

Lancashire County Council Occupational Health and Safety Management System Corporate Guidance

Extended Services in Schools - Health and Safety Guidance & Checklist

This guidance is intended to assist headteachers and governing bodies to ensure that appropriate health and safety arrangements are in place when letting out parts of the school for the delivery of extended services by external providers out of normal operating hours. This includes breakfast and after school clubs, exercise classes, martial arts, scouts and guides, weight loss groups etc.

What does this guidance cover?

- Responsibilities for Health and Safety of Extended Services
- Management of risk
- Health & Safety Arrangements
 - First Aid
 - Fire Safety
 - Other Emergencies
 - Control of communicable infections, including COVID-19
 - Reporting of Accidents
 - Security
 - Overnight use
- Insurance

Responsibilities for Health & Safety of Extended Services

The Headteacher and Governing Body are responsible for the safety of the building at all times. Any decisions to allow use of parts of the building for extended services needs to consider the ability of the external provider(s) to adhere to the school's health and safety measures and take their own additional precautions where necessary. Third party organisations providing extended services on school sites must have their own health and safety policies and procedures in place and these must be compatible with those of the school.

Safety at work is a shared responsibility. It is essential that all partners involved in extended services activities communicate with each other.

A named individual from the school and the extended service provider(s) should be identified as points of contact. Their role is to ensure effective communication channels between the school and extended services to report any concerns or changes related to health and safety matters such as first aid, fire safety including emergency evacuations, reporting of incidents or accidents, completion and review of risk assessments, and reporting of faults or concerns so that these can be addressed in a timely manner.

Management of Risk

The school must ensure effective management of health and safety, including compliance with the statutory duty to assess and manage risks as required by the Health and Safety at Work etc. Act 1974, associated Regulations, and Fire Safety legislation. The school's Governing Body, as employer or controller of the premises, is primarily responsible for the completion and review of risk assessments. The findings of any relevant risk assessments must be shared with the extended services provider(s) who in turn will be responsible for completing and reviewing their own risk assessments in relation to the activities provided and where necessary any additional equipment or persons on site.

Schools will also need to take care when opening to community groups, to ensure they have sufficient facilities to comply with any disability requirements.

Health and Safety Arrangements

The following health and safety arrangements will need to be considered by schools together with third party providers where applicable when organising extended services provision.

First Aid

The provider(s) of extended services must ensure that they have appropriate first aid arrangements in place including having access to their own appropriately stocked first aid container and personnel to provide assistance or take charge in an emergency.

Fire Safety

The school must have in place a fire risk assessment and relevant information from this must be shared with the provider(s) of extended services. This will include the availability of escape routes and fire exits, the means of raising the alarm and any firefighting measures or equipment provided. The provider(s) of extended services must be provided with information about any fire safety tests that may be carried out while they are occupying the building and advise them how to react.

It should not be necessary for the extended services provider(s) to arrange a fire evacuation drill unless they are using the building for long periods, such as a holiday club, in which case the school should discuss this need with the provider(s) and where necessary make arrangements.

Other Emergencies

The school emergency plan must take into account the requirements of extended services. Details must be shared with the extended services provider(s) to ensure they are aware of the arrangements in the event of other emergencies including security or bomb threats, flooding etc.

Control of Communicable Infections, including COVID-19

Where schools choose to open or hire out their premises for use by external providers, they should carefully consider the operational arrangements required to mitigate the risk of transmission of communicable infections, including COVID-19.

Schools will need to work closely with their extended services provider to help identify the risks and determine appropriate control measures including who is responsible for implementing them.

Please refer to the county council's [communicable infections guidance including COVID-19](#) which outlines the control measures necessary to help maintain a COVID-19 secure and infection free workplace. It is expected that all headteachers will adhere to the principles of this guidance and, where necessary, develop local arrangements in line with it. An action plan template is provided at the end of the communicable infections guidance document that can be used for this purpose.

Reporting of Incidents and Accidents

All accidents/incidents must be reported, recorded and investigated. The school must agree with the extended services provider(s) how reports will be submitted and who is responsible for investigating. This will be dependent upon the nature and severity of the accident/incident.

Security

The security of the school and everyone using it must be maintained at all times. Extended services providers must be briefed on the school's security and emergency arrangements as part of their initial induction, including locking up arrangements where this is the responsibility of the extended services provider(s). These arrangements must not compromise emergency exit routes. It is the responsibility of the extended services provider(s) to ensure that anyone taking part or involved in their activities is made aware of these arrangements.

Overnight Use

Where extended services include approval for an overnight stay eg Brownie/Club sleep over, in addition to the other health and safety arrangements, the school must review the Fire Risk Assessment with the provider(s) and discuss the need for any additional controls. It is recommended that the local Fire & Rescue Service and the Police are informed of the details of the overnight stay.

Insurance

It is the responsibility of the school and extended services provider(s) to ensure that relevant insurance policies are in place. These must cover the activities in addition to staff, children, young people, volunteers, contractors, visitors and other users of the premises.

The third party must comply with Lancashire County Council Policy on Public Liability Insurance. The [Schools' Portal](#) provides further information about insurance.

Further Guidance

A checklist of key areas of health and safety to be considered prior to approving extended services in schools is provided at **Appendix 1**.

APPENDIX 1

Health and Safety Checklist for Extended Services

Schools need to consider the impact of extended services on health and safety. The following is a checklist of key areas of health and safety to be considered prior to approving extended services in schools. This checklist is not exhaustive; other issues specific to the school may also need to be considered.

Key Area	Completed ✓ or N/A
Health & Safety Policy Has a review of the school's Health & Safety Policy been completed and the responsibilities clearly defined for all parties involved?	
Risk assessments for new activities Has a review of the school's risk assessments and the development of any further risk assessments required for new activities, been completed? (in conjunction with a third party)	
Adaptions for extended services Have any adaptations needed for the extended services been completed?	
Staff management Have the arrangements for the headteacher to manage/supervise people other than the school's regular staff/pupils, been written and responsibilities specified?	
Use of equipment and facilities Are arrangements in place to ensure that equipment to be used (provided either by the school or third party) is used properly, is compatible with the school's equipment and electrical services and complies with safety requirements eg annual portable appliance testing for electrical equipment?	
Have assurances been sought to ensure the use of school facilities and play equipment will be safety managed eg soft play areas must be supervised (with agreed supervision ratios) at all times whilst children are playing in them?	
Storage arrangements Have appropriate storage arrangements been determined and provided to ensure safe use for all, both in and out of hours?	

Key Area	Completed ✓ or N/A
<p>Opening times</p> <p>Have the effects of any changes required to school opening times been considered and consequences dealt with eg changes to the arrangements for cleaning or essential maintenance?</p>	
<p>Vehicles on site</p> