

LEICESTER CITY COUNCIL

MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS, COLLEGES AND SIMILAR ESTABLISHMENTS

1. Health and Safety Policy Statement

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils/students and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school/college and is part of the education of its pupils/students.
- 1.2 The Governing Body acknowledges the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every 'employer' (see 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are in their employment, and also persons who are not but who may be affected by it, are not exposed to unacceptable risks to their health and/or safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- 1.3 The arrangements outlined in this policy statement, and the various other safety provisions made by the Governing Body, cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or whilst taking part in school sponsored activities.
- 1.4 The Governing Body will review this policy statement every 2 years. Updates, modifications or amendments to this document will be made as necessary to ensure the health, safety and welfare of staff and pupils/students.

Signed V. Moore

Chair, Governing Body

Date: 27/3/26

Date for Review 27/3/27

Signed K. Wade

Headteacher / Principal

Date: 27/3/26

3. Responsibilities/Duties of the Governing Body

- 3.1 Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority school/college safety policy. As such governors are required to ensure that the management structure detailed in the diagram (see 9) is documented, implemented and effective.

Health and safety will feature as a regular agenda item at governors meetings. A 'Governing Body Health & Safety Committee' should be established to periodically monitor and review the effectiveness of the school/college health and safety policy and ensure that any necessary changes are made. (Model terms of reference for such a committee may be found in the Leicester City Governors' Guide to Committees).

Reports on health and safety will be received from the Headteacher/Principal and any of the following as appropriate:

- The Local Authority's Health and Safety Advisers (new initiatives/local advice).
- The school/college health and safety committee.
- Union safety representatives.
- The Facilities Manager.
- The Business Manager.
- The school/college nurse or doctor.
- The Premises Officer.

- 3.2 The Governing Body will, so far as is reasonably practicable, ensure:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place. Where a school does not have a delegated budget, the Local Authority will undertake this function.
- A safe environment for staff, pupils/students, contractors, hirers and others to go about their various activities.
- Adequate and appropriate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Adequate information, training, instruction and supervision so that all staff, pupils/students, contractors, hirers and others, can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils/students and others, the Governing Body will ensure that such training is provided. Pupils/students will

- 3.4 So far as is reasonably practicable, the Governing Body, through the Headteacher/Principal, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:
- All other relevant health and safety matters.
 - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- 3.5 Where the Local Authority or the governors delegate responsibility for carrying out a particular health and safety function to an employee, they will ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards will be put in place.
- 3.6 Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.
- 3.7 Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works, etc. they will give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they will satisfy themselves that successful contractors comply with all relevant safety legislation. Governors, who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

- Ensure that all tools, machinery, plant and equipment receive planned maintenance when required and that maintenance records are kept in accordance with statutory legislation.
- Ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Ensure that all substances provided within the school/college are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and pupils/students and make recommendations to the Governing Body on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils/students as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, pupils/students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school/college, including all school/college based activities by:
 - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 - Carrying out periodic audit and review of the safety management systems that are in place.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Governing Body on health and safety matters.

- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.
- Toxic, hazardous and highly flammable substances in the department/area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled.
- All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are clearly displayed in appropriate locations.
- They monitor the standard of health and safety throughout the department/area in which they work, encourage staff, pupils/students and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- They report, as appropriate, any health and safety concerns to their Headteacher/Principal, manager and safety representative.

6. Additional Responsibilities/Duties of Specific Managers

In some schools it may be appropriate to more clearly define the health and safety responsibilities of specific management roles to ensure that all duties are clearly allocated and accountable. Those roles may include:

- Business Manager
- Heads of Specific Departments, i.e. Design & Technology, Science, PE/Sports
- Maintenance/Facilities Manager

N.B. Some of the responsibilities listed below may be more appropriately designated to a different role in the school but all need to be taken account of in this section of the policy.

6A. Additional Responsibilities/Duties of Business Manager

- Undertake the health and safety induction of new members of staff including fire evacuation procedures, relevant risk assessments and the significant hazards, arrangements for reporting accidents and/or defects, etc.
- Ensure suitable procedures are in place for managing visitors, including contractors (e.g. a signing in procedure, assistance in a fire evacuation, etc.).
- Ensure that all the school's machinery, plant and other fixed services and systems are maintained (and also formally inspected as relevant), and that maintenance and inspection records are kept on site.
- Ensure that emergency procedures are in place, including arrangements for 'out of hours' emergencies, that these are communicated to all staff and tested regularly, e.g. regular fire drills, and that relevant information is readily available to the emergency services, e.g. by using a red fire information box.

- Ensure that suitable personal protective equipment (PPE) is available for use in science ‘laboratories’ and associated areas and that appropriate supervision is in place to ensure the use of that PPE when necessary for the protection of the health and safety of staff and pupils.
- Ensure that suitable arrangements are in place for accidents and emergencies in science ‘laboratories’ and associated areas.

