

# Littleover Community School



and  
**Sixth Form Centre**

## Health and Safety Policy

2025

School Leader

Mrs. S. Warren

Link Governor

Mohammed Basharet

Policy approved on (date): 8<sup>th</sup> December 2025

By: Mohammed Basharet

Signed: *M Basharet*

Last reviewed on :

8<sup>th</sup> December 2025

By: Sara Warren

Signed: *S Warren*

Date of next review:

September 2027

## HEALTH AND SAFETY POLICY

### Section A - Statement of Intent

#### 1. GENERAL

##### Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

- 1.1 The Governing Body notes the provisions of the Health and Safety at Work, etc. Act 1974 (s.3[1]), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.
- 1.2 The aim of the Governing Body is, "To provide a safe and healthy working and learning environment for staff, students and visitors".
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
- 1.4 This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:  
[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings  
[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees  
[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training  
[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

- 1.5 Derby City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the Headteacher.
- 1.6 This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy by the school Finance team and/or Community Sports team, and will have responsibility for complying with it.
- 1.7 Smoking is not permitted anywhere on the school premises.
- 1.8 We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.
- 1.9 At LCS we are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **2. THE DUTIES OF THE GOVERNING BODY**

- 2.1 The Governing Body has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.  
The governing board, as the employer, also has a duty to:
  - Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
  - Inform employees about risks and the measures in place to manage them.
  - Ensure that adequate health and safety training is provided.

A member of the Governing Body oversees health and safety and acts in a link governor role for this.

In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:

- a) make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999, Approved Code of Practice & Guidance.
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- d) identify and evaluate all risks relating to:
  - e) accidents.
  - f) health.
  - g) school-sponsored activities (including work experience).
- h) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.
- i) create and monitor the management structure.

2.2 In particular the Governing Body undertakes to provide:

- a) a safe place for staff and students to work including safe means of entry and exit.
- b) plant, equipment and systems of work which are safe.
- c) safe arrangements for the handling, storage and transport of articles and substances.
- d) safe and healthy working conditions which take account of all appropriate:
  - e) statutory requirements.
  - f) codes of practice whether statutory or advisory.
  - g) guidance whether statutory or advisory.
- h) supervision, training and instruction so that all staff and students can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others then the Governing Body will ensure, within the financial resources available, that such training is provided. Students will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- i) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- j) adequate welfare facilities.

2.3 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- a) this policy.
- b) all other relevant health and safety matters.
- c) 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. DUTIES OF THE HEADTEACHER

- 3.1 As well as the general duties which all members of staff have (see 5.0), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors, contractors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Head of the appropriate departments, senior members of staff, teachers and others as appropriate.
- 3.2 The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 3.3 In particular, the Headteacher will:
  - a) be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
  - b) ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
  - c) ensure safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities.
  - d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
  - e) consult with members of staff, including the safety representatives, on health and safety issues.
  - f) arrange systems of risk assessment to allow the prompt identification of potential hazards.
  - g) carry out periodic reviews and safety audits on the findings of the risk assessment.
  - h) identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
  - i) encourage staff, students and others to promote health and safety.
  - j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
  - k) encourage all employees to suggest ways and means of reducing risks.
  - l) collate accident and incident information and, when necessary, carry out accident and incident investigations.
  - m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards.
  - n) monitor first aid and welfare provision.
  - o) monitor the management structure, along with the Governors.

#### 4. THE DUTIES OF SUPERVISORY STAFF

- 4.1 All supervisory staff (e.g. Heads of Year, Heads of Departments, Curriculum Co-ordinators, Technicians, Site Manager, Caterer In Charge, Finance Manager, Network Manager, etc.) will make themselves 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 their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant Departments and area/s of responsibility.
- 4.3 They will take a direct interest in the school's Health and Safety Policy and in helping other members of staff, students and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities they will ensure that:
  - a) safe methods of working exist and are implemented throughout their department.
  - b) health and safety regulations, rules, procedures and codes of practice are being applied effectively.
  - c) health and safety is always an agenda item for Curriculum area meetings and minutes are passed to the School Operations Manager and Site Manager.
  - d) department risk assessment sheets are kept up to date and reviewed as required.
  - e) staff, students and others under their jurisdiction are instructed in safe working practices.
  - f) new employees working within their department complete the mandatory training for that Department, including training such as Fire and Emergency Evacuation training, Display Screen Equipment training, Manual Handling training, Asbestos training, etc., and are given instruction in safe working practices.
  - g) regular safety inspections are made of their area of responsibility as required by the Head or as necessary.
  - h) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
  - i) all plant, machinery and equipment in the department in which they work is adequately guarded.
  - j) all plant, machine and equipment in the department in which they work is in good and safe working order.
  - k) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
  - l) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
  - m) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
  - n) they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety.
  - o) signage used meets the statutory requirements.
  - p) all health and safety information is communicated to the relevant persons.

q) they report, as appropriate, any health and safety concerns to the appropriate individual.

