

HEALTH & SAFETY POLICY



Owned and Written by	Joanne Travi Headteacher	Date: Spring Term 2026
Approved by	Full Governing Body	Date: 24/03/2026
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Contents

- 1.0 Scope of policy
- 2.0 Health and safety policy general statement
- 3.0 Organisation
- 4.0 Arrangements
- 5.0 (1) Risk assessment guidance
- 6.0 (2) Off site visits
- 7.0 (3) Health and safety monitoring and inspection
- 8.0 (4) Fire evacuation and other emergency arrangement
- 9.0 (5) Inspection/maintenance of emergency equipment
- 10.0 (6) First aid and medication
- 11.0 (7) Accident reporting and investigation procedure
- 12.0 (8) Health and safety information and training
- 13.0 (9) Personal safety / lone working
- 14.0 (10) Premises and work equipment
- 15.0 (11) Flammable and hazardous substances
- 16.0 (12) Asbestos
- 17.0 (13) Contractors
- 18.0 (14) Work at height
- 19.0 (15) Lifting and handling
- 20.0 (16) Display screen
- 21.0 (17) Vehicles on site
- 22.0 (18) Shared use of premises
- 23.0 (20) Stress and wellbeing
- 24.0 (21) Legionella
- 25.0 (22) Educational establishment swimming

1.0 Scope of policy

This policy applies to all educational establishments where Luton Council is the employer. It is augmented by corporate and departmental health and safety arrangements, procedures and safe systems of work as deemed appropriate.

1.1 **Application to educational establishments**

In a community educational establishment in Luton, the employer's legal duties are placed on Luton Council. In turn, through the formal Scheme of delegation, certain responsibilities are placed on governing bodies and headteachers.

For the system to work effectively, an educational establishment should set out its arrangements and this is most conveniently done in the health and safety policy.

Whilst having a policy is not, strictly speaking, a community educational establishment's legal responsibility, Luton Council considers it to be an essential element of an educational establishment's health and safety management system. It is a document Luton Council always looks for in its monitoring activities.

1.2 Where Luton Council is not the 'employer' in respect of voluntary aided educational establishments, academies, free or independent educational establishments. For these establishments, the legal duty to write and maintain a health and safety policy lies with another body (the governors, sponsor or other).

1.3 This policy sets out education specific responsibilities and arrangements for the management of health and safety; however, school staff employed by Luton Council should also read the council's corporate health and safety policy (CHS001) and the corresponding corporate health and safety manual; this includes the requirement to share information relating to various hazards for example by use of the council's online incident reporting system (AssessNET).

1.4 Where other educational establishments subscribe to a service level agreement from Luton Council, they may amend this model policy to suit their local needs

1.5 **Governor involvement**

In an educational establishment, although one governor may be given the role of health and safety governor, all governors share a collective responsibility for the management of health and safety. Individual governing bodies may make their own specific system, but the minimum expectation is a termly governor(s) inspection of premises; governors may also wish to include an annual detailed examination of policies, incident investigation and the vetting of risk assessments.

In general terms, the governing body's role is as a critical friend with a strategic eye. Every educational establishment will have its own approach and there is no definitive description of the role of governors in health and safety management.

Their involvement may range from planning to spend the budget to deal with a major health and safety needs such as the installation of a new fire alarm system, to checking that risk assessment information refers to Luton Council or national advice.

The governor's role can vary over time, but the details of the involvement in health and safety management should be recorded in the local health and safety policy.

2.0 Health and safety policy general statement

2.1 Educational establishment name

2.2 General statement of health and safety

The governors and headteacher acknowledge and accept that:

Luton Council has the prime responsibility for health and safety and that the governing body (management committee in the case of a pupil referral Unit) and headteacher have specific responsibilities to manage health, safety and welfare at local level and to implement corporate policies.

These responsibilities must be laid out in the scheme of delegation for the educational establishment and are covered in general terms in part 2: of this policy - the organisation section.

2.3 They also have responsibilities to fulfil the duties contained in the scheme of delegation and

2.3.1 To support the published policies and aims of Luton Council;

2.3.2 To promote continuous improvement in the health and safety performance; and

2.3.4 To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

2.4 The headteacher, as local health and safety coordinator, must ensure that guidance, codes of practice and other advice from Luton Council are implemented.

2.4.1 The governing body must ensure that the headteacher is assisted in implementing the policy, advice and guidance of Luton Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the establishment is managed.

2.4.2 This duty extends to ensuring that working conditions and environment substances used equipment provided and working methods adopted and do not impair the well-being of any employee, or any other person including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the educational establishment.

Please note: It is not necessary to provide a copy to each person, though a copy must be provided if requested. It is generally sufficient to make the document readily available to all staff.

