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| <b>Date:</b> | March 2026 | <b>Review Date:</b> | March 2028 |
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## Introduction

This Health & Safety Policy sets out how Ramridge Primary School manages the safety and well-being of staff, pupils, visitors, and contractors. It outlines responsibilities, procedures, and arrangements in line with statutory requirements.

The policy is adapted from the Luton Council Model Health & Safety Policy for Education (February 2021) and reflects the school's specific practices.

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# 1 Scope of policy

This policy applies to all schools 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 schools

In a community school 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.

In order for the system to work effectively, a school 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 school's legal responsibility, Luton Council considers it to be an essential element of a school'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 schools, academies, free or independent schools. 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 schools 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 a school, 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 school 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 H&S need 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 Health and Safety Policy General Statement

The Governors and Headteacher acknowledge and accept that:

Luton Council has the prime responsibility for health and safety and that the Governing Body 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 school and are covered in general terms in part 2 of this policy - the organisation section.

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

- To support the published policies and aims of Luton Council;
- To promote continuous improvement in the health and safety performance; and
- 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.

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

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. 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 will be made available to all staff in school.** *NB: 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.*

**This policy document has been adopted by the Governing Body and is signed by the chairperson on its behalf, and by the Headteacher.**

\_\_\_\_\_ Chair of Governors – Matt Hulbert

\_\_\_\_\_ Headteacher – Kate Glenister

September 2025

Date

### 3 Organisation

- 3.1 As the employer, Luton Council has overall responsibility for health and safety in Community and voluntary controlled schools (in academy, foundation and voluntary aided schools, the responsibility for health and safety rests with the governing body as the employer).
- 3.2 The roles and responsibilities of the Governing Body, Headteacher 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 & special schools.
- 3.4 At a local level duties and responsibilities have been assigned to staff and governors as follows:

| Task                                                           | Responsible Person          |
|----------------------------------------------------------------|-----------------------------|
| Local health and safety system & policy review                 | HT / SBM / SA               |
| Health & safety committee and/or governor committees           | 3 Governors including Chair |
| Communication and information management                       | SBM                         |
| Critical Incident management                                   | Headteacher                 |
| 'Responsible Person' for fire, legionella, asbestos            | Headteacher                 |
| H&S Training                                                   | HT / SBM                    |
| Programme updating training                                    | SBM                         |
| Personal safety procedures                                     | Headteacher                 |
| Planned checks procedures/premises/equipment                   | Site Agent                  |
| Risk assessments for premises/job roles/pregnant staff         | HT / SBM                    |
| Infection control                                              | Headteacher                 |
| Incident reporting/investigation                               | Headteacher                 |
| Educational trip and activity risk assessments                 | HT / Lead teacher for visit |
| Fire procedures including personal emergency evacuation plans  | Headteacher                 |
| Locally organised premises maintenance, repair and improvement | HT / SBM                    |
| First Aid (training and equipment)                             | SBM                         |
| Vehicle control and pedestrian safety                          | Headteacher                 |

| Task                                                                                  | Responsible Person           |
|---------------------------------------------------------------------------------------|------------------------------|
| Educational visits coordinator (EVC)                                                  | Headteacher                  |
| Stress and wellbeing                                                                  | HT / SBM                     |
| Minibus                                                                               | SBM / SA                     |
| Child protection co-ordinator                                                         | HT / DHT / Inclusion Manager |
| Supporting pupils with medical needs                                                  | HT / DHT / Inclusion Manager |
| Premises security                                                                     | HT / SBM / SA                |
| Contractors on site                                                                   | SA                           |
| Outside lettings                                                                      | SBM / SA                     |
| Key: HT – Headteacher DHT – Deputy Head SBM – School Business Manager SA – Site Agent |                              |

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/Business Manager have 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 school. 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 Luton Council 's Health & Safety team, Tel: 01582 546290

LBCCorporateHealthAndSafety@luton.gov.uk provide competent health and safety advice for community, community special and voluntary-controlled schools.