## 5. THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff will make themselves 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 department in which they work. They should:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work. School staff have a duty to take care of students in the same way that a prudent parent / carer would do so.
- as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

5.2 All staff are expected to familiarise themselves with the LCS Health and Safety and First Aid Policy and health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular all members of staff will:

- be familiar with the safety policy and any and all safety regulations as laid down by the Governing Body.
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students.
- co-operate with the School on health and safety matters.
- work in accordance with training and instructions.
- see that all plant, machinery and equipment is adequately guarded.
- see that all plant, machinery and equipment is in good and safe working order.
- not make unauthorised or improper use of plant, machinery and equipment.
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied, and work in accordance with training and instructions.
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- report any defects in the premises, plant, equipment and facilities which they observe.
- Inform the appropriate person of any work situation representing a serious and/or immediate danger so that remedial action can be taken.
- take an active interest in promoting health and safety and suggest ways of reducing risks
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Fire alarm while the sources are in use in Science:** follow the fire safety procedure. Safety of people takes priority. If a source is in use when the alarm starts, return it to its immediate container if this can be done quickly. Do not take the sources outside of the lab or prep room – it is too easy to misplace them in the emergency. Inform the School Operations Manager or Headteacher so that they can inform emergency services, such as the Fire Brigade, if they attend the alarm, where the sources are. Also tell Olly Toogood, Radiation Protection Supervisor (RPS) as soon as possible. For alarms that turn out to be a drill, a false alarm, or a minor fire far from the laboratory, when it is safe to return to the building,



the School RPS or another authorised member of staff in their absence, such as the Science CC or Senior Science Technician, is to be allowed back into the building first so they can secure the sources before the students return.