2.5 This policy document has been adopted by the governing body (management committee) for a pupil referral unit and is signed by the chairperson on its behalf and by the headteacher.

Ian Ward (Chair of governors)

Joanne Travi (Head teacher)

Date that the policy was adopted by the governing body

10/03/2025

Edition number

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3.0 Organisation

3.1 As the employer, Luton Council has overall responsibility for health and safety in community and voluntary controlled educational establishments (in academy foundation) and voluntary aided educational establishments, the responsibility for health and safety rests with the governing body/trust as the employer

3.2 The roles and responsibilities of the governing body, head teacher and employees are set out below:

- LA Community Schools (employer - Luton Council)
- Strategic Governance Corporate Directors of People (local responsibility - head teachers)
- Local Governance (School Governors) - (advise and audit CHST)
- Foundation voluntary aided and independent schools (Employer - Governing Bodies)
- Local Governance Body (local responsibility - head teachers)
- SLA - based advice and audit CHST
- Academies and Free Schools - (Employer Academy/School Trust)
- Local Governance Academies and schools (local responsibility - head teachers)
- SLA - based advise and audit CHST

3.3 Educational establishments are a term given to schools, nurseries and special schools.

3.4 At a local level duties and responsibilities have been assigned to staff and governors as detailed below:

Task: Local health and safety system and policy review

Responsible person (name/job title): Joanne Travi, Headteacher

Task: Health and safety committee and/or governor committees

Responsible person (name/job title): Victoria Azubuine

Task: Communication and information management

Responsible person (name/job title): Joanne Travi, Headteacher

Task: Critical Incident management

Responsible person (name/job title): Susan Shaw, Premises Manager

Task: 'Responsible Person' for fire, legionella, asbestos

Responsible person (name/job title): Susan Shaw, Premises Manager

Task: Health and safety (H&S) training

Responsible person (name/job title): Joanne Travi, Headteacher

Task: Personal safety procedures

Responsible person (name/job title): Joanne Travi, Headteacher

Task: Planned checks procedures/premises/equipment

Responsible person (name/job title): Susan Shaw, Premises Manager

Task: Risk assessments for premises/job roles/pregnant staff

Responsible person (name/job title): Diane Blackley, HR & Administration Manager

Task: Infection control

Responsible person (name/job title): Susan Shaw, Premises Manager

Task: Incident reporting/investigation

Responsible person (name/job title): Joanne Travi, Headteacher

Task: Educational trip and activity risk assessments

Responsible person (name/job title): Kieron Leech, Assistant Headteacher

Task: Fire procedures including personal emergency evacuation plans

Responsible person (name/job title): Susan Shaw, Premises Manager

Task: Locally organised premises maintenance, repair and improvement

Responsible person (name/job title): Susan Shaw, Premises Manager

Task: First Aid (training and equipment)

Responsible person (name/job title): Jessie Bennett, Welfare Assistant

Task: Vehicle control and pedestrian safety

Responsible person (name/job title): Joanne Travi, Headteacher

Task: Educational visits coordinator (EVC)

Responsible person (name/job title): Kieron Leech, Assistant Headteacher

Task: Stress and wellbeing

Responsible person (name/job title): Gaynor Blair, Assistant Headteacher

Task: Child protection co-ordinator

Responsible person (name/job title): Kelly Davies, DSL

Task: Supporting pupils with medical needs

Responsible person (name/job title): Jessie Bennett, Welfare Assistant

Task: Premises security

Responsible person (name/job title): Sue Shaw, Premises Manager

Task: Contractors on site

Responsible person (name/job title): Sue Shaw, Premises Manager

Task: Outside lettings

Responsible person (name/job title): Diane Blackley, HR & Administration Manager

- 3.5 Overall training responsibility may be allocated to a number of people. Induction training can be a routine line management responsibility, continuous professional development and technical training may be coordinated separately. Arrangements for general training such as fire safety or manual handling training should also be included in the policy.

What is important is that an annual training needs analysis is carried out to ensure that requirements are identified and met within a reasonable period of time.

- 3.6 The headteacher/premises manager has responsibility for day-to-day management of health and safety issues and is known as the responsible person.
- 3.7 **All** staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the headteacher, so that hazards can be dealt with quickly.
- 3.8 Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the local organisation and follows the overall management structure of the educational establishment.

For example, a head of department or subject coordinator therefore has an implied higher level of responsibility than a basic grade teacher, even if the health and safety policy doesn't provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

- 3.9 3.13 Luton Council's Health and Safety team – (contact them on 01582 546290 or at DL-LBCCorporateHealthAndSafety@luton.gov.uk) provide competent health and safety advice for community, community special and voluntary-controlled educational establishments.