## 4 Arrangements

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.

|                             |                                                   |
|-----------------------------|---------------------------------------------------|
| Arrangement 1 (section 5)   | Risk assessments                                  |
| Arrangement 2 (section 6)   | Offsite visits                                    |
| Arrangement 3 (section 7)   | Health and safety monitoring and inspections      |
| Arrangement 4 (section 8)   | Fire evacuation and other emergency arrangements  |
| Arrangement 5 (section 9)   | Fire prevention, testing of equipment             |
| Arrangement 6 (section 10)  | First aid and medication                          |
| Arrangement 7 (section 11)  | Accident reporting procedures                     |
| Arrangement 8 (section 12)  | Health and safety information and training        |
| Arrangement 9 (section 13)  | Personal safety /lone working                     |
| Arrangement 10 (section 14) | Premises work equipment                           |
| Arrangement 11 (section 15) | Flammable and hazardous substances                |
| Arrangement 12 (section 16) | Asbestos                                          |
| Arrangement 13 (section 17) | Contractors                                       |
| Arrangement 14 (section 18) | Work at height                                    |
| Arrangement 15 (section 19) | Moving and handling                               |
| Arrangement 16 (section 20) | Display screen equipment                          |
| Arrangement 17 (section 21) | Vehicles                                          |
| Arrangement 18 (section 22) | Lettings                                          |
| Arrangement 19 (section 23) | Minibuses                                         |
| Arrangement 20 (section 24) | Stress and wellbeing                              |
| Arrangement 21 (section 25) | Legionella                                        |
| Arrangement 22 (section 26) | Educational Establishment Swimming (Inspire Pool) |
| Arrangement 22 (section 27) | Fire Risk Assessment                              |

## 5 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, 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 schools 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 Note: For playtime, there are no minimum pupil/staff supervision ratios laid down in law. The DfE 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 -    | 1 supervisor per 20 pupils  |
| Infant Pupils -     | 1 supervisor per 30 pupils  |
| Junior Pupils -     | 1 supervisor per 75 pupils  |
| Secondary Schools - | 1 supervisor per 200 pupils |
- 5.4 General risk assessments
- 5.4.1 The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager following guidance contained in the corporate health & 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 staffroom, main office and uploaded to teachcom. These are 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 Headteacher or School Business 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 the Class Teacher or Subject Leader using the relevant codes of practice and model risk assessments detailed below.

- 5.7 All Luton Council community schools have a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within science, art and DT. (**CLEAPSS** [www.cleapss.org.uk](http://www.cleapss.org.uk))

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

- Be safe! health and safety in primary science and technology, 4th edition ASE - ISBN 978 0-86357-426-9
- National society for education in art & design (NSEAD) <http://www.nsead.org/hsg/index.aspx>
- Safe practice in physical education and school sport' association of PE 'afPE' <http://www.afpe.org.uk/>

# 6 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 (i.e., the active schools manager) must be notified of all level 3 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, The Headteacher, who will check the documentation and planning of the trip and if acceptable initially approve the visit before giving final approval.

## 7 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 the Site Agent. These termly inspections will be conducted with the health and safety governor, using the form provided by Luton Council.
- 7.2 In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher and School Business Manager.
- 7.3 A named governor, *Andrew Lynch*, 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.
- 7.4 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 schools and/or those with higher risks should be undertaken termly.

## 8 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 in the main school office/ in the fire log book and will be reviewed on an annual basis.
- 8.2 **Emergency procedures** Fire and emergency evacuation procedures are detailed in the Fire Safety & Evacuation Policy and are visible in each area of the 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 the Site Agent.
- 8.6 **Fire drills** Fire drills will be undertaken termly and results recorded in the fire log book.
- 8.7 **Fire fighting** 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 fire fighting equipment (if trained to use them).
  - 8.7.2 Staff are made aware of the type and location of portable fire fighting equipment at induction.
- 8.8 **Details of service isolation points.**
  - 8.8.1 Electrical: Main switch room located next to PPA room KS1.
  - 8.8.2 Gas: Main gas intake in cupboard cleaners' store, KS1 corridor. School kitchen, automatic shut off in main prep area, clearly marked. Main boiler house clearly marked.
  - 8.8.3 Water: Shut off valve in ground, inside main gate to Ashcroft Road entrance.