## 6. HIRERS, CONTRACTORS AND OTHERS

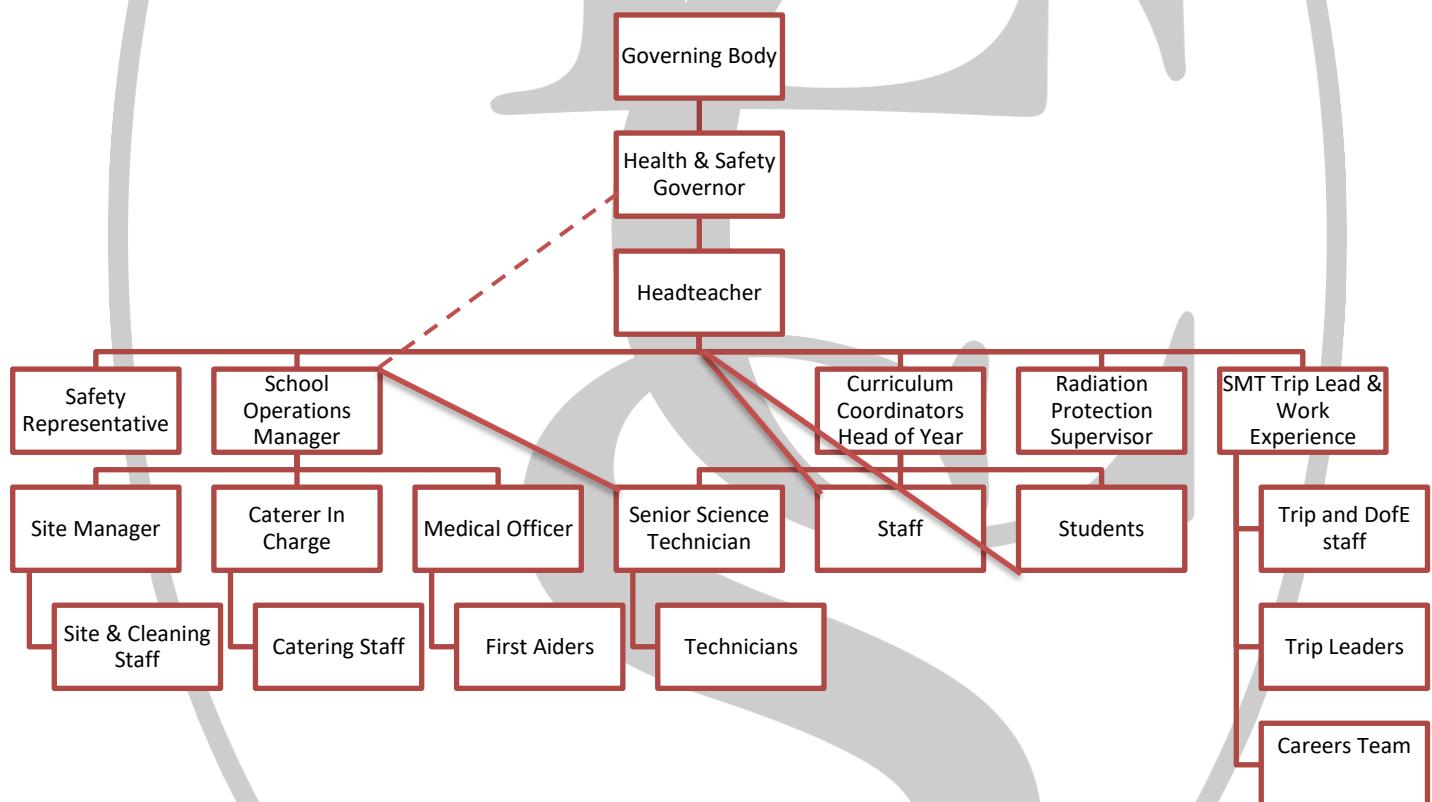
- 6.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 6.3 and 6.4 of this document.
- 6.2 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:
  - a) introduce equipment for use on the school premises
  - b) alter fixed installations
  - c) remove fire and safety notices or equipment
  - d) take any action that may create hazards for persons using the premises or the staff or students of the school
- 6.5 All contractors who work on the school 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 ss.3-4 of the Health and Safety at Work, etc. Act 1974. All contractors are vetted by Box09 (Professional Advisor) before being instructed to complete work and provide evidence that they have completed an adequate risk assessment of all their planned work, this is monitored by the Site Manager.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher, School Operations Manager and / or Site Manager will take such actions as are necessary to prevent persons in his or her care from risk or injury.
- 6.7 The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to S.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 interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 7. REVIEW

7.1 The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.

## Section B - The Line Management Structure for Health and Safety

### 8. Diagram to show line management responsibility for Health and Safety





8.1 The prime responsibility for safety rests with the Governing Body of the school and all employees who will ensure that the policy is pursued with diligence.

8.2 It is the duty of all staff to familiarise themselves with all aspects of this policy statement. As employees we are required by law to take reasonable care of our own health and safety at work. Employees must also take reasonable care of the health and safety of other persons, whether colleagues, students, students, non-teaching staff or visitors to school. Staff are also required to take whatever action they can to eliminate a potential hazard. In many cases this may only require them to report it to the Headteacher, Reception Office, the Safety Representative, School Operations Manager or the Site Manager.

8.3 The elected Safety Representative/s will undertake duties as specified in the Safety Representatives Handbook. This person will act as a point of reference for all problems related to Health and Safety with a specific responsibility to report all matters of concern to the Headteacher and/or the School Operations Manager.

**Safety Representative**

Union Representative(s)

## Section C - The Organisation of Safe Schemes of Work

### 9. THE (FIRE) EVACUATION PROCEDURE

The fire alarm is a loud continuous bell. The (fire) evacuation procedure will be practised once per term. The practice will be recorded on a prepared log by the Site Manager and any deficiencies in the alarm system will be reported by the Site Manager, or in their absence Site Staff and/or School Operations Manager to the contractor responsible for the fire alarm system. All staff must familiarise themselves with the fire and general evacuation procedure.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises is completed by Derby City Council and actions required are reviewed by the Site Manager, escalating issues to the Headteacher and/or School Operations Manager as needed.

Fire alarm testing and recording of fire testing is completed by the Site Team, which is overseen by the Site Manager. Any deficiency/fault in the system will be reported to the contractor responsible for the fire alarm system.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of an evacuation, staff, students and visitors should remain outside of the building until the School Operations Manager, this will be the Headteacher or Senior Deputy Headteacher in their absence, say it is safe to re-enter.