In academy, foundation and voluntary aided educational establishments, then the governing body/trust as the employer, may provide access to competent health and safety advice via a service level agreement with Luton Council as required by the Health and Safety at Work etc Act 1974.

4.0 Arrangements

- 4.1 Detailed information on the council's expectations is provided in Luton Council's corporate health and safety policy and associated Luton Council corporate health and safety manual. Below are links to local arrangements.
- 4.2 The following list of arrangements covers the key elements of a health and safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Also refer to the Luton Council corporate health and safety manual which cover many other risk areas, codes of practice and guidance notes.

Arrangement 1: Risk assessments

Arrangement 2: Offsite visits

Arrangement 3: Health and safety monitoring and inspections

Arrangement 4: Fire evacuation and other emergency arrangements

Arrangement 5: Fire prevention, testing of equipment

Arrangement 6: First aid and medication

Arrangement 7: Accident reporting procedures

Arrangement 8: Health and safety information and training

Arrangement 9: Personal safety / lone working

Arrangement 10: Premises work equipment

Arrangement 11: Flammable and hazardous substances

Arrangement 12: Asbestos

Arrangement 13: Contractors

Arrangement 14: Work at height

Arrangement 15: Moving and handling

Arrangement 16: Display screen equipment

Arrangement 17: Vehicles

Arrangement 18: Lettings

Arrangement 19: Minibuses

Arrangement 20: Stress

Arrangement 21: Legionella

Arrangement 22: Local swimming and pools

Arrangement 23: Work experience

Arrangement 24: Fire risk assessment

5.0 (1) Risk assessment guidance

5.1 The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions (**some may be incorporated into job role or task-based risk assessments**):

5.1.1 First aid arrangements, (numbers of trained staff, level of training and equipment)

5.1.2 Lone working situations, including custodian security checks and locking up

5.1.3 HR stressor assessment

5.1.4 Educational visits and trips

5.1.5 Tree maintenance

5.1.6 Display screen equipment/workstations

5.1.7 Manual handling

5.1.8 New and expectant mothers

5.1.9 Level of supervision in playgrounds and for play equipment

5.1.10 Working at height

5.1.11 Hinge protectors for doors and gates

5.1.12 Clinical waste

5.1.13 Supervision of swimming (on or off site)

5.1.14 Fetes, drama productions, fireworks displays etc

5.1.15 Pedestrian safety where vehicles may be moving

5.1.16 In some cases, new students, those returning after a previous exclusion or students transferring from other educational establishments may present challenging behaviour.

A specific risk assessment may be required to assist with identifying measures the establishment should take to assist staff to cope. See also Luton Council's education violence and aggression policy.

5.2 **Please note:** For playtime, there are no minimum pupil/staff supervision ratios laid down in law. The DfES advises that the numbers of staff (teachers or midday supervisors as appropriate) on duty at any one time should be determined according to the results of a risk assessment which takes into account the ages and abilities of the children and the geographical features of the school.

The considerations here are based on health and safety law and the ratios must be in line with the minimum requirements necessary to ensure that children are safely supervised at all times.

5.3 Below is guidance from other councils regarding recommended supervision:

- **Nursery pupils** - one supervisor per 20 pupils
- **Infant pupils** - one supervisor per 30 pupils
- **Junior pupils** - one supervisor per 75 pupils
- **Secondary schools** - one supervisor per 200 pupils

5.4 General risk assessments

5.4.1 The educational establishment conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by **Diane Blackley, HR & Administration Manager** following guidance contained in the corporate health and safety manual are approved by the headteacher.

5.4.2 Risk assessments are available for all staff to view and are held centrally in the school office and reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work

5.5 Individual risk assessments

5.5.1 Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by **the relevant line manager**.

5.5.2 Such risk assessments will be reviewed on a regular basis.

5.5.3 It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

5.6 Curriculum activities

Risk assessments for curriculum activities will be carried out by **relevant heads of department** using the relevant codes of practice and model risk assessments detailed below.

5.7 All Luton Council community educational establishments have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within science, art and design and technology (DT).

