



Approved

P. James

(Chair of Governors) Date 23.5.18

HEALTH & SAFETY POLICY – HS1

ABBREVIATIONS

The following are used in this policy:

COSHH	-	Control of Substances Hazardous to Health
DSE	-	Display Screen Equipment (Computers)
H&S	-	Health and Safety
HSE	-	Health and Safety Executive (enforcing body for health and safety legislation in schools)

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PART A – GENERAL STATEMENT

This policy is produced in respect of Mountain Ash Comprehensive School only and supplementary to the Authority's and Departmental Safety Policy Statements.

The aim of the policy is to provide a safe and healthy working environment for the employees and pupils of Mountain Ash Comprehensive School and to accept its responsibility for the health and safety of others who may be affected by its work activities.

STATEMENT OF POLICY

Mountain Ash Comprehensive School recognises and accepts its legal obligations as well as its moral and economic duties to provide a safe and healthy working environment for all its employees, pupils and others.

The promotion and continuous improvement of health, safety and welfare standards are regarded as an essential objective for management and employees at all levels. The efforts and co-operation of all employees, contractors and pupils will be viewed as essential to achieving a working environment without danger and to maintain the success of its service delivery.

Mountain Ash Comprehensive School will seek to ensure that statutory requirements are met by the formulation, implementation and development of policy, together with the setting of objectives and performance standards. Appropriate action will be taken to underpin this commitment.

Mountain Ash Comprehensive School recognises its responsibilities under the *Management of Health and Safety at Work Regulations*, particularly the duty to carry out risk assessments. To this end, suitable and sufficient risk assessments will be undertaken under this and other specific legislation, ensuring that clear and accurate records are kept. Risk assessments will be reviewed on a regular basis or in light of change.

Mountain Ash Comprehensive School actively involve and consult with employees and will seek to ensure consultation will take place with recognised trade unions and staff representatives and will promote in the setting up of safety committees, as appropriate.

All personal control will be exercised by employees in order to carry out their work in a manner conducive to their own safety and the safety of other persons. Senior management will ensure that appropriate responsibilities are delegated through their line management structure and that formal health and safety consultative mechanisms are in place.

Health and safety performance will be monitored and reviewed to ensure agreed standards are maintained.

Mountain Ash Comprehensive School will take all reasonable steps to meet its responsibilities and will pay particular attention to the provision and maintenance of:

- a safe school campus and safe access to and egress from it;
- a healthy working and learning environment;
- sufficient information, instruction, training and supervision to enable all users of the site to avoid hazards and contribute positively to their own safety and health at work;
- plant, equipment and systems of work that meet known statutory requirements and are safe;
- safe arrangements for the use, handling, storage and transport of articles and substances;
- adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

All levels of management will be directly responsible for achieving the aims of the policy, each level accountable to the one above and responsible for the one below.

A copy of the policy statement will be brought to the attention of all employees. It will be reviewed periodically, added to or modified as appropriate.

PART B – ORGANISATION

1. GOVERNING BODY

The ultimate responsibility for H&S lies with the governing body. The governing body is responsible for the H&S of staff in their employment and also for persons who use the premises or equipment, plant, or substances. The duty of discharging these responsibilities on a day to day basis is delegated to the Headteacher/ School Manager. Governors will not take detailed decisions about day to day H&S issues, as this will be the Headteacher/ School Manager's responsibility. Duties will be delegated by the Headteacher/School Manager as appropriate to appropriate staff in accordance with agreed policies.

In particular the governing body will ensure that:

- the Headteacher/ School Manager produces a school H&S policy for approval by the finance and premises committee of the governing body and that this policy is regularly reviewed;
- adequate resources are made available for H&S, eg in respect of training, protective clothing, equipment, etc;
- H&S responsibilities are made clear to senior managers;
- H&S is afforded equal importance to other managerial functions;
- regular safety inspections are undertaken;
- risk assessments of work activities are undertaken and a written record of the assessments kept;

- a pro-active approach to H&S management and a positive H&S culture is maintained;
- the school's statutory obligations are being met;
- the Headteacher/ School Manager implements and develops, where appropriate, the school H&S policy statements, into school strategies;
- effective communication is maintained within the school.