## 8.9 Details of chemicals and flammable substances on site.

8.9.1 Cleaning chemicals (non flammable) stored in cleaners cupboards/stores securely with limited access.

8.10 **Lockdown procedures** Lockdown procedures have been agreed and are practiced termly. Details of the procedures can be found in the Lockdown Policy.

## 9 Inspection /maintenance of emergency equipment

9.1 The Site Agent 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 the main office.

9.2 **Fire alarm system.** Fire alarm call points will be tested weekly in rotation. This test will occur on Monday mornings at 8am.

9.3 Any defects on the system will be reported immediately to the alarm contractor CDS (Complete Detection Systems), telephone 0116 272 5142.

9.4 A fire alarm maintenance contract is in place with CDS and the system tested annually or as required.

9.5 **Fire fighting equipment.** Weekly in-house checks that all fire fighting equipment remains available for use and operational.

9.6 Fireguard Services Ltd undertakes an annual maintenance service of all fire fighting equipment.

9.7 Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Agent who will contact Fireguard Services, telephone 01582 469000.

9.8 **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 CDS (Complete Detection Systems), telephone 0116 272 5142.

9.9 **Means of escape.** Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

## 10 First aid and medication

10.1 The school 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 in the staffroom and the main office.

10.2 First aid qualifications remain valid for 3 years. The Admin Assistant 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. Medical room, staffroom, orchard care club room, school minibus. The Office Manager is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits/ those in vehicles, are complete and replenished as necessary.

10.4 **AEDs** (automated external defibrillators) are located in the medical room.

- 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. The School Nursing Team can be contacted on 0333 4050088.
- 10.8 **Administration of medicines.** All medication will be administered to pupils in accordance with the administration of medicine policy, based on DfE guidance
- 10.9 [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy.
- 10.10 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.
- 10.11 The Office Manager is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
- 10.12 Records of administration will be kept by The Office Manager.
- 10.13 All non emergency medication kept on site is securely stored in the classrooms and main office. Refrigerated meds kept in clearly labelled container within fridge in main office with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.
- 10.14 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 pupil's classroom and clearly labelled. In addition, Ramridge Primary School has purchased Kitt Medical Emergency anaphylaxis system, stored in the medical room.
- 10.15 The school 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.
- 10.16 **Individual health care plans (IHCP).** Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.
- 10.17 IHCPs are in place for those pupils with significant medical needs e.g., chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.
- 10.18 The IHCP is developed with the pupil (where appropriate), parent/carers, 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 school and will be reviewed annually by the Admin Assistant.
- 10.19 All staff are made aware of any relevant health care needs and copies of health care plans are available from the school office. Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## 11 Accident reporting and investigation procedure

- 11.1 School staff should primarily follow procedures on “Assessnet” - 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** A local accident book [detail location] is used to record all minor 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/ health and safety governor]. 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 <http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- 11.8 A separate accident log will be maintained of all over 3-day accidents where a member of staff is absent for over 3 days excluding the day of the accident. This is recorded on “Assessnet” and “Scholarpack” software.
- 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 Headteacher is responsible for completing investigations at the relevant level and in accordance with the Luton Council’s corporate health and safety manual:
- 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 Health and Safety information and training

### 12.1 Consultation – Full Governing Body meetings held half termly.

The Full Governing Body meets half 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.

### 12.2 **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 in the main office.

### 12.3 The health and safety law poster is displayed in the staffroom.

### 12.4 The corporate health and safety team, Tel: 01582 546290 provide competent health and safety advice for community, community special and VC schools.

### 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, (e.g., use of hazardous substances, work at height etc.) and
- 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 below in blue.