5.7.1 In addition the following publications are used locally as sources of model risk assessments:

5.8 **Primary educational establishments**

5.9.1 **Be safe! health and safety in primary science and technology, fourth edition ASE ISBN ISBN 978-0-86357-426-9**

5.9.2 [\[National society for education in art & design website \(NSEAD\)\]](#)

5.9.3 [\[Safe practice in physical education and educational establishment sport' association of PE 'afPE' website\].](#)

6.0 (2) Off site visits

- 6.1 The council has adopted the outdoor education advisory panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned in accordance with the Luton Council educational visits policy.
- 6.2 The council's education safety advisor (ie the active educational establishments manager) must be notified of all level three trips, which include self-led adventurous activities, fieldwork trips to open or 'wild' country, and all trips overseas. This will be done via the use of evolve, the online notification and approvals system.
- 6.2.1 **Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc will be attached electronically as required.**
- 6.2.2 The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the educational visits co-ordinator(s) **Kieron Leech** who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to **Joanne Travi, Headteacher.**

7.0 (3) Health and safety monitoring and inspection

- 7.1 A general inspection of the site will be conducted on a termly *basis and be undertaken/co-ordinated by **Joanne Travi and Sue Shaw**. These termly inspections will be conducted with the health and safety governor, using the form provided by Luton Council.
- 7.2 Inspections of individual departments will be carried out by heads of department or nominated staff.
- 7.3 In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the **Joanne Travi**, Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with **Sue Shaw**.
- 7.4 A named governor **Tim Madeley** will be involved in monitoring the local health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.
- 7.5 Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Cycle time for formal documented site inspection should be based upon risk, larger educational establishments and/or those with higher risks should be undertaken termly.

8.0 (4) Fire evacuation and other emergency arrangement

- 8.1 The headteacher is responsible for ensuring the local fire risk assessment is undertaken and implemented in accordance with the regulatory reform (fire safety) order 2005. The local fire risk assessment is located on **Smartlog** and will be reviewed on an annual basis.
- 8.2 **Emergency procedures** - Fire and emergency evacuation procedures are detailed in the **fire policy and located at every exit door in school**. These procedures will be reviewed at least annually and are made available to all staff as part of the local induction process. This training is supported by regular drills.
- 8.3 Evacuation procedures are also made available to all contractors / visitors.
- 8.4 Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.
- 8.5 Emergency contact and key holder details are maintained by **Joanne Travi, Headteacher/ Sue Shaw, Premises Manager**.
- 8.6 **Fire drills** - will be undertaken termly and results recorded in the fire log book.
- 8.7 **Firefighting** - staff must ensure the alarm is raised before attempting to tackle a fire.
- 8.7.1 The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment (if trained to use them).
- 8.7.2 Staff are made aware of the type and location of portable firefighting equipment at induction.
- 8.8 **Details of service isolation points** (ie gas, water, electricity) [**Front of school building**]
- 8.9 Details of chemicals and flammable substances on site.
- 8.10 An inventory of these will be kept by **Sue Shaw, Premises Manager** as appropriate, for consultation.
- 8.11 **Lockdown procedures** - Lockdown procedures have been agreed and are practiced **termly**. Details of the procedures can be found in the policy on the Google Drive..

9.0 (5) Inspection/maintenance of emergency equipment

- 9.1 **Sue Shaw, Premises Manager** is responsible for ensuring that the local fire log is kept up to date and that the following inspection/maintenance is undertaken and recorded in the fire log book located in **Premises Manager Office**.
- 9.2 Any defects on the system will be reported immediately to the alarm contractor/electrical engineer **ADT 0344 8001999**.

- 9.3 A fire alarm maintenance contract is in place with **ADT** and the system tested **quarterly** by them.
- 9.4 **Firefighting equipment** - weekly in-house checks that all firefighting equipment remains available for use and operational.
- 9.5 **Chubb Fire & Security** undertakes an annual maintenance service of all firefighting equipment.
- 9.6 Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **Sue Shaw, Premises Manager**.
- 9.7 **Emergency lighting systems** - these systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by **ADT 0344 8001999**.
- 9.8 **Means of escape** - daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

10.0 (6) First aid and medication

- 10.1 The educational establishment has assessed the need for first aid provision. Lists of trained staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities) can be found at **Medial Room/Site Management Google Drive**.
- 10.2 First aid qualifications remain valid for three years. **Diane Blackey** will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.
- 10.3 First aid boxes are located at the following points:
 - 10.3.1 Primarily in the **Medical Room**
- 10.4 **AEDs (automated external defibrillators)** - are located at the following points: **Medical Room**
 - 10.4.1 **Jessie Bennett** is responsible for regularly checking (termly) that the contents of first aid boxes, **including travel kits** are complete and replenished as necessary.
- 10.5 **Transport to hospital** - where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to pupils.
- 10.6 No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.
- 10.7 Where there is any doubt about the appropriate course of action, the first aider will consult with the health service helpline (NHS direct 0845 4647) and in the case of pupil with the parents/carers.

