll down for the PAT table to identify what needs to be checked on a regular basis.*[*Health-and-safety-guidance*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/display-screen-equipment) |
| 1. **Management of Contractors** - You must manage the contractors you have on site so that the risks to pupils, staff and visitors are minimised. This includes using the Asbestos Docubox and ensuring you know your responsibilities as a duty-holder.
 | *Many accidents have occurred in schools when contractors are present, due to inadequate checks on contractors before work starts, lack of risk assessments and poor communication.**All Heads should attend “Management of Contractors” training: telephone 03000 416534 for courses. See also “Management of Contractors” policy by clicking on the link below.**[Policies-and-guidance](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/display-screen-equipment)*  |
| ***Emergency Procedures and Accident Reporting Arrangements*** |  |
| 1. **Emergency Procedures -** Ensure that procedures are in place for emergencies, including fire, first aid, violent behaviour and accidents.
 | *Click on KELSI links below for accident reporting, fire safety and personal safety (including violence).*[*Accident-reporting*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting)[*Fire*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire)[*Personal-safety-and-Emergency Plans*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/personal-safety) |

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| ***Emergency Procedures and Accident Reporting Arrangements contd.*** |  |
| 1. **Accident/Incident Reporting -** Ensure that you and other senior staff know what procedures to follow if there is an accident or incident.Set up a system for monitoring accidents that occur.
 | *Click on KELSI link below on “Electronic Accident Reporting”* [*Accident-reporting*](http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting)*Some accidents are reportable to the Health and Safety Executive on Form F2508 and all senior staff should be aware of this requirement. Investigations on form HS160 will sometimes need to be completed – contact the Health and Safety Advice Line on 03000 418456 if unsure.* |
| ***Training*** |  |
| 1. **Communication, Training and Consultation -** Set up adequate systems for communication, training and consultation with your staff regarding health and safety.
 | *Examples: Involve your safety representatives; consult with staff on new building initiatives; assist two-way communication by putting health and safety as a standing item on the agenda of all staff and governing body meetings.* |
| 1. **Training** - Incorporate employees' health and safety responsibilities into their job descriptions, and ensure they are provided with suitable training.
 | *Contact Learning and Development Unit on 03000 416128 or email them at* hrlearning&development@kent.gov.uk *for information on training courses.* *Governor Training is arranged separately: Contact Governor Support on 01622 203800. The Health and Safety module is a useful introduction and update for Heads as well as Governors.* |

For further guidance about issues relating to Health and Safety, ring the **Health and Safety** **Advice Line on 03000 418456** or email **healthandsafety@kent.gov.uk**