

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Health and Safety Policy



Health and Safety Policy

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1. Aims

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The Governing Body believes that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.
- 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 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.

2. The Employer and the Governing Body

2.1 The 'Employer':

In Leicester City Council maintained and voluntary controlled schools/colleges, the employer is the Local Authority.

The Governing Body is the employer in Voluntary Aided, Foundation and Trust schools, and Academies.

- 2.2 The Health & Safety at Work etc. Act 1974 places duties on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as pupils and visitors. Employers also have additional duties under other legislation, such as, for example, The Control of Substances Hazardous to Health Regulations and School Teachers' Pay and Conditions (work/life balance).
- 2.3 Governing Bodies of maintained schools/colleges and voluntary controlled schools, although not the employer, are required to base their health and safety policies on those of the Local Authority. Governing Bodies of Voluntary Aided, Foundation and Trust schools, and Academies need not adopt the Local Authority policies, but they must have policies of an equal standard. As such, they are strongly recommended to adopt and implement Local Authority safety policies, procedures and practices.
- 2.4 The Local Authority, where it is the employer, requires that all Governing Bodies and Key Managers implement relevant health & safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on all sites that they manage (See 9 re: Hirers, Contractors and Others).
- 2.5 For the purposes of health and safety management, all Headteachers are deemed to be Key Managers.

3. Responsibilities/Duties of the Governing Body

- 3.1 Governors are responsible for monitoring compliance with statutory requirements and with the Local Authority school safety policy. As such, governors are required to ensure that the management structure detailed in the diagram (see 7) is documented, implemented and effective.

Health and safety will feature as a regular agenda item at governors' meetings. A 'Governing Body Health and Safety Committee' should be established to periodically monitor and review the effectiveness of the school health and safety policy and ensure that any necessary changes are made.

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

- The Local Authority's Health and Safety Adviser (new initiatives/local advice).
- The school's health and safety committee/officer.
- Union safety representatives.
- 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, 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, contractors, hirers and others can perform their activities safely and healthily.
- 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 and others, the Governing Body will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities that they carry out. Records will be kept of all training. Staff/ pupil/student training will be regularly updated.
- The following health and safety reports:
 - Information to parents and carers via the minutes of normal meetings, which are available on request.
 - On other occasions, as appropriate, and in response to specific concerns.

3.3 The Governing Body, so far as is reasonably practicable and in consultation with the Headteacher, will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice

that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.

- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others.
- Set standards and ensure responsibility is assigned for:
 - Reporting accidents.
 - Recording and investigating accidents.
 - Establishing and participating in the school health and safety committee (including Governing Body representation).
 - Undertaking, recording and reviewing risk assessments, especially with regard to:
 - Potential accidents.
 - Health hazards.
 - School sponsored on and off-site activities.
 - Pupils and their behaviour.
 - Monitoring adherence to health and safety standards.
 - Reviewing documentation and distributing information from the Local Authority, etc.
 - Carrying out inspections.
 - Providing health and safety training.
 - Providing first-aid.
 - Dealing with emergencies.
 - Supervising storage facilities.
 - Dealing with waste disposal.
 - Monitoring housekeeping standards.
 - Dealing with complaints on health and safety.
 - Purchasing and maintaining equipment.
 - Testing of plant and equipment to ensure it is safe.
 - Carrying out minor repairs to doors, fences, windows etc.
 - Organising security and fire protection arrangements.
 - Implementing risk control measures.

3.4 So far as is reasonably practicable, the Governing Body, through the Headteacher as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to have access to a copy of this policy, an induction covering health and safety 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 they are 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 health risk.
- 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.

4. Responsibilities and Duties of the Headteacher

- 4.1 As well as having the general responsibilities and duties of all members of staff (see 5 and 6), the Headteacher (Ann-Marie Kedzior), as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 4.2 The Key Manager will be responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by, or on behalf of the school. She will take reasonable, practicable steps to achieve this and will assign clear safety functions to other members of staff as appropriate.
- 4.3 In particular, the Headteacher will, so far as is reasonably practicable:
- Be aware of 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.
 - Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.

- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable and sufficient control measures – identified in an appropriate health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health, safety and welfare.
- Discuss health and safety matters with the Local Authority, the Governing Body, the school health and safety committee and with other staff as appropriate, and seek advice on such matters as necessary from the most appropriate source.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, pupils and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment are fit for purpose, adequately installed, guarded and appropriately used.
- 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 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 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 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 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, including all school 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.