- 10.8 Provide details of any other relevant contact numbers of hospital accident and emergency departments, educational establishments nurse etc.
- 10.9 **Administration of medicines** - all medication will be administered to pupils in accordance with the administration of medicine policy, based on DfE guidance.
- 10.10 [Supporting pupils at educational establishment with medical conditions](#). Detailed arrangements are provided in a separate policy.
- 10.11 No member of staff will administer any medication (prescribed or non-prescribed) to children under 16 without a parent's written consent, **except in exceptional circumstances**.
- 10.12 Jessie Bennett is responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering.
- 10.13 Records of administration will be kept by Jessie Bennett/first aiders on duty.
- 10.14 All non-emergency medication kept on site is securely stored in a lockable cupboard in the medical room, refrigerated meds kept in clearly labelled container within fridge in the medical room with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.
- 10.15 Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the medical room, the inhalers are kept in classrooms and clearly labelled.
- 10.16 **The establishment has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.**
- 10.17 **Individual health care plans (IHCP)** - parents/carers are responsible for providing the educational establishment with up to date information regarding their child's health care needs and providing appropriate medication.
- 10.18 IHCPs are in place for those pupils with significant medical needs eg chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.
- 10.19 The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the academic year/ when child enrolls/on diagnosis being communicated to the educational establishment and will be reviewed annually by **Jessie Bennett**.
- 10.20 All staff are made aware of any relevant health care needs and copies of health care plans are available **in the medical room**. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

11.0 (7) Accident reporting and investigation procedure

- 11.1 Luton Council-employed staff should primarily follow procedure document 01 - accidents, incidents, and near misses: reporting and investigation.
- 11.2 **Accidents affecting employees, visitors, contractors, members of the public** - where Luton Council is the employer then all employee accidents, or accidents to visitors, contractors or members of the public, no matter how minor, must be reported to them using the online accident reporting system AssessNET.
- 11.3 **Accidents affecting pupils - accidents are reported on CPOMS and is used to record incidents to pupils;** more significant incidents as detailed below must also reported to Luton Council using the online accident reporting system AssessNET:
- 11.3.1 Major injuries.
- 11.3.2 Accidents where significant first aid treatment has been provided.
- 11.3.3 Accidents which result in the injured pupil being taken from the scene of the accident directly to hospital.
- 11.3.4 Accidents arising from premises / equipment defects.
- 11.4 All major incidents will be reported to the headteacher and the **governing body**. Parents/carers will be notified immediately of all major injuries.
- 11.5 Accidents will be monitored for trends and a report made to the governing body as necessary.
- 11.6 The headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc must be reported and attended to as soon as possible.
- 11.7 **Reporting to the health and safety executive (HSE)** - the Corporate Health and Safety team will submit reportable accidents to the [Health and Safety Executive \(HSE\)](#) in accordance with their training and with health and safety guidance.
- 11.8 A separate accident log will be maintained of all over three-day accidents, where a member of staff is absent for over three days, excluding the day of the accident.
- 11.9 **Accident investigation** - accidents/incidents will be investigated; the depth of the investigation will be in proportion to the severity or potential severity of the incident, to prevent similar occurrences, to gather evidence to defend a civil claim or regulatory enforcement – see the Luton Council’s corporate health and safety manual for details of requirements.
- 11.10 The following are responsible for completing investigations at the relevant level and in accordance with the Luton Council’s corporate health and safety manual:

Level of investigation: Minimal

Person responsible: Jessie Bennett

Level of investigation: Low level

Person responsible: Jessie Bennett

Level of investigation: Medium level

Person responsible: Jessie Bennett

Level of investigation: High level

Person responsible: Joanne Travi

- 11.11 Minimal and low level investigations should be recorded on the accident investigation form which is available from the Corporate Health and Safety team (CHST).
- 11.12 Medium and high level investigations should be undertaken as a formal report, following guidance in HSG245, and in conjunction with CHST.

12.0 (8) Health and safety information and training

12.1 Consultation **with the Health & Safety Governors Committee meet annually**

- 12.1.1 The **full governing body** meets **termly** to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by local management.
- 12.1.2 The teaching trade unions' appointed safety representative on the staff is **Sophie Cockfield**.
- 12.2 **Communication of information** - detailed information on how to comply with the council's health and safety policy is given in the health and safety manual, which is available on the Luton Council intranet site.

12.3 The health and safety law poster is displayed in **the staff room**.

12.4 The Corporate Health and Safety team, (telephone: 01582 546290) provide competent health and safety advice for community, community special and VC educational establishments.

12.5 **Health and safety training** - all employees will be provided with:

12.5.1 A copy of and induction training in the requirements of this policy.

12.5.2 Update training in response to any significant change.

12.5.3 Training in specific skills needed for certain activities, (eg use of hazardous substances, work at height etc).

12.5.4 Refresher training where required.

12.6 **Health and safety induction training** - all staff must receive an appropriate induction training including training that is matched to their specific work and responsibilities.