2. HEADTEACHER/SCHOOL MANAGER

The Headteacher/ School Manager will be accountable to the governing body and will be responsible for the H&S of employees under their control. In particular he will endeavour to:

- Ensure that a school H&S policy is produced for approval by the finance and premises committee of the governing body and make arrangements for the regular review, monitoring and revision of this policy, including carrying out regular audits, inspections and safety tours.
- Ensure that means of access and exit to the premises are safe and that plant and equipment is safe and without risk to H&S.
- Ensure that staff (full time and temporary) carry out H&S duties as designated by the school and understand their legal obligations under current H&S legislation.
- Ensure that staff implement instructions and recommendations on H&S.
- Act on any instructions or advice concerning working practices that have been identified as potentially unsafe, and take action to deal with any complaints regarding H&S matters.
- Ensure the management of H&S. Assessment of the risks to H&S of employees (in conjunction with Heads of Department and/or other 'competent persons' to be appointed by the headteacher) and of anyone else who may be affected by the work activity and to make arrangements for putting into practice the H&S measures that follow from the risk assessment.
- Provide appropriate health surveillance, should this be required.
- Ensure that all staff (full time teaching, supply teachers and support staff) receive sufficient training and that all relevant H&S information, including the contents of this policy, is brought to the attention of appropriate staff. Induction for all staff should contain an element of H&S training.
- Take advice from the local education authority in the event of any doubt reassuring safe working conditions or practices.
- Provide all necessary facilities to the HSE or other statutory bodies as required.
- Ensure that equipment in use in the school, and new purchases, is safe and maintenance and repair work observes H&S requirements.
- Ensure that the working and general environment meets H&S legislation.
- Ensure that working arrangements or practices do not endanger the H&S of staff or pupils.

- Ensure and review emergency procedures.
- Ensure and review security of staff, pupils, visitors and premises.
- Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users and persons exposed to the hazard.

3. DEPUTY HEADTEACHER

The Deputy Headteacher takes on the Headteacher's responsibilities for the day to day management of H&S in the Headteacher's absence, with the School Manager.

4. MANAGERS and HEADS OF DEPARTMENT

Managers and heads of department will be accountable to the headteacher and responsible for the H&S of staff members under their control. In particular they will endeavour to:

- Ensure that H&S is a standard item on the agenda of area/departmental meetings.
- Ensure that all employees under their control comply with the current H&S legislation and all safety regulations and practices instituted. (NB where staff work under the direction of more than one manager/head of department the responsibility shall be common to all managers/heads of department directing the work of the staff concerned.)
- Act on recommendations and advice concerning practices which are considered unsafe.
- Ensure that all equipment used with their departmental activities is safe and maintained in good condition.
- Ensure that the working environment is not a danger to H&S and report all unsafe equipment. To ensure staff using equipment are suitably trained.
- Bring the training requirements in respect of individual staff to the attention of the headteacher.
- Take action to deal with complaints and to refer complaints to the headteacher as necessary.
- Make and record all necessary risk assessments required by the *Management of Health and Safety at Work Regulations*, and to act as 'competent persons' for the purposes of risk assessment under this legislation (NB 'competent persons' may be required to take a position contrary to that held by the school).

- Ensure that relevant staff are aware of the location of such written assessments and have read them and action appropriate preventative and protective measures.
- In conjunction with the teacher responsible for INSET, managers/heads of department must take into account their staff's capabilities as regards H&S and ensure that they are provided with adequate H&S training on recruitment or when exposed to new or increased risks. Training should be repeated when appropriate and take place during work hours.