The School Medical Officer will ensure separate arrangements are in place for staff and/or students with mobility needs, such as using crutches or wheelchairs. Staff should inform the Medical Officer if they are aware of mobility issues prior to staff or students being at LCS to ensure the appropriate risk assessments and plans can be arranged, such as Personal Emergency Evacuation Plans (PEEPs).

### FIRE AND GENERAL EVACUATION PROCEDURE

**In the event of you noticing a fire:-**

1. Sound the alarm using the nearest call point.

2. Evacuate the premises, go to the assembly area.
3. Call the fire brigade by dialling 999.
4. Attend the roll call and share information with the school fire lead.
5. Do not re-enter the building until instructed it is safe to do so or leave the school site to ensure people are accounted for.

**In the event of the fire alarm sounding:-**

1. Evacuate the premises using the nearest fire exit route.
2. Report to the fire assembly point.
3. Attend the roll call and do not re-enter the building until instructed it is safe to do so or leave the school site to ensure people are accounted for.

During the school day, when the fire alarm sounds, the Site Staff (fire wardens) immediately investigate the location and source of the fire alarm and/or fire and communicate this to the Receptionist. If there is a genuine fire the Receptionist is to call the Fire Brigade using 999. When evacuating the building, staff should ensure rooms are clear of persons, including students, supporting people to evacuate if needed, for example, those with mobility needs or in wheelchairs.

The school "Assembly Area" for students and teaching staff is on the school field and tennis courts opposite the sports centre. See appendix A for evacuation and assembly point map. Support staff and visitors report to the car park opposite C block and above the tennis courts.

It is the responsibility of all staff to know the whereabouts of the nearest fire alarm point for whichever room they use. Teaching staff should ensure students remain silent during the roll call. Other staff should ensure they remain quiet during the roll call process to ensure clear and efficient communication.

**Evacuation of classrooms:**

- It is the responsibility of all staff to know who and how many students they have in their charge at any one time. Orderly evacuation is most important. Students must be reminded that they must not run or push each other and to immediately report directly to their assembly point upon hearing the fire alarm.
- The routes to take are posted in all corridors by fire exits / call points. Careful consideration has been given to these routes to ensure a minimum of congestion exists. Local conditions may justify adaptation or modification. Full details of all routes are available across the school site and within this document, see Appendix A.
- Doors should be closed but take no risks closing windows. Clearance of the premises is the first concern.
- A student may be absent from your class, do not wait for such students.
- Students are informed that if they are at the toilet or elsewhere away from their class or it is a lunch or breaktime when the fire alarm is activated, they should proceed via the nearest exit to their form assembly area.
- Students and staff should not collect their personal belongings and should not enter the building to collect these if they are outside when the alarm sounds.

**Staff in Practical Rooms:**

- If a fire is discovered, staff should be prepared to use the fire equipment provided. No risks should be taken, evacuation of the classroom must be the first concern.
- In the event of the fire alarm sounding while gas is being used in a lab, the supervising member of staff should press the emergency gas shut off button, if safe to do so, as they leave the room.
- **Fire alarm while the sources are in use in Science:** follow the school fire safety procedure. Safety of people takes priority. If a source is in use when the alarm starts, return it to its immediate container if this can be done quickly. Do not take the sources outside of the lab or prep room – it is too easy to misplace them in the emergency. Inform the School Operations Manager or Headteacher so that they can inform emergency services, such as the Fire Brigade, if they attend the alarm, where the sources are. Also tell the RPS as soon as possible. For alarms that turn out to be a drill, a false alarm, or a minor fire far from the laboratory, when it is safe to return to the building, the School RPS or another authorised member of staff in their absence, such as the Science CC or Senior Science Technician, is to be allowed back into the building first so they can secure the sources before the students return.