New members of staff, particularly those with management responsibilities, will need a comprehensive induction.

12.7 **Guidance** - a general checklist for use with employees could include the following, which includes both basic and more specialised criteria. Absolutely essential items for induction are highlighted in bold.

12.7.1 Overview of the educational health and safety policy and organisational structure.

12.7.2 Tour of the premises.

12.7.3 Current local health and safety priorities – safety policy targets.

12.7.4 Communication and relationships with other departments, educational establishments and Luton Council.

12.7.5 General health and safety advice, including the educational establishments own guidance and that from the council.

12.7.6 The procedure(s) for reporting incidents, hazards, work-related injuries and illnesses and fires.

12.7.7 Where appropriate, curriculum specific guidance.

12.7.8 For certain staff (head teacher, bursar, business manager, caretaker, etc) the arrangements for ensuring that asbestos management duties are fulfilled and the asbestos register is available.

12.7.9 Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment.

12.7.10 Smoking restrictions around the site.

12.7.11 Fire evacuation and emergency procedures.

12.7.12 Critical Incident procedures including lockdown procedures.

12.7.13 Local arrangements for managing visitors (accompaniment within the site, visitor badges, how to react on discovering an unexpected person on the premises).

12.7.14 Information on locally-specific hazards, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles).

12.7.15 Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the grounds.

12.7.16 Fire extinguishers and blankets – location and use.

12.7.17 What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk).

- 12.7.18 Specific physical/cognitive issues giving rise to the need for personal emergency evacuation plans.
- 12.7.19 Introduction to recognised unions and the local representatives.
- 12.7.20 Infection control arrangements.
- 12.7.21 Employee problems and concerns - specific duties and responsibilities regarding staff welfare.
- 12.7.22 Grievance procedures (as they relate to health and safety).
- 12.7.23 Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant).
- 12.7.24 Materials and substances in use - handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets.
- 12.7.25 Use and care of PPE (personal protective equipment).
- 12.7.26 Housekeeping procedures for policy documents and local rules.
- 12.7.27 Legal responsibilities and rights.
- 12.7.28 Work permit systems (for example, arrangements for visits and trips.)
- 12.7.29 Physical examinations relating to statutory maintenance requirements e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors.
- 12.7.30 Access to wellbeing advice, counselling and other staff support schemes.
- 12.7.31 Security
- 12.7.32 Restricted areas and equipment.
- 12.7.33 One-on-one instruction and supervision of young and inexperienced workers (and work experience students).
- 12.7.34 Manual lifting and handling - general advice and risk assessment.
- 12.7.35 Safe stacking of materials.
- 12.7.35 Safety procedures for machines, including design technology equipment.
- 12.7.36 General housekeeping and maintenance of access and egress.
- 12.8 Any new instructions or restrictions will be communicated to all staff **in writing, via Google Classrooms** and highlighted as part of the standard cycle of policy review.
- 12.9 Training records will be kept **on the Google Drive by Diane Blackley**.
- 12.10 **Sue Shaw** is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

12.11 The headteacher will be responsible for assessing the effectiveness of training received.

12.12 Each member of staff is also responsible for drawing the head teacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

13.0 (9) Personal safety / lone working

13.1 The educational establishment believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff.

13.2 Staff will report any such incidents to the headteacher. The educational establishment will work in partnership with the council and police where inappropriate behaviour/individual conduct compromises the educational establishment's aims, in providing an environment in which the pupils and staff feel safe. A violence at work form should be completed, in addition to reporting the incident via AssessNET.

13.3 **Lone working** - staff are encouraged not to work alone in educational establishment. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

13.4 Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

13.5 Staff working outside of normal educational establishment hours must obtain permission of **the headteacher/senior member of staff/their line manager** and **register with site staff /sign in and out of the educational establishment premises.**

13.6 Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency eg access to a telephone or mobile phone etc.