5. EMPLOYEES

In addition to any particular responsibilities for H&S designated to individual staff under the school's Health and Safety Policy, all staff must:

- Carry out instructions, directions and advice regarding safe working conditions.
- Ensure that they do nothing that may cause a danger to themselves, colleagues, pupils or visitors to the school.
- Exercise effective supervision over all those for whom they are responsible, including students.
- Comply with any safety instructions and restrictions that apply to the use of equipment, machinery, dangerous substances, transport equipment and safety devices. They are required to report any equipment, facility or practice in the working environment which they consider to be unsafe.
- Not use any equipment or premises which are likely to create a danger to H&S without the specific authority of the headteacher. A report should be made at once to the head of department or any member of staff responsible for the area causing concern.
- Deal with minor accidents within personal capabilities using basic first aid skills. Alert qualified first aiders to any accident or injuries requiring medical attention. The school has qualified first aiders available for serious accidents outside the expertise of staff. These should be consulted if in any doubt at all.
- Report all accidents or injuries.
- Observe **Manual Handling Regulations**. Staff should be aware of the regulations and follow relevant guidelines.
- Observe **Personal Protective Equipment (PPE) Regulations**. This includes all types of protective clothing and equipment. All staff should be made aware of guidelines on safe working practices on the use of PPE.
- Be aware of **Display Screen Equipment Regulations** and guidelines for safe working practices involving the use of DSE.

- Be aware of **The Work Equipment Regulations** and guidelines for safe working practices involving the use of work equipment.
- Observe **Emergency Procedures**. Staff should familiarise themselves with the procedure for evacuating the premises and taking a roll call of staff and pupils.
- Ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labeled and used in a manner not likely to result in harm.
- Familiarise themselves with the contents of this policy and any associated documentation relevant to their activities, and at all times follow all requirements contained here.
- Use and not willfully misuse, neglect or interfere with objects and equipment provided for safety purposes. Report any defects, or other safety hazards encountered.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The local authority does not hold insurance to cover use of private vehicles.

6. CATERING AND CLEANING STAFF

Have the responsibilities indicated for all employees, together with those indicated in supplemental local authority or company safety policies.

7. VOLUNTEERS

Have the same duties as those indicated for employees.

8. PUPILS

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the headteacher and governors of Mountain Ash Comprehensive School shall, at their discretion, carry out a full risk assessment to ascertain the action required to minimise this risk. The findings of this risk assessment may lead to the exclusion of that pupil from further participation in that area to which that risk assessment applies.

Pupils are expected to:

- comply with school rules relating to general behavior;
- exercise personal responsibility for the safety of self and classmates;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewelry and other items considered dangerous);

- observe all the safety rules of the school and in particular the instructions of teaching and/or support staff given in an emergency;
- Not willfully misuse, neglect or interfere with equipment and other items (signs, documents etc) provided for his/her safety.

PART C - ARRANGEMENTS

The following arrangements supplement the policy statement and have either been established through risk assessment at school level or are national standards. They are not exhaustive. Specified areas/departments will produce a supplemental policy covering the organisation and specific arrangements within their area/department.

1. RISK ASSESSMENT

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site/departmental specific. This is supplemented by dynamic risk assessment, which involves competent staff in supervision and problem solving.

Suitable and sufficient risk assessments will be carried out for all school activities and action taken as a result. All risk assessments will be recorded and documented.

As well as the *Management of Health and Safety at Work Regulations* regarding all risks, there are statutory requirements for the assessment of the effects of specific types of hazards. The following information is added to expand on the above where there is specific legislation.

1.1 Computer Work Stations

Arrangements for the use of visual display units will conform to the HSE guidance under the *Display Screen Equipment (DSE) Regulations*. Any member of staff who is a 'user' as defined by the DSE Regulations can complete a 'user audit' for their workstation (a 'user' being someone who is habitually employed to work on a computer and does so for more than an hour or more at a time more or less on a daily basis). Such staff are also entitled to a free eye test (claim forms available from the school bursar).