6D. Additional Responsibilities/Duties of Head of PE/Sports

- Ensure suitable and sufficient risk assessments are in place for all activities related to PE and sports, including those not undertaken on school premises and/or not during normal school hours.
- Ensure all equipment related to PE and sports is maintained and inspected at suitable intervals and is safe for staff and pupils to use.
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all equipment related to PE and sports.
- Ensure that all PE and sports staff are suitably trained and competent for the activities undertaken or supervised, that their training is current and that suitable records are kept on site.
- Ensure that suitable arrangements are in place for accidents and emergencies in all areas associated with PE and sports activities.

7. Responsibilities/Duties of All Staff

(e.g. teachers, teaching assistants, administration staff, premises officers, catering staff, cleaners, etc.)

7.1 All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School/College and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Governing Body.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Undertake all work in accordance with relevant risk assessments and their control measures, whether that ‘assessment’ is activity or pupil based;

8. Additional Responsibilities/Duties of Specific Roles

In some schools it may be appropriate to more clearly define the health and safety responsibilities of specific roles to ensure that all duties are clearly allocated and accountable. Those roles may include:

- Teachers of Specific Subjects, i.e. Science, Design & Technology, PE/Sports
- Educational Visits Coordinator (EVC)
- Premises Officer
- Lunchtime Supervisor
- Swimming Pool Manager/Swimming Co-ordinator
- Swimming Pool Lifeguards

N.B. Examples are given below for only some of these specific roles. The school should decide if any roles carry additional defined duties for health and safety.

It may also be appropriate to more clearly define responsibilities for high risk activities such as swimming, trips and visits, design & technology, etc.

8A. Additional Responsibilities/Duties of the Educational Visits Coordinator (EVC)

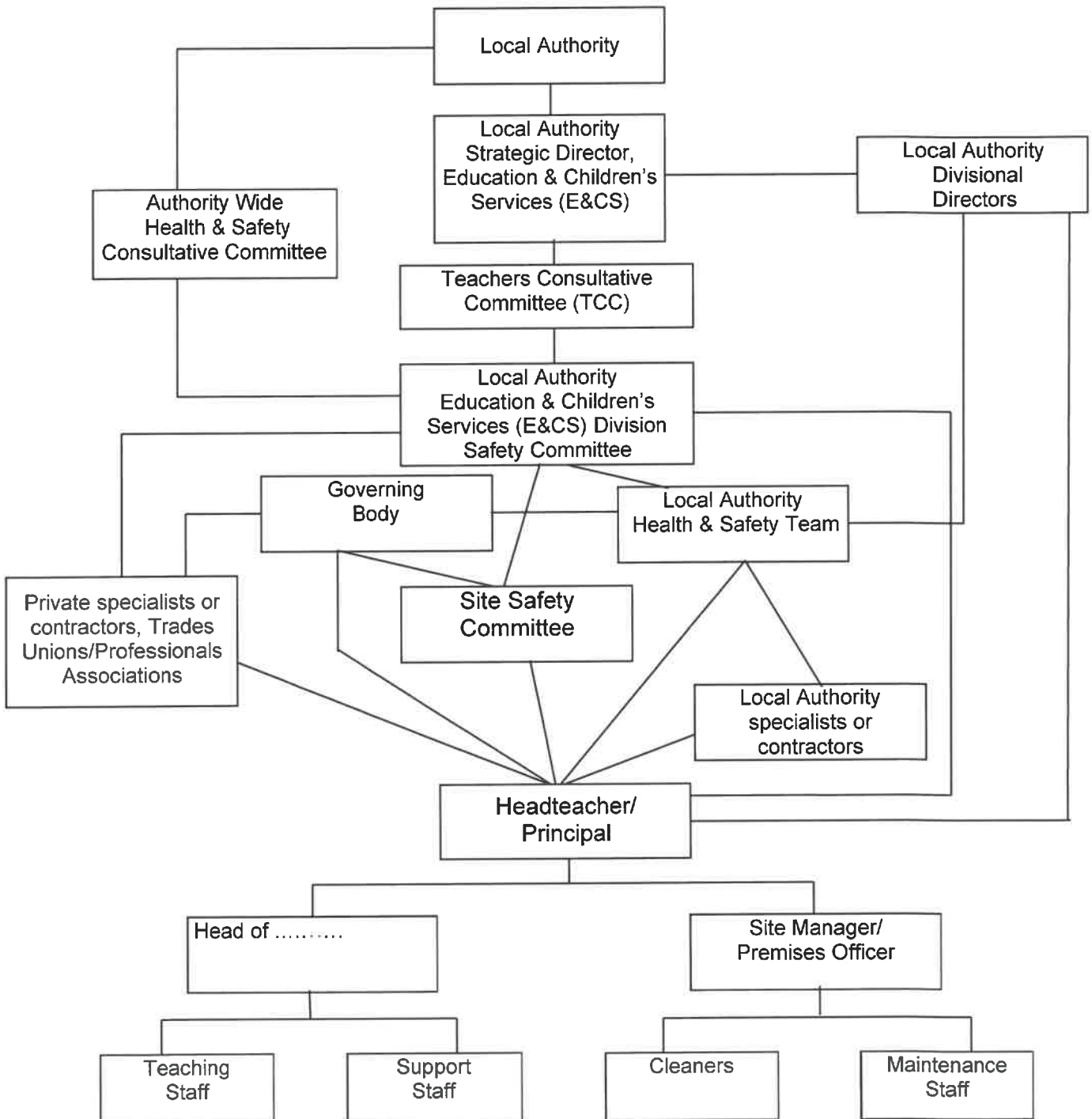
- Ensure all educational visits are planned and undertaken in accordance within current national and local guidelines.
- Ensure suitable and sufficient risk assessments and other arrangements are in place for all educational visits.
- Ensure all educational visits are adequately supervised and staffed and that suitable arrangements are in place for accidents and emergencies.
- Ensure all staff involved in the planning of educational visits are suitably trained and competent.
- Provide suitable health and safety advice and guidance to staff involved in the planning of educational visits.