**ROUTINE FOR THE ROLL CALL – DURING THE SCHOOL DAY**

1. Form Registers will be taken out of the School by the Attendance Manager, or Student Services staff if absent, for Years 7 to 11 and the Sixth Form Administrator in charge of student attendance takes out Years 12 to 13.
2. Heads of Year and their Assistants are responsible for issuing Registers to Form Tutors. Once a check has been completed, Heads of Year must report to the School Operations Manager {all years 7 to 13}.
3. All attached staff should report to their Head of Year and should be prepared to take on a Form Tutor's role if someone is absent.
4. Any other staff, visitors, ITT students and contractors must report to the car park opposite C block and above the tennis courts.
5. All staff should ensure they report to their designated Roll Call Officer, if staff are unsure who this they should speak to the Finance Manager. The designated Roll Call Officers then reports their roll call to the Finance Manager.
6. Site Staff investigate the alarm activation and radio in their status to the Finance Manager to ensure they are accounted for.
7. The Finance Manager reports the roll call to the School Operations Manager.
8. The Headteacher is responsible for meeting and directing the Fire Brigade. In their absence, the Senior Deputy Headteacher or Deputy Headteacher will undertake this responsibility.
9. If Repton Security Officer staff are on site they report to Pastures Hill gate and radio their position to the Finance Manager to confirm they have safely evacuated the building.
10. If the School Operations Manager is absent the Headteacher or another member of SMT will lead the roll call and staff should report the roll call to them.

## **OUTSIDE OF THE SCHOOL DAY**

Students would only be registered as being in school once the school day starts. Outside of the school day, the Site Manager and Site Staff are responsible for investigating the fire alarm and evacuating the building. Any staff or visitors during these times should follow the evacuation process immediately when hearing the fire alarm signal. Staff do not sign in/out as a mandatory requirement during the normal school day so any staff evacuating should check rooms and toilets are clear (if safe to do so) as they leave the building along with Site Staff who are responding to the alarm. If the Site Staff have left and the sports centre is open to the public, the member of staff in the sports centre should complete the evacuation process and call the fire brigade, if needed. During school holidays all staff should sign in and out at Reception to ensure the Site Manager is aware of who is on site at all times.

In the evenings, and some weekends, the sports centre is used by members of the public. The Sports Centre staff working at these times, and site staff if they are still present, are responsible for the evacuation of the sports centre. The sports centre staff should take a roll call from the signing in/out list in use at the sports centre during these times and call the fire brigade, if needed.

## **EVACUATION DUE TO FLOOD**

In the event the school is required to evacuate due to flooding or potential flood risk, staff will be alerted by the Headteacher and/or the School Operations Manager, or in their absence the Senior Deputy Headteacher, that evacuation is needed. Staff will inform students in Years 7 to 11 to report to the hard standing area in front of G block and Sixth Form students report to the top outside area of G block. This is not the usual fire assembly point as the G block area is on higher ground. If a member of staff is concerned about the building and/or site flooding or observed this occurring, they should immediately report this to Reception who will immediately alert the Headteacher, School Operations Manager and Site Manager or Site Staff in their absence.

## **10. AREAS OF RESPONSIBILITY**

All Curriculum Co-ordinators, the Finance Manager, the Network Manager, the Librarian, the Caterer In Charge and the Site Team are responsible for safety procedures, safety of equipment and safety of materials in their own areas of responsibility.

Curriculum Co-ordinators are required to ensure that staff are trained in ways defined by a Code of Practice:

- Technology – Workshops, Food Technology and Textiles Rooms
- Science - Laboratories
- Creative Arts - Art Rooms
- P.E. - Sports Hall and outdoors
  - a) Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
  - b) Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager or a member of the Site Team in their absence.

## **11. EQUIPMENT**

### **Electrical equipment**



- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Head or Site Manager immediately.
- Only trained staff members can check plugs and where necessary a portable appliance test (PAT) will be carried out by a competent person.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- All electrical equipment shall be visually examined before use. The user should satisfy themselves that the equipment is in safe working order before use.

### **Unsafe Equipment**

If an item of equipment or appliance is broken and/or considered unsafe to use:

- a) Clearly label the item "Do not use - unsafe" and where possible put it away.
- b) Report the broken piece of equipment to Reception.
- c) If the item is an appliance in a room, e.g. electrical heater, then inform the Site Manager or one of the Site Team on duty.

## **12. LONE WORKING**

Lone working may include:

- Early or late working hours
- Home or site visits
- Weekend working
- Site duties
- Site cleaning duties
- Working in a single occupancy office
- Working after school hours in the sports centre
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task should be postponed until other staff members are available.

If lone working is to be undertaken, staff should ensure a colleague, friend or family member is informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

## 13. WORKING AT HEIGHT

The Site Manager will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height.
- Students are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, must be approved by the Site Manager to ensure this is only completed by appropriately trained persons with the correct safety equipment.