- 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 educational establishments and LBC
- 12.7.5 General health and safety advice, including the schools own guidance and that from LBC
- 12.7.6 The procedures for reporting incidents, hazards, work-related injuries & illnesses and fires
- 12.7.7 Where appropriate, curriculum specific guidance
- 12.7.8 For certain staff (Headteacher, Business Manager, Site Agent 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
  - 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 & 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
  - 12.7.30 Access to staff support schemes, wellbeing advice, counselling etc
  - 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
  - 12.7.36 General housekeeping and maintenance of access and egress
- 12.8 Any new instructions or restrictions will be communicated to all staff via staff meetings, group emails and recorded in minutes and highlighted as part of the standard cycle of policy review.
- 12.9 Training records will be kept the main office/recorded on smartlog/recorded on scholarpack (school MIS).
- 12.10 The Headteacher 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 Headteacher's / line managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## 13 Personal safety / lone working

- 13.1 The school 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 school will work in partnership with the council and police where inappropriate behaviour/ individual conduct compromises the school'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 school. 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 school hours must obtain permission of The Headteacher or member of the SLT and let the Site Agent know and sign in and out of the school.
- 13.6 Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone etc. In the case of home visits to pupils 2 members of staff must conduct the visit together. They must provide the school office with details of the visit, including address of pupil, expected time of return / end time and mobile numbers for both members of staff.
- 13.7 **Educational establishment staff responding to call outs:**  
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. The Site Agent has access to and should check the CCTV recorded videos before entering the school site.

## 14 Premises and work equipment

- 14.1 All staff are required to report to the Site Agent 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 The Site Agent 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 Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.
- 14.4 Staff are forbidden from bringing personal equipment to school unless permission has been granted by the Headteacher.
- 14.5 **Planned maintenance / inspection** Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the school office by the Site Agent.
- 14.6 **Curriculum areas** subject co-ordinators are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

- 14.7 **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 the Site Agent.
- 14.7.1 All portable items of electrical equipment will be subject to formal inspection and testing (Portable appliance testing (PAT)) on an identified cycle (dependant 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 annually.
- 14.7.2 This inspection and testing will be conducted by AGG Electrical annually.
- 14.7.3 The Site Agent is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing
- 14.8 Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.
- 14.9 A fixed electrical installation test (fixed wire test) will be conducted by Quantech on a 5 year cycle and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period. Next due date is summer 2028.
- 14.10 **External play equipment.** External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the Site Agent will conduct and record a formal termly inspection of the equipment.
- 14.11 PE and play equipment is subject to an annual inspection by Universal Services Ltd.

## 15 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 Within curriculum areas (in particular science and DT) subject leads are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, association for science education's "topics in safety" etc.)
- 15.3 In all other areas the establishments nominated person(s) responsible for substances hazardous to health is/are the Site Agent / Assistant Site Agent.
- 15.4 They shall ensure:
- 15.4.1 An inventory of all hazardous substances used on site is compiled and regularly reviewed.
  - 15.4.2 Safety data sheets are obtained from the relevant supplier for all such materials.
  - 15.4.3 If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
  - 15.4.4 All chemicals are appropriately and securely stored out of the reach of children.
  - 15.4.5 All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
  - 15.4.6 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.
- 15.5 Where persons may be affected by their use on site, the Site Agent 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.).

## 16 Asbestos

- 16.1 An asbestos survey and management plan is in place for the school in accordance with Luton Council's asbestos policy. The school's most recent asbestos management survey was conducted on January 2018.
- 16.2 The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Site Agent Office.
- 16.3 The Site Agent will ensure that all school staff (and others such as catering and cleaning staff who may not be employed directly by the school) 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, e.g., 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 school's asbestos authorising officers are The Headteacher, The School Business Manager and the Site Agent and refresher training is required annually.
- 16.8 Prior to any work commencing on the fabric of the building or fixed equipment (e.g., boilers, kilns etc.), either by contractors or school 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 e.g., 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 school'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 is 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 Contractors

- 17.1 All contractors must report to the main office 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 The Site Agent 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 **School managed projects.** The [construction \(design and management\) regulations 2015](#)<sup>2</sup> applies to all building, demolition, repair and maintenance or refurbishment work.
- 17.3 Where the school undertakes projects direct the Governing Body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the School Business Manager and the school's appointed Project Manager/Architect on the school's 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, The School Business Manager and the school's appointed Project Manager/Architect will undertake appropriate competency checks prior to engaging a contractor i.e., 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 school must inform the risk manager of Luton Council so that insurances can be checked. (Included in the "Self Help" form).
- 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 school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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\*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 schools behalf.