8B. Additional Responsibilities/Duties of Premises Officer(s)

- Undertake relevant inspections and monitoring including asbestos and water hygiene monitoring, fire safety checks, ladder inspections, etc.
- Ensure premises records are kept up to date, including records of asbestos and water hygiene monitoring, fire drills, fire safety checks, contractor maintenance, portable appliance testing, swimming pool water treatment checks, etc.
- Ensure contractors are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter on site, e.g. asbestos, fragile roofs, etc. before commencing any work.

N.B. The numbering from here onwards may need to be amended to take account of additions to the responsibilities/duties section.

9. Health & Safety Reporting/Communication Arrangements Where the Local Authority is the Employer



• **Note:** The arrangements detailed in the diagram above are based on a representative institution. Schools/colleges however, vary in organisation, size, layout, etc. and this must be recognised in locally adopted policies and arrangements. While local terminology may vary, schools/colleges must establish and maintain consistent and effective, command, control, co-ordination and communication systems to manage health and safety issues.

• School/college systems must be clearly documented and understood. Therefore establishments are required to adopt consistent terminology in all their safety documentation.

10. Staff Consultative Arrangements

- 10.1 Employers must consult employees on matters that may affect their health and safety. This can be achieved by establishing a school/college health and safety committee.
- 10.2 The main function of a Safety Committee is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees. This is often done by analysing accident figures, monitoring safety arrangements and making appropriate safety recommendations to the employer.
- 10.3 Employees have a statutory right to be consulted about health & safety matters and can make significant contributions towards achieving safe conditions at work. The Safety Representatives and Safety Committee Regulations, 1977 state that a recognised trade union may appoint safety representatives at a workplace where it has one or more members. Under the Health and Safety at Work etc. Act, an employer has a legal obligation to set up a safety committee if requested to do so by two or more safety representatives.
- 10.4 Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the committee and shall decide amongst themselves which individuals should sit on the committee.
- 10.5 The Safety Committee will report to the Headteacher/Principal, the Governing Body and/or the Education & Children's Services Safety Committee as appropriate.
- 10.6 Functions of Safety Committees
- To assist in the development of safety rules and safe systems of work.
 - To assist in the identification of hazards.
 - To receive, monitor and analyse accident statistics and trends and make recommendations for corrective action as appropriate.
 - To receive and examine safety audit reports.
 - To consider the introduction of new or revised safe systems of work.
 - To consider the implications with regard to health and safety of the introduction of new technologies into the workplace.
 - To instigate and promote health and safety awareness campaigns.
 - To assist in checking that the declared health and safety policy is fulfilled.
 - To receive and act upon reports from the Health & Safety Executive.
 - To consider reports from safety representatives.
 - To assist in the identification of safety training requirements.
 - To monitor the effectiveness of safety training.

11. Hirers, Contractors and Others

11.1 When the premises are used for purposes not under the direction of the Headteacher/Principal then, *subject to the explicit agreement of the Governing Body*, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Headteacher/Principal (See 4).

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this policy.

11.2 The Headteacher/Principal/Governing Body or their designated representative will seek to ensure that hirers, contractors and others who use the school/college premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

11.3 Where Governing Bodies award contracts independent of the Local Authority - such as cleaning, catering services and building works etc. they must give proper consideration to the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation. Governors, who act responsibly, taking note of relevant guidance and seeking advice when in doubt, should have no difficulty in meeting these obligations.