5. Responsibilities and Duties of Other Managers

(e.g. Senior Leadership Team, Senior Management Team, Site Managers/Premises Officers, etc.)

- 5.1 As well as having the general responsibilities/duties of all members of staff (see 7 below), managers will be directly accountable to the Headteacher or Key Manager for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility.
- 5.2 All managers of staff will, so far as is reasonably practicable:
- 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 in general and also that are specific to their area(s) of responsibility.
 - Be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 5.3 As part of their day-to-day work, all managers will ensure that:
- Safe methods of work exist and are implemented throughout their phase/area of responsibility.
 - Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - All health and safety information is communicated to the relevant persons.

- They themselves, and others for whom they have direct responsibility, take part in health and safety training as appropriate (including ensuring that new employees receive health and safety induction training).
- Staff, pupils and others under their management are instructed in safe working practices and adequate supervision is provided at all times.
- Regular safety inspections are made of their area of responsibility and recorded and corrective action is taken where necessary to ensure the health and safety of staff, pupils and others.
- They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
- All tools, machinery, plant and equipment in the department/area in which they work are adequately guarded and are in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.
- 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 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, Line Manager and safety representative.

6. Additional Responsibilities and Duties of Specific Managers

6.1 Additional Responsibilities and Duties of the Business Manager and HR & Finance Manager

- Business Manager to ensure all new members of staff receive a thorough induction on health and safety practices, including fire evacuation procedures, relevant risk assessments and the significant hazards, arrangements for reporting accidents and/or defects, etc. This may take the form of a video induction;
- HR & Finance Manager to ensure suitable processes are in place for when staff leave, including handing back all school equipment such as access passes. This

will be documented on the exit questionnaire, liaising with the Business Manager where required;

- Ensure suitable procedures are in place for managing visitors, including contractors (e.g. a signing in procedure, assistance in a fire evacuation, etc.).

6.2 Additional Responsibilities and Duties of Premises Officer

- Ensure suitable and sufficient risk assessments are in place for all activities and operations required by the role;
- 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 visitors to the site (including contractors) are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter, e.g. asbestos, fragile roofs, etc. whilst on site;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all machinery and equipment;
- Ensure that suitable personal protective equipment (PPE) is available for use in the school 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;
- 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.

6.3 Additional Responsibilities and Duties of Business Manager

- Ensure suitable and sufficient risk assessments are in place for all activities and operations in the school;
- Ensure that all staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site;

- Ensure that suitable personal protective equipment (PPE) is available for use in the school and associated areas and that appropriate supervision is in place to ensure the use of 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 the school;
- Ensure visitors to the site (including contractors) are informed of relevant health and safety procedures, e.g. fire evacuation procedures, and any hazards they may encounter, e.g. asbestos, fragile roofs, etc whilst on site; - via the sign-in screen in reception.

6.4 Additional Responsibilities and Duties of Extended School Lead

- Ensure suitable and sufficient risk assessments are in place for all activities related to P.E. and sports, including those not undertaken on school premises and/or not during normal school hours;
- Ensure all equipment related to P.E. 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 P.E. and sports;
- Ensure that all P.E. 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 P.E. and sports activities.

7. Responsibilities and Duties of All Staff

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

7.1 All staff will make themselves familiar with 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 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;
- Take part in health and safety training as required;
- Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. **If they are in any doubt, they must seek further advice from their line manager or the Business Manager;**
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work;
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk;
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form;
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager;
- Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and the line manager must be contacted immediately (as soon as safe to do so);
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

8. Additional Responsibilities and Duties of Specific Roles

8.1 Additional Responsibilities and Duties of the Educational Visits Coordinator (EVC)

- Ensure all educational visits are planned and undertaken in accordance with 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.

8.2 Additional Responsibilities and Duties of Swimming Manager

- Ensure a suitable and sufficient risk assessment is in place, implemented and reviewed for all activities in the swimming pool and associated areas;
- Ensure a suitable normal operating procedure (NOP) and emergency action plan (EAP) are in place, implemented and reviewed for all activities in the swimming pool and associated areas;
- Ensure all activities in the swimming pool and associated areas are undertaken in accordance with normal operating procedures (NOP) and the emergency action plan (EAP);
- Ensure all staff operating in the swimming pool and associated areas are suitably trained for the roles that they undertake, e.g. lifeguard, that their training is current and that suitable records are kept on site;
- Manage all staff involved in the operation of the swimming pool and ensure they are all aware of the duties and responsibilities associated with their role.