13.6.1 **Detail any other relevant / specific arrangements for lone working off site, eg for staff conducting home visits, expected control measures would include: mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.**

13.7 Educational establishment staff responding to call outs.

13.8 Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. **Call out arrangements; key holders in order Sue Shaw, Liam Hall, Joanne Travi.**

14.0 (10) Premises and work equipment

14.1 All staff are required to report to **Diane Blackley** any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

- 14.2 Sue Shaw is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.
- 14.3 Staff are forbidden from bringing personal equipment to educational establishment unless permission has been granted by the headteacher.
- 14.4 **Planned maintenance/inspection** - regular inspection and testing of educational establishment plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / by **Premises Manager's' Office by Sue Shaw**.
- 14.5 **Electrical safety** - all staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to **Diane Blackley**.
- 14.5.1 All portable items of electrical equipment will be subject to formal inspection and testing (Portable appliance testing (PAT) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested **every two years**.
- 14.5.2 This inspection and testing will be conducted by a local company, we use various companies according to the agreed frequency of inspection and testing.
- 14.5.3 **Sue Shaw** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.
- 14.6 Personal items of equipment (electrical or mechanical) should not be brought into the educational establishment without prior authorisation and must be subjected to the same tests as educational establishment equipment.
- 14.7 A fixed electrical installation test (fixed wire test) will be conducted by **Quante on a five year cycle**.
- 14.8 **External play equipment** - external play equipment will only be used when appropriately supervised. This equipment will be checked regularly before use for any apparent defects and **Sue Shaw** will conduct and record a formal termly inspection of the equipment.
- 14.9 PE and play equipment is subject to an annual inspection by **Sportsafe**.

15.0 (11) Flammable and hazardous substances

- 15.1 Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the 'control of substances hazardous to health regulations 2002' (COSHH Regulations).
- 15.2 In all other areas the establishments nominated person(s) responsible for substances hazardous to health are **Sue Shaw and Liam Hall**.

- 15.3 They shall ensure:
- 15.3.1 An inventory of all hazardous substances used on site is compiled and regularly reviewed.
 - 15.3.2 Safety data sheets are obtained from the relevant supplier for all such materials.
 - 15.3.3 If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
 - 15.3.4 All chemicals are appropriately and securely stored out of the reach of children.
 - 15.3.5 All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
 - 15.3.6 Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.
- 15.4 Where persons may be affected by their use on site, **Sue Shaw** is responsible for ensuring that COSHH assessments are available from contractors **(this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc)**.
- 15.5 **Secondary level only: radioactive sources** - the educational establishment follows CLEAPSS guidance L93 in 'managing ionising radiations and radioactive substances in educational establishments and colleges' May 2017 edition.
- 15.6.1 Luton Council's corporate health and safety team, provide a radiation protection officer (RPO), who acts as liaison between the educational establishments and the radiation protection adviser (RPA).
- 15.6.2 CLEAPSS provide the radiation protection adviser (RPA) service for Luton Council.

16.0 (12) Asbestos

- 16.1 An asbestos survey and management plan is in place for the community educational establishment in accordance with Luton Council's asbestos policy. The educational establishments' most recent asbestos management survey was conducted in **October 2023**.
- 16.2 The educational establishment's asbestos log (including educational establishment plans, asbestos survey data and site specific management plan) is held in the **Premises Office by Sue Shaw**.
- 16.3 The headteacher will ensure that all educational establishment staff (and others such as catering and cleaning staff who may not be employed directly by the educational establishment) are made aware of the location of asbestos containing materials (ACM) within their work areas.

- 16.4 Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, eg affixing anything to walls without first obtaining approval from the site agent or the responsible person for the site (even stapling/pushing a drawing pin into ACM may result in the release of fibres into the air).
- 16.5 In the event of any damage occurring to materials known or suspected to contain asbestos, the emergency procedures in the local asbestos management plan should be followed.
- 16.6 Professional advice will be sought and details of the incident reported to Luton Council's property and construction team.
- 16.7 The educational establishments asbestos authorising officers are **Sue Shaw and Liam Hall** and refresher training is required annually.
- 16.8 Prior to any work commencing on the fabric of the building or fixed equipment (eg boilers, kilns etc), either by contractors or educational establishment staff, one of the asbestos authorising officers must check the asbestos log and establish whether permission to work can be given.
- 16.9 The headteacher / asbestos authorising officers shall ensure:
- 16.9.1 That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- 16.9.2 A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- 16.9.3 The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process eg areas above 3m in height, within ceiling voids (where panels/tiles are fixed), floor voids and ducts etc.
- 16.9.4 All records pertaining to asbestos are effectively maintained and retained in accordance with legal requirements.
- 16.9.5 The educational establishment's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc) are updated within the site's asbestos register.
- 16.9.6 If the site are planning alterations to the fabric of the building they should submit a 'self-help' form to the council, which will trigger a visit from the property and construction compliance team to ensure correct procedures are followed.