If staff have any questions on DSE, they should initially speak to their line manager or head of department.

1.2 Fire

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire drills are carried out once every term.

NB All staff are reminded that in the event of a fire, the priority is to raise the alarm and ensure that everyone gets out of the building. Fire extinguishers are provided to aid escape if required, but are not otherwise intended to be used.

1.3 Hazardous Substances

Arrangements for the use of any chemicals or substances will be in accordance with the requirements of the *Control of Substances Hazardous to Health Regulations (COSHH)*. Information will be obtained on all products used, COSHH assessments carried out and information given to employees with regard to their health and safety when using the product. Records of the risk assessments carried out are kept in relevant areas/departments. If staff have any questions on hazardous substances, they should raise them with their line managers or the head of the specific area/department.

1.4 Manual Handling

Manual handling assessments will be undertaken to conform to the *Manual Handling Operations Regulations* and measures will be introduced to reduce the risk of injury.

1.5 Control of Noise

So far as is reasonably practicable, any exposure of staff and pupils to noise will be minimised. Noise levels will be assessed and arrangements for the protection of staff, pupils and others will be taken in accordance with the *Noise at Work Regulations*.

Equipment/machines will be assessed and, where necessary, noise levels reduced so far as is reasonably practicable.

1.6 Security

The security of the school site will be risk assessed and security issues regularly reviewed. If staff have any questions on security they should initially speak to their line manager or head of department.

1.7 Water Assessment

Assessment of the hot and cold water systems is undertaken regularly and measures have been introduced to manage the risk of legionnaire's disease.

1.8 Work at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access to equipment is necessary, eg step ladder, scaffold. Most staff will therefore undertake an element of work at height at some time. Kick-steps have been provided to departments and step ladders/ladders/tower scaffolding is available for works at higher levels. Staff must assess the most appropriate equipment to use in their particular circumstances.

2. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where it is not possible to eliminate hazards to the individual by any other reasonably practicable means, then employees will be issued with PPE. Where this has been issued it should be properly used whenever the employee is at risk from the hazards for which it has been provided. Employees will receive appropriate training as necessary. PPE will only be issued when the risk that it is protecting against cannot be effectively eliminated by any other means. PPE in all circumstances will be the last resort and will be provided free of charge.

3. ACCIDENT/INCIDENT RECORDING/REPORTING

Reporting of incidents/accidents, no matter how minor, is the responsibility of everyone and will be recorded on the appropriate form.

3.1 Accident Investigation

All incidents/accidents will be investigated at the earliest opportunity to establish causes, who were involved, where and why it occurred and how a recurrence can be prevented. Depending on the circumstances, a detailed investigation may be necessary.

3.2 Accident Reporting to the HSE

Reporting procedures will be in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*.

4. MACHINERY and EQUIPMENT

All items of plant and equipment requiring statutory examinations will be identified and arrangements for their examination undertaken by a competent person. Full records of examinations will be kept.

Managers will be nominated to oversee that items and materials are obtained which are safe for use at work when used in accordance with the supplier's instructions. Information must be obtained from suppliers and distributed as appropriate.

4.1 Plant and Equipment

Plant and equipment will be suitable for the purpose and inspected and maintained to standards necessary to eliminate failures giving rise to personal injuries and ill health or to serious property damage.

4.2 Hire of Mobile Plant and Equipment

Managers who hire mobile plant and equipment will ensure that employees are competent and trained in its use. Plant and equipment will be suitably maintained and checked prior to use.

4.3 Guarding Machinery

Machinery will be properly guarded whilst in use in accordance with the *Provision and Use of Work Equipment Regulations* and *British Standards of Safeguarding Machinery*. Staff will ensure that the guards provided are properly used.