- 10.2 The main function of a Health and 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 and 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 and 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, the Governing Body and/or the Children and Young People's Services Safety Committee as appropriate.
- 10.6 Function 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 and Safety Executive.
 - To consider reports from safety representatives.
 - To assist in the identification of safety training requirements.
 - To monitor the effectiveness of safety training.

10.7. Functions of Safety Representatives

- To attend safety committee meetings.
- To investigate health and safety complaints by employees.
- To investigate accidents, potential hazards and dangerous occurrences at the workplace.
- To make representations to the employer on matters arising from the above.
- To carry out regular formal inspections of the workplace and inspections following accidents.
- To represent employees.
- To receive health and safety information from the Key Manager/employer/ Governing Body or Local Authority.

10.8. Information and facilities for Safety Representatives

Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases and dangerous occurrences.
- Results of any health and safety tests or measurements in the workplace.
- Information on articles/substances used at work.
- Technical information about health and safety hazards.
- Information about proposed changes which may affect health and safety of employees/ pupils/visitors.

Except where:

- *The information is specific to an individual and without their consent.*
- *Any disclosure which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the employer's undertaking.*
- *The information is obtained by the employer for the purpose of bringing, prosecuting or defending any legal proceedings.*

10.9. Safety representatives are entitled to *reasonable* time off work with pay to carry out their duties and for training. Training is not, however, the responsibility of the employer but of relevant Unions or Professional Associations.

Safety representatives are entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

Safety representatives are allowed to carry out an inspection of the workplace(s) that they represent subject to giving the employer reasonable notice, and providing the last inspection (of that part of the workplace) was not carried out in the previous three months and may carry out more frequent inspections by agreement with the employer.

11. Hirers, Contractors and Others

11.1 When the premises are used for purposes not under the direction of the Headteacher 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 and Duties of the Headteacher' section (See section 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 or Governing Body or their designated representative will seek to ensure that hirers, contractors and others who use the school 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 the Governing Body awards 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 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 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 policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.);
- **Not exceed** the capacity figures detailed on any lettings documentation.

11.6 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at

Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with this Act.

- 11.7 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to prevent persons in his or her care from a risk or injury.
- 11.8 The Governing Body will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

12. Risk Assessment

- 12.1 As Key Manager, the Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed. In high-risk areas, such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.

Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.

- 12.2 The results of all risk assessments will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial/control measures where required.

13. Emergency Plans

- 13.1 As Key Manager, the Headteacher will ensure that an emergency plan(s) is prepared to cover all foreseeable major incidents that could put the occupants or users of a school at risk.

In undertaking this work, Key Managers will have regard to the **Crisis Line** and **Snow Line** procedures published by the Local Authority.

- 13.2 The school plan(s) will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.

This sequence will determine the priority of local emergency plan responses.

- 13.3 The school emergency plan(s) will include arrangements for:
- Contacting emergency services.
 - Informing parents and carers 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. 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 Alderman Richard Hallam Primary School uses the Leicester City Council's First Aid Provision Safety Management Standard which is shown on the council extranet to assist.
- 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 (available on the staff server and in the risk assessments folder in the staff room).
- 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 First aid kits are around the site and are fully stocked and up to date. First aiders must take care to ensure that when items are discarded, they are discarded safely.
- 14.6 The Headteacher 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 are held at various locations throughout the school as determined by risk assessment. A first-aider is located within the 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 on CPOMS/SO2 Form of all first aid administered either on the school premises or as part of a school related activity.
- 14.10 Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the school for which it is responsible, and also all out of school activities.
- 14.11 First Aid Box Contents:

There is no mandatory list of items that should be included in a first aid container. The Headteacher should decide what to include in the first-aid containers from information gathered during their assessment of first-aid needs. The school currently aims to store the following in first aid kits:

- A leaflet giving general guidance on first aid (for example HSE leaflet 'Basic Advice on First Aid at Work)
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may need to be of a detectable type for food handlers);
- A triangular bandage (preferably sterile);
- individually wrapped sterile unmedicated wound dressings
- At least three pairs of disposable gloves
- Individually wrapped moist wipes
- Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse.

This is only a suggested contents list. It is likely that greater quantities of the above will be required in a school environment to reduce the risk of not re-stocking quickly enough. Staff are reminded to inform key first aiders of use of stock in these kits so they can be restocked.