17.0 (13) Contractors

- 17.1 All contractors must report to **reception** where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.
- 17.1.1 **Sue Shaw** is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.
- 17.2 **Educational establishment managed projects** - the [construction \(design and management\) regulations 2015](#)² applies to all building, demolition, repair and maintenance or refurbishment work.
- 17.3 Where the educational establishment undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations.
- These projects are managed by **Joanne Travi, Headteacher and Sue Shaw, Premises Manager** on the educational establishments behalf, who will ensure landlords consent has been obtained and where applicable, all statutory approvals, such as planning permission and building regulations have been sought.
- 17.4 **When considering the appointment of contractors, Sue Shaw** will undertake appropriate competency checks prior to engaging a contractor ie they have sufficient skills, knowledge and experience to do the job safely, the degree of competence required will depend on the work to be done. The educational establishment must inform the risk manager of Luton Council so that insurances can be checked.
- 17.5 Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site. Also details of their public liability insurance.
- 17.6 Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The educational establishment, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

18.0 (14) Work at height

- 18.1 Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

²*Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the educational establishments behalf.

- 18.2 Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.
- 18.3 When working at height (including accessing storage or putting up displays), appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.
- 18.4 Only those persons who have been trained to use ladders safely may use them. Basic instruction can be found on the [HSE website for all staff who use ladders/stepladders](#).
- 18.5 Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role eg site staff, drama, ICT technician etc or where specific training is required eg PASMA training for mobile tower scaffolds.
- 18.6 The establishments nominated person(s) responsible for work at height is (are) **the premises team** the nominated person(s) shall ensure:
- 18.6.1 All work at height is properly planned and organised;
- 18.6.2 The use of access equipment is restricted to authorised users;
- 18.6.3 All those involved in work at height are trained and competent to do so; the risks from working at height are assessed and appropriate equipment selected;
- 18.6.4 A register of access equipment is maintained and all equipment is regularly inspected and maintained
- 18.6.5 Any risks from fragile surfaces is properly controlled.

19.0 (15) Lifting and handling

- 19.1 Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.
- 19.2 Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.
- 19.3 Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to **Sue Shaw** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.
- 19.4 **Paediatric moving and handling** - all staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc they are required to use).
- 19.5 All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.
- 19.6 Equipment for moving and handling people (hoists, slings etc) is subject to inspection on a six monthly basis by a competent contractor.

20.0 (16) Display screen

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour or more at a time) eg admin/office staff shall undertake a display screen equipment self-assessment.

Advice on the use of display screen equipment is available in the Luton Council's health and safety manual.

21.0 (17) Vehicles on site

- 21.1 Vehicular access to the educational establishment is restricted to educational establishment staff and visitors only and not for general use by parents/guardians when bringing children to educational establishment or collecting them.
- 21.2 Access to the educational establishment must be kept clear for emergency vehicles.
- 21.3 The vehicle access gate must not normally be used for pedestrian access.
- 21.4

22.0 (18) Shared use of premises

- 22.1 Lettings are managed by **Diane Blackley** following Luton Council guidance.

- 23.2 [Reference any other educational establishment policy / detail any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc]

23.0 (20) Stress and wellbeing

- 23.1 The educational establishment and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the health and safety executive and Luton Council's management standards.
- 23.2 Detail systems in place within the educational establishment for responding to individual concerns and monitoring staff workloads eg performance management, mentoring, personal development plans, membership of an employee assistance programme (eg the AXA employee assistance programme) etc.

24.0 (21) Legionella

- 24.1 The educational establishment complies with advice on the potential risks from legionella as identified in the corporate health and safety manual and in the Luton Council's legionella policy.
- 24.2 A water risk assessment of the educational establishment has been completed on **21st May 2024** by **Gareth Davis of GES** is responsible for ensuring that the identified operational controls are being conducted and recorded in the educational establishment's water log book.
- 24.3 This risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint. A list of roles and named persons who carry them out must be completed as part of the legionella management plan.
- 24.4 The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded:
- 24.4.1 Water is heated and stored to 60 degrees Celsius at calorifiers (any vessel that generates heat within a mass of stored water);
 - 24.4.2 Weekly flushing of seldom used outlets and all showers (with all outlets flushed after educational establishment holiday periods);
 - 24.4.3 Monthly temperature checks on sentinel outlets (those nearest and furthest away from sources of water);
 - 24.4.4 Quarterly disinfection/descaling of showers;
 - 24.5.5 Six monthly temperature checks of stored water;

25.0 (22) Educational establishment swimming

- 25.1 Primary educational establishment swimming in public/secondary educational establishments.
- 25.2 These will be planned as an offsite visit in line with the educational establishment's policy.
- 25.3 The educational establishment will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.
- 25.4 In addition the educational establishment will obtain assurance over:
 - 25.4.1 the level of training of the swimming teacher(s)
 - 25.4.2 pupil / swimming teacher ratios
 - 25.4.3 rescue / lifeguard provision provided