4.4 Hand/Arm Vibration

All machinery/tools likely to emit high levels of vibration should be identified and the risks assessed. Control measures such as vibration monitoring, appropriate maintenance regimes, provision of gloves, purchase of low vibration machinery, work rotation, should be implemented. Training should be given to employees who use vibratory machinery/tools. Employees must be familiarised with the risks presented and the control measures required. Employees may be asked to attend periodic medical examinations if they use higher risk vibratory machinery.

5. STORAGE OF MATERIALS

So far as is reasonably practicable, materials will be stored so that they are maintained in a proper condition to allow safe placement and retrieval and in accordance with statutory requirements.

6. INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

Staff will be informed of the arrangements for communicating information relating to H&S matters which includes articles and substances for use at work.

Analysis of training needs must be undertaken and annual training programmes devised.

Staff and pupils must be made aware of the procedures for drawing the attention of their teacher/manager/head of department to H&S issues. Staff will either be provided with or have access to all information necessary for them to undertake their duties, with proper regard for the H&S of themselves, and others.

7. ASBESTOS

The management of asbestos within the school premises will be afforded high priority. The local authority has carried out an asbestos survey of the school and the asbestos register is kept in the main office. This register must be consulted and signed as confirmation of consultation before any works are carried out to the school building. This will include any major works carried out by outside contractors, as well as any minor works carried out by in-house staff, such as using a drill to fit a notice board.

8. WORKING IN CONFINED SPACES

Working in confined spaces is a very high risk activity, the primary risk in some instances being the buildup of dangerous gases, vapours or liquids. When external agencies/contractors are required to work in such spaces these will be identified and a safe system of work formalised. No work will be carried out in a confined space without following a safe system of work (eg permit to work system).

9. WELLBEING and WORKPLACE STRESS

The wellbeing of staff is seen as an integral part of the school's H&S responsibilities. The governing body and headteacher have statutory obligations under a duty of care, but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work-life balance and to expect the appropriate support or intervention when they experience health or personal difficulties.

Mountain Ash Comprehensive School will encourage and promote high levels of physical, mental and social wellbeing of employees whilst at work. All health aspects of work processes and procedures which may adversely affect the relationship between work and health will be regularly reviewed and policies and procedures developed and implemented. Staff are encouraged to raise any concerns with the Headteacher/School Manager or their line manager, but also have access to the authority's confidential counselling service. Sickness absence or health concerns will be dealt with under the authority's absence policy. The governing body endorses the principals set out by the authority and the established framework to support staff wellbeing.

Mountain Ash Comprehensive School recognises that workplace stress is a hazard that can lead to ill-health and that it has a legal duty to manage it effectively. The school will take reasonable care to ensure health is not placed at risk through extensive and sustained levels of stress arising from the way work is organised, the way people interact with each other, or from the day-to-day demands placed on staff.

10. FIRST AID

Mountain Ash Comprehensive School will comply with the *Health and Safety (First Aid at Work) Regulations* by ensuring adequate provision of first aiders. Names of designated first aiders are displayed in the school office. All first aiders are trained to the appropriate standard and are only allowed to practice first aid when the appropriate certificate has been issued.

11. NEW AND EXPECTANT MOTHERS

Arrangements will be made to ensure the health, safety and welfare of new and expectant mothers. Specific risk assessments will be carried out and all hazards identified will be suitably controlled.

12. PERMITS TO WORK

On occasions external agencies/contractors will need to operate permit to work systems and procedures (eg working in confined spaces, hot work, high voltage etc). These will be followed conscientiously and the occasions of use recorded.

13. ENVIRONMENTAL CONTROL

The appropriate environmental standards will be implemented and monitored. Those involving heating, lighting and ventilation will be in accordance with the *Workplace (Health, Safety and Welfare) Regulations*.

14. DISABLED MEMBERS OF THE SCHOOL COMMUNITY

Arrangements will be made to ensure that disabled persons will not be treated less favourably than others because of their disability, unless "the treatment is necessary in order not to endanger the health and safety of any person (which may include the disabled person)".