The first aid room is also available to be used for first aid administration; this is kept stocked by the staff in there at break and lunchtimes. The records of first aid are kept online for pupils and in a locked office for staff.

An AED is available for use if the occasion arises; this is located outside of the staff room. For further reading, please refer to the school's First Aid Policy.

15. Accident and Incident Reporting

- 15.1. Alderman Richard Hallam Primary School uses Leicester City Council's Accident/Incident Reporting Policy for Education and Children's Services Settings, which is shown on the LCC schools extranet to assist. Incident Reporting in Schools SMS January 2022. These will be recorded on the LCC SO2 system where required.

16. Administration of Medicine

- 16.1. Alderman Richard Hallam Primary School uses Leicester City Council's Guidance, Administration of Medicines SMS August 2023, which is shown on the LCC schools' extranet to assist. Please see the school's Administration of Medicine Policy available on the staff server or on the website, under policies for further information.

17. Asbestos

- 17.1 Alderman Richard Hallam Primary School has an Asbestos Management Survey and a Local Asbestos Management Plan, available from the Premises Officer.

18. Child Protection

- 18.1 The school's Safeguarding and Child Protection Policy is available to view on the school's website under the policy section and on the staff server.

19. Contractors

- 19.1 Alderman Richard Hallam Primary School's Visitors and Contractors Policy is available to view on the school's website and on the staff server.

20. Control of Substances Hazardous to Health (COSHH)

- 20.1 Alderman Richard Hallam Primary School uses Leicester City Council's COSHH – Hazardous Substances Safety Management Standard which is shown on the LCC schools extranet to assist. All COSHH risk assessments are available to view in the Premises Officer's room.

21. Cyclical Maintenance

- 21.1 Alderman Richard Hallam Primary School uses Leicester City Council's Cyclical Maintenance Safety Management Standard which is shown on LCC schools extranet to assist. Records are available in the Premises Officer's room.

22. Display Screen Equipment

- 22.1 Alderman Richard Hallam Primary School uses Leicester City Council's Display Screen Equipment Safety Management Standard which is shown on the LCC schools extranet to assist. DSE risk assessments are carried out by the Business Manager and are available to view, including guidance on their use, by request to the Business Manager.

23. Emergencies

- 23.1 Alderman Richard Hallam Primary School uses Leicester City Council's guide for 'Coping with a School Emergency, Crisis Line for Trips & Visits' to assist. Please see the Educational Visits Policy or the Business Continuity Plan for further reading, on the school's website or the staff server.

24. Fire Safety

- 24.1 Alderman Richard Hallam Primary School uses Leicester City Council's Fire Safety in LCC Workplaces Safety Management Standard and the setting's evacuation

procedure, which is shown on the LCC schools extranet to assist. The fire risk assessment and safety policy are available in the Premises Officer's room and on the staff server to view. Please also see the Evacuation Policy for further reading, on the school's website or the staff server.

25. Lone Working

- 25.1 Alderman Richard Hallam Primary School's policy and risk assessment for Lone Working is available in the Premises Officer's room, the staff room, on the school's website or the staff server.

26. Manual Handling

- 26.1 Alderman Richard Hallam Primary School uses Leicester City Council's Manual Handling Safety Management Standard which is shown on LCC schools' extranet to assist. The risk assessment for staff is available to view on the staff server or in the staff room. Training is given to staff who require it and may be undertaken virtually.

27. Mobile Phones

- 27.1 Alderman Richard Hallam Primary School's Mobile Phone Policy is available to view on the school's website or on the staff server. It covers use for pupils, staff, parents and carers and volunteers. Please refer to it for further advice.

28. New and Expectant Mothers

- 28.1 Alderman Richard Hallam Primary School uses Leicester City Council's New and Expectant Mothers at Work Safety Management Standard which is shown on LCC schools extranet to assist. Risk assessments are carried out by the HR & Finance Manager and DSE assessor when required.

29. Personal Emergency Evacuation Plans (PEEPs)

- 29.1 Alderman Richard Hallam Primary School uses Leicester City Council's Evacuation Arrangements for People with Disabilities – Personal Emergency Evacuation Plan Safety Management Standard which is shown on LCC schools extranet to assist. PEEPs are filled out by the SENDCO for the relevant pupils and the Business Manager or Premises Officer for relevant staff.