## 18 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.
- 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 is provided to all staff who use ladders / stepladders [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 e.g., site staff, drama, ICT technician etc. or where specific training is required e.g., PASMA training for mobile tower scaffolds.
- 18.6 The establishments nominated person(s) responsible for work at height is the Site Agent, who 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 and
  - 18.6.5 Any risks from fragile surfaces are properly controlled.

## 19 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 the Headteacher 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.

## 20 Display screen

- 20.1 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) e.g., admin / office staff shall undertake a display screen equipment self-assessment.
- 20.2 Advice on the use of display screen equipment is available in the Luton Council health and safety manual.

## 21 Vehicles on site

- 21.1 Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them.
- 21.2 Access to the school must be kept clear for emergency vehicles.
- 21.3 The vehicle access gate must not normally be used for pedestrian access.
- 21.4 There is 1 disabled parking bay in the car park outside the main reception area.
- 21.5 The speed limit is 5mph on the school driveways.
- 21.6 No vehicle access is permitted while pupils are entering or exiting the site at the following entrances and times:

**Ashcroft Road entrance** between the hours of 8.30 am to 9.00 am, 11.30 am to 12.30 pm and 3.00 pm to 3.30 pm.

**Turners Road North entrance** between the hours of 8.40 am to 9.00 am and 3.15 pm to 3.45 pm.

## 22 Shared use of premises

- 22.1 Lettings are managed by the Business Manager following Luton Council guidance.
- 22.2 Lettings are for hire of the school halls or classrooms on a regular or ad hoc basis. All lettings receive a copy of the Health & Safety Policy and the School Lettings Policy which set out the Hirer's responsibilities for Health & Safety and emergency procedures.

## 23 Minibuses – (There are no minibuses in operation at Ramridge at the time of this revision)

- 23.1 The School Business Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence via the [DVLA](#).<sup>3</sup>
- 23.2 On an annual basis individual staff will be required obtain a check code from the [DVLA](#) and provide this to The School Business Manager in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence]
- 23.3 The Site Agent is responsible for the undertaking regular checks on the vehicles and relevant insurances.

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<sup>3</sup> All drivers must be over 21 and hold a full category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain category D or D1 by passing a medical and the passenger carrying vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

## 24 Stress and wellbeing

- 24.1 Ramridge Primary School and Governing Body are committed to promoting high levels of health and well being 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.
- 24.2 The School Head of Safeguarding and Inclusion has undertaken significant training and is the qualified Mental Health Lead for the school. The school's performance monitoring and appraisal systems are platforms to responding to individual concerns and monitoring staff workloads. The school purchases Luton Council's educational HR services including Occupational which includes membership of an employee assistance programme provided by Spectrum.Life.
- 24.3 The school approves medical appointments for full time staff as paid time off.

## 25 Legionella

- 25.1 The school 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.
- 25.2 A water risk assessment of the school has been completed by GES Water Ltd. The Site Agent is responsible for ensuring that all identified operational control measures are implemented, monitored, and recorded in the school's water log book. The school has a Service Level Agreement (SLA) with GES Water Ltd, who carry out monthly checks and testing in accordance with statutory requirements and best practice guidance.
- 25.3 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.
- 25.4 The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.
  - 25.4.1 Water is heated and stored to 60 degrees Celsius at calorifiers (any vessel that generates heat within a mass of stored water);
  - 25.4.2 Monthly temperature checks on sentinel outlets (those nearest and furthest away from sources of water;
  - 25.4.3 Where thermostatic mixer valves (TMVs) are fitted, are will be serviced annually.

## 26 Educational establishment swimming

- 26.1 Primary school swimming in public / secondary schools will be planned as an offsite visit in line with the school's policy. Ramridge Primary School uses the pool at Inspire: Luton Sports Village in Stopsley for swimming lessons and activities.
- 26.2 The school 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.
- 26.3 In addition the school will obtain assurance over:
  - 26.3.1 The level of training of the swimming teacher(s);
  - 26.3.2 Pupil / swimming teacher ratios;
  - 26.3.3 Rescue / lifeguard provision provided;