11.4 When the premises or facilities are being used out of normal school/college hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

11.5 When the premises are hired to persons outside the 'employ' of the Governing Body, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they **do not**, without the prior consent of the Governing Body:

- Introduce equipment for use on the school/college premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

Hirers must:

- Comply with all school/college policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.)
- **Not exceed** the capacity figures detailed in any lettings documentation.

This sequence will determine the priority of local emergency plan responses

13.3 The school/college emergency plan(s) will include arrangements for:

- Contacting emergency services.
- Informing parents/guardians and the Local Authority
- Dealing with the media.

13.4 The plans will be agreed by the Governing Body and any necessary actions will be rehearsed regularly by staff and pupils/students. The result of all such rehearsals will form part of the regular risk assessment review and the outcome will be reported to the Governing Body.

14 First Aid

14.1 **Coleman primary school** adopts the Leicester City Council's First Aid Safety Management Standard which is shown at **office share (s:) > Health and Safety policies**.

14.2 The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.

14.3 The number of designated first aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (See Local Authority SMS).

14.4 Designated staff will be given such training in first aid techniques as is required to give them an appropriate level of competence.

14.5 Each first aider will have 'their own' first aid kit and be responsible for ensuring this is fully stocked and up to date. They must take care to ensure that when items are discarded, they are discarded safely.

14.6 The Headteacher/Principal is responsible for ensuring that a sufficient back-up stock is held on site.

14.7 Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid signs and containers must be identified by a white cross on a green background.

14.8 First-aid kits must also be held at various locations throughout the school/college as determined by risk assessment (e.g. laboratories, gymnasiums, workshops, playgrounds, sports fields, etc.). A first aider should be located within the immediate vicinity of one of these 'first aid points'. These locations will be prominently marked. Notices will also be displayed prominently in these areas.

14.9 A written record will be kept of all first aid administered either on the school premises or as part of a school/college related activity.

Notes:

The information in the following sections is shown only as an example; you may use the information already shown or you can include your own, locally produced, policies instead.

The list is not exhaustive and only those policies that are relevant and appropriate to your establishment need be included.

15. Accident/Incident Reporting

- 15.1 *Coleman primary school* adopts Leicester City Council's Accident & Incident Reporting in Schools, etc. Schools SMS *office share (s:) > Health and Safety policies.*

16. Administration of Medicine

- 16.1 *Coleman primary school* adopts Leicester City Council's Administration of Medicines Policy which is shown at *office share (s:) > Health and Safety policies.*

17. Asbestos

- 17.1 *Coleman primary school* adopts Leicester City Council's Asbestos in LCC Workplaces Safety Management Standard on managing asbestos which is shown at *office share (s:) > Health and Safety policies.*

18. Child Protection

- 18.1 *Can be accessed (S:) > Statutory Policies and Documents.*

19. Contractors

- 19.1 *Coleman primary school* adopts Leicester City Council's Control of Contractors Safety Management Standard which is shown at *office share (s:) > Health and Safety policies.*

20. Control of Substances Hazardous to Health (COSHH)

- 20.1 *Coleman primary school* adopts Leicester City Council's COSHH – Hazardous Substances Safety Management Standard which is shown at *office share (s:) > Health and Safety policies.*

21. Cyclical Maintenance

28. Personal Emergency Evacuation Plans (PEEPs)

- 28.1 **Coleman primary school** adopts Leicester City Council's Evacuation Arrangements for People with Disabilities – Personal Emergency Evacuation Plan Safety Management Standard which is shown at [office share \(s:\) > Health and Safety policies](#).

36. Swimming

- 36.1 ***Coleman primary school*** adopts Leicester City Council's guidance on Safe Swimming Practice in Schools and Other Settings (and associated documentation) which is shown at ***office share (s:) > Health and Safety policies.***

37. Trips and Visits

- 37.1 ***Coleman primary school*** adopts Leicester City Council's Policy for Offsite Visits and Adventure Activities in Schools and all other settings which is shown at ***office share (s:) > Health and Safety policies.***

38. Violence and Aggression

- 38.1 ***Coleman primary school*** adopts Leicester City Council's Violence and Aggression Safety Management Standard on preventing violence to staff by members of the public which is shown at ***office share (s:) > Health and Safety policies.***

39. Visitor Security

- 39.1 ***Coleman primary school*** adopts Leicester City Council's Visitor Security Safety Management Standard, which is shown at ***office share (s:) > Health and Safety policies.***

40. Water Hygiene

- 40.1 ***Coleman primary school*** adopts Leicester City Council's Water Hygiene Management in LCC Workplaces Safety Management Standard which is shown at ***office share (s:) > Health and Safety policies.***