30. Personal Protective Equipment (PPE)

- 30.1 Alderman Richard Hallam Primary School uses Leicester City Council's Personal Protective Equipment (PPE) Safety Management Standard which is shown on the LCC schools' extranet to assist.

31. Portable Electrical Equipment

- 31.1 Alderman Richard Hallam Primary School uses Leicester City Council's Portable Electrical Equipment – Testing and Inspection Safety Management Standard which is shown on LCC schools' extranet to assist. The school has a yearly PAT test done by a certified company, with reports available from the Premises Officer. Staff are reminded that the use of personal and untested electrical equipment is prohibited.

32. Risk Assessment

- 33.1 Alderman Richard Hallam Primary School uses Leicester City Council's Health and Safety Risk Assessment Safety Management Standard which is shown on LCC schools' extranet to assist. Staff have been trained in Risk Assessment procedure by the City Council.

33. Smoking and vaping

- 33.1 Alderman Richard Hallam Primary School's No Smoking Policy is available to view on the school's website or on the staff server. The school site is a no-smoking or vaping site.

34. Statutory Inspections

- 34.1 Alderman Richard Hallam Primary School uses Leicester City Council's Statutory Inspections Safety Management Standard which is shown on LCC schools extranet to assist. Records are available in the Premises Officer's room.

35. Stress

- 35.1 Alderman Richard Hallam Primary School uses Leicester City Council's Stress Management Safety Management Standard which is shown on LCC schools' extranet to assist. The risk assessment for stress is available to view on the staff server or in the staff room.

36. Swimming

- 36.1 Alderman Richard Hallam Primary School uses Leicester City Council's guidance on Safe Swimming Practice in Schools and Other Settings (and associated documentation), which is shown on LCC schools' extranet to assist. Further swimming information is available via the swimming folder on the staff server or in the physical folder. ARH currently use DMU for swimming and work with them closely. Our Swimming Policy is available on the school website or on the staff server.

37. Trips and Visits

- 37.1 Alderman Richard Hallam Primary School uses Leicester City Council's Offsite Visits and Adventure Activities Health & Safety Management Standard Issue 7 (March 2025), which is shown on LCC schools extranet to assist. The school's Educational Visits Policy is available on the school website or on the staff server for further guidance.

38. Violence and Aggression

- 38.1 Alderman Richard Hallam Primary School uses Leicester City Council's Violence and Aggression Safety Management Standard on preventing violence to staff by members of the public, which is shown on LCC schools extranet to assist. The school also has a Code of Conduct for parents and carers; this has been developed to help parents, carers and members of the public to understand how they should behave on and around the school. This is available to view on the school's website and on the staff server.

39. Visitors' Security

- 39.1 Alderman Richard Hallam Primary School uses Leicester City Council's Visitors' Security (Health, Safety and Welfare) Management Guidance Note (C26) which is shown on LCC schools extranet to assist.

40. Water Hygiene

- 40.1 Alderman Richard Hallam Primary School uses Leicester City Council's Water Hygiene Management in LCC Workplaces Safety Management Standard which is shown at LCC schools' extranet to assist. Key staff are trained by the council on water hygiene management.

41. Health & Safety Bulletins

- 41.1 Alderman Richard Hallam Primary School reads the range of Health & Safety Bulletins, Directives and Guidance issued by Leicester City Council to help schools, colleges and other establishments with the health and safety aspects of running their premises. These are listed in full on the LCC schools extranet. Key staff members are signed up to the updates, via email, from the council.

42. Animals on site

- 42.1 Alderman Richard Hallam Primary School does not allow dogs/animals on site unless for educational or assistance purposes.

43. Working from home

- 43.1 Alderman Richard Hallam Primary School allows staff to work from home where practicable and accessible to allow for fewer staff to be on site and to comply with employment law. If required, a working from home risk assessment is completed.

44. Allergies

- 44.1 Alderman Richard Hallam Primary School seeks to ensure that we are aware of all severe allergies that children and staff in our school may have. Key staff are notified of these and those with Adrenaline-Auto Injectors (AAIs) are identified in key locations around the school. Children and staff with AAIs, as well as any other allergy medication they may require, are expected to keep their AAIs with them at all times as well as their action plans; children's AAIs are stored in orange bags. The school does hold spare AAIs for emergency use if required.
- 44.2 To help to further protect our staff and children, our school aims to be a nut-free school. As such, no foods that contain, or are likely to contain, nuts are permitted on school grounds; this includes all chocolate spreads as we cannot be certain of their ingredients.