## 14. MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

When storing items of equipment or stationery consider the following guidelines:

- a) Heavy items should be stored at a lower level so that they are not lifted above head height.
- b) When lifting equipment onto high shelves in cupboards and storerooms a step ladder or step stool should be used at all times.
- c) Staff should be aware of guidelines on lifting and handling in the Derby City Council Safety Handbook.

## 15. COSHH REGULATIONS

### Control of Substances Hazardous to Health

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals

- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager, Curriculum Coordinator and / or Head of Department and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Students will be supervised when handling COSHH substances.

Any hazardous products are disposed of in accordance with specific disposal procedures.

The Site Manager, Curriculum Coordinator and / or Head of Department will ensure that emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

- a) The principal requirement of the COSHH regulations is that an assessment should be made of any substances used at work that are hazardous to health and to adequately control exposure to the substances.
- b) Substances hazardous to health are:
  - i. Substances defined as very toxic, toxic, harmful, corrosive or irritant.
  - ii. Micro-organisms that create a hazard to the health of a person where the hazard arises out of a work activity that is under the control of the employer.
  - iii. Dust of any kind when present in substantial concentration in the air.
  - iv. Substances that have a maximum exposure limit or an occupational exposure standard.
  - v. Any other substances that create a comparable risk to health.
- c) The COSHH assessment is to determine the hazard and risks created in the use of any substances that falls within the regulations.
- d) All departments and areas in the school have MSDS for any substances. Each Department should have an inventory for all substances. It provides a record of all substances and shows the need for more detailed assessments of hazardous substances using COSHH assessment forms.
- e) The MSDS and COSHH assessment forms are used when a substance is deemed hazardous and a full risk assessment should be undertaken. If a member of staff has difficulty completing an assessment he/she should ask for advice from the School Operations Manager, Site Manager, CLEAPPS or Trade Union Health and Safety Officer.

All MSDS and COSHH records are held within Departments and by the Site Manager and are available for updating inspections and, where necessary, re-assessment.

- f) Any department/area which purchases a new substance should add this to their Department inventory and carry out a COSHH risk assessment, if necessary.



g) Particular care should be taken with the storage of hazardous substances. The MSDS form will indicate how safe storage is to be guaranteed. Ensure that any hazardous substance is stored in the manner identified e.g. lockable cupboard, chemical store, metal container, sealed unit, etc.

## **16. Gas Safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked by the Site Manager and Head of Department to ensure that they have adequate ventilation.

## **17. Legionella**

- The Professional Advisor reviews LCS compliance to water safety and helps reduce the risk of legionella.
- A competent company is employed by LCS, checked by the Professional Advisor, to complete a water risk assessment and to complete the necessary checks and if required corrective action. This is monitored by the Professional Advisor and Site Manager.
- This risk assessment is frequently reviewed as part of the proactive schedule and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: running little used outlets, removing little used outlets, temperature checks, disinfection of showers, etc.

## **18. Asbestos**

LCS is a large site, has buildings of different construction dates and does have asbestos containing materials (ACMs). The Site Manager arranges asbestos surveys, using a company external to LCS, to ensure a record is kept of the location of asbestos that has been found on the school site. The Site Manager also arranges the appropriate checks on ACMs.

No member of LCS staff should undertake any work they are not trained and authorised to do. Staff must not disturb ceiling tiles, put up shelves, drill holes, interfere with the fabric of the building, etc., unless they are trained and authorised to do so by the Site Manager.

The Site Manager completes work related risk assessments prior to work being commenced and arranges appropriate asbestos surveys. Site Staff receive training and information on asbestos, are aware of the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

The Site Manager ensures that arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. The Site Manager advises contractors that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. Signage is used to make staff, students, contractors and visitors aware of the location of ACMs, where possible.

Any member of staff, students, visitors or contractors should report any concerns about asbestos, including disturbing this or its condition, immediately to the Site Manager or by contacting Reception who will contact the Site Manager, or Site Staff in their absence, immediately.

## 19. FIRST AID – Refer to First Aid Policy for more detailed information

The school has a separate First Aid Policy. The First Aid Room is located in the Student Services Office (C8).

The First Aid policy outlines Littleover Community School's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors, and the procedures in place to meet that responsibility.

First Aid is the initial help a person gives a casualty for treatment of any sudden injury or illness, until professional help from external agencies like the paramedic service arrives, or the casualty can be given over to the care of a responsible adult who is entrusted with taking further medical advice where necessary.

All incidents, accidents and near misses should be reported.

## 20. REPORTING ACCIDENTS

All accidents must be reported as soon as possible and any appropriate investigation is to be carried out.

The Medical Officer is available in the Medical Room in Student Support Services (C8). A record must be kept of all accidents and Medical Tracker and / or a log book B1 510 is kept in the Medical Room for this purpose.

In the case of an injury or a dangerous occurrence an Accident Report Form (Ref F2508) must be completed immediately and the Headteacher and School Operations Manager should be informed. These are kept by the Medical Officer in the Medical Room and the School Operations Manager has an electronic copy. The Medical Officer will make sufficient copies of the document and forward these to the appropriate authorities.

If the injury is to a student the Deputy Headteacher (Pastoral) and/or the appropriate Head of Year should be informed.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment.
  - Any loss of consciousness caused by head injury or asphyxia.
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Work related injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days. In the case of reportable incidents the Medical Officer, in

conjunction with the School Operations Manager and Headteacher, will inform Derby City Council Health and Safety team so these can be reported following the RIDDOR reporting requirements.

- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury, but could have done.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

In the case of serious or major injury or a dangerous occurrence the telephone calls will be made to:

- a) Derby City Council Corporate Health and Safety Team.
- b) The Health and Safety Executive - Nottingham (0115) 937 7507.
- c) UK-Wide Incident Contact Centre (ICC) 0845 300 99 23 or <http://www.hse.gov.uk/riddor/report.htm>

In addition inform:

- i. The Trade Union Safety Representative (Mr. G. Pollard)
- ii. The Headteacher
- iii. School Operations Manager

Copies of Derby City Council Accident Reporting Procedures are kept in the Medical Room and with the School Operations Manager, via the DCC School Information Portal (SIP).

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 21. INFECTION PREVENTION AND CONTROL

LCS follows national guidance published by UK Health Security Agency when responding to infection control issues.

We will follow local and national guidance on the use of control measures including:

### Following good hygiene practices

We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

## Keeping rooms well ventilated

We encourage LCS staff to maintain good ventilation in offices, classroom and staff areas, including opening external windows, opening internal doors (fire doors should not be wedged open) and the use of mechanical ventilation if available.

### 21.1 Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent / carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### 21.2 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by UK Health Security Agency, summarised in appendix 1.

In the event of an epidemic/pandemic, we will follow advice from UK Health Security Agency about the appropriate course of action.

## 22. COVID 19

LCS will continue to follow Government, UK Health Security Agency and Derby City Council guidance in the event of COVID-19 outbreaks.

## 23. NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or student notifies LCS that they are pregnant. The School Operations Manager will complete risk assessments for Support Staff, the Deputy Headteacher will complete them for Teaching Staff and the Designated Safeguarding Lead in conjunction with the School Medical Officer and appropriate Safeguarding agencies will complete risk assessments for students.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19.

## 24. SCHOOL VISITS

### Off-site Visits

LCS has a designated Trip Lead who is a member of the Senior Management Team and who directly line manages the LCS Trips Team. This team, along with the Headteacher, are responsible for updating the LCS Educational Visits Policy and Guidance and Minibus Policy, both are separate to this policy. When taking students off the school premises, they ensure that:

- Risk assessments will be completed for all off site visits unless not run by LCS.
- Risk assessments will be signed off by the Headteacher, or Senior Deputy Headteacher where appropriate, prior to the off-site visit.
- These will be entered into the EVOLVE system for the Local Authority to review prior to the off-site visit taking place if necessary (e.g., Residential visit).
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' / carers' contact details.

Whenever staff are considering arranging school visits party leaders must read the Educational Visits Policy and Guidance, ensuring the correct procedure must be followed.

If the visit involves activities which are considered hazardous, the organiser has the additional responsibility of ensuring that those activities are supervised by properly qualified and trained staff.

Staff should also consult the school Charging For Activities Policy.

All relevant forms can be found here [Educational Visits](#).

These include:

- Emergency Procedures
- Budget template
- School Visits Forms SV0, SV1, SV2, SV3
- Risk Assessment Forms
- Consent Forms
- Check list for leaders
- Parent/Carer letters
- Accident reporting procedures and First Aid arrangements
- Minibus driver information

All forms are completed by trip leaders, checked by Educational Visits Officer (EVO) and signed off by the Headteacher/LA depending on trip risk, the Senior Deputy Headteacher may also sign these off where appropriate or when the Headteacher is unable to do so.

#### **24.1 Medication on School Trips**

Students will carry their own Medication whilst on a School Trips. An appropriate amount is to be taken on the trip only. E.g. Paracetamol x 2 doses for an 8 hour + trip.

It is best practice for the First aider on the trip to record any Medication taken by a student whilst off school premises. e.g., timing and quantity of paracetamol for consistency and safety purposes.

Medication must not be given to a child out of a staff members personal supply.

Medication must not be administered by a staff member unless Medicines Management training has taken place.

## **24.2 First Aid provision on School Trips**

Please also refer to the First Aid Policy and the Educational Visits Policy and Guidance.

All first aid provision will be provided for by a suitably trained First Aider and any first aid treatment will be recorded on Medical Tracker as soon as possible.

Parents/carers will be informed immediately or as soon as possible. If there are issues with a phone signal, the First Aider will endeavour to speak to a parent/carer as soon as possible.

Care plans and risk assessments to be taken on all school trips.

The Medical Officer and EVO are to be informed of any medical incidences which occur when on field trips. The Trip Leader should also inform the member of on call SMT for serious incidents as soon as possible and if they have any concerns or require any guidance.

## **25. MONITORING AND REVIEW OF HEALTH AND SAFETY POLICY**

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The Policy and its provisions will be constantly monitored to ensure compliance with legislation and best practice. The Policy will be updated if a named person leaves or responsibility falls to another employee. There will be an annual audit to ensure any lapses in continuous monitoring are dealt with. The Policy reflects the day to day organisation of the school for health and safety purposes. All staff can access the Policy on the School Network and a paper copy can be requested from the Headteachers Personal Assistant. Each time the Policy is amended, all staff will be notified.

## **26. INSPECTIONS**

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The following inspections will take place.

### **Weekly**

1. Fire Alarm Test

### **Monthly**

1. Emergency Lighting
2. Inspections on walls within grounds, handrails and balustrade (to be implemented by the Site Manager from September 2023)

### **Quarterly**

1. Inspection of ladders and step ladders

### Half-termly

1. Fire Alarm Test
2. Inspection of First Aid Provision

### Termly

1. Fire Evacuation Practice

### Annually

1. Testing of portable electrical appliances – following Site Manager plan
2. Inspection of fire appliances, e.g. fire extinguishers
3. Testing of P.E. equipment
4. Testing of gas and electrical cookers
5. COSH� review
6. Safety Policy Review and Audit
7. Tree inspection
8. Whole school safety review with the Headteacher, School Operations Manager, Site Manager, Safety Representative and Link Health and Safety Governor(s)

A formal inspection of the site will be carried out on an annual basis. The inspection team will consist of the Headteacher, School Operations Manager, Site Manager, a Governor with Health and Safety responsibility and the Trade Union Health and Safety Representative.

The inspection will be carried out when the school is at work to take account of work activities throughout the day. The inspection report will be formally written with specified action by date included. The report will be made available to staff to read and comment on and for the Governing Body to discuss.

Records of all inspections and tests will be kept by the Site Manager.

9. Boundary Lay Survey

### 14 Months

1. Fume cupboards

### 3 Yearly

- First Aid refresher course for certificate holders
- Appointed person/Site Manager to attend refresher course on aspects of Health and Safety.

### 5 Yearly

- Periodic Fixed electrical equipment tests

## 27. INFORMATION

All information relevant to employees and their Health, Safety and Welfare at Work is readily available. The Health and Safety Policy is available to staff on the All Staff Team electronic file. A paper copy can be provided by requesting this from the Headteachers Personal Assistant.

All newly appointed members of staff (teaching and non-teaching) are made aware of the Health and Safety Policy. It is the main reference on Health and Safety matters. It is the Site Manager's responsibility to provide appropriate extracts. Head of Departments should ensure they inform new staff about the Health and Safety Policy and ensure staff are appropriately trained.

LCS staff are provided with health and safety training which is relevant to their job role. Staff should raise any concerns or further training requirements with their manager.

## 28. LINKS WITH OTHER POLICIES

This Health and Safety and First Aid Policy links to the following policies:

- First Aid Policy
- Lockdown Policy
- Minibus Policy
- Educational Visits Policy and Guidance
- Risk Assessment Policy
- Return To Work Policy
- Whistleblowing Policy

## • Appendix A - SITE MAP EVACUATION