15. ELECTRICAL SAFETY

Mountain Ash Comprehensive School recognises the risks associated with electrical equipment which includes the risks of burning, electrocution, fire, explosion and arcing.

Periodic inspection, testing and maintenance of portable electrical equipment is necessary and records will be retained along with equipment inventories. Equipment which is suspect or discovered to be unsafe will not be used until it is made safe. The local authority will arrange for the fixed electrical installation in school premises to be tested periodically. In certain circumstances, Residual Current Devices (RCD's) will be used as an additional control measure. Each RCD will also require periodic checking.

16. CONTRACTORS AND SUB-CONTRACTORS

Arrangements for contractors working on the school's premises and services will be such that the actions of the contractors cause no risk to staff, pupils, premises or other assets. Also the contractors will not be put at risk by the school's actions.

17. VIOLENCE AT WORK

Mountain Ash Comprehensive School will ensure appropriate systems of work which effectively manage the risks of violence to staff. This is not limited to physical assault but includes equally distressing and intimidating verbal aggression and discriminatory behaviour.

18. WORKING OUTDOORS AND SKIN CANCER

Mountain Ash Comprehensive School recognises the risk of over exposure to ultraviolet light radiation where staff and pupils work outside, particularly during summer months. Management will be required to assess the risks and implement appropriate control measures which may include requiring staff and pupils to cover up and not expose their skin to excessive sunlight whilst on the school campus or involved in school activities (sports, trips, etc).

19. INFECTIOUS DISEASES

The school follows the national guidance produced by Public Health for managing and controlling infectious diseases in schools. The authority co-ordinates circulation of information in relation to any outbreaks, warnings, advice or general information from the Public Health Department.

20. SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated child protection officer is appointed. All staff are aware of the policy.

21. EDUCATIONAL VISITS

A separate school trips policy, including procedures and risk assessment process is established based on Welsh Assembly, ESIS and authority guidance. Mrs Helen Latham (Assistant Head) is the designated Educational Visits Co-ordinator (EVC).

22. TRANSPORT

The school has adopted the authority's guidelines for the transportation of pupils. One of the following options will therefore be used:

- (a) Staff transport pupils/equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this business purpose (ie 'business use' cover is included in their insurance policy) as such cover is not provided by the authority or school.
- (b) Staff transport pupils/equipment in the school minibus or a minibus hired for the purpose. Only staff who hold a D1 category on their driving license or who have completed the relevant training can drive a minibus.
- (c) Transport and driver are hired in from a reputable source. This is the usual practice for school trips.

PART D - HEALTH AND SAFETY POLICY STATEMENTS

The school also has in place the following H&S associated policies. These should be read in conjunction with this Health and Safety Policy.

All documentation will be kept under review and updated to reflect changes in policy, organisation and arrangements or standards and legislation. Employees will be informed accordingly.

HS2 Use of Personal Protective Equipment (PPE)

HS3 Control of Substances Hazardous to Health (COSHH)

HS4 Manual Handling

- HS5 Reporting of Injuries, Diseases and Dangerous Occurrences
- HS6 Management of Health & Safety at Work
- HS7 Noise at Work
- HS8 Pregnant Women at Work
- HS9 First Aid at Work
- HS10 Electricity at Work
- HS11 Display Screen Equipment (DSE)
- HS11a Scheme for the Provision and Payment of Eye and Eyesight Tests and Provision of Special Corrective Appliances
- HS12 Workplace Health, Safety and Welfare
- HS13 Violence at Work
- HS14 HIV Infection and Aids
- HS15 Visitors
- HS16 Young Persons Adventure Activities
- HS17 Alcohol at Work
- HS18 Smoking
- HS19 Workplace Stress
- HS20 Drug Misuse at Work
- HS21 Work Equipment
- HS22 Lone Working
- HS23 Managing Contractors
- HS24 Control and Management of Asbestos
- HS25 School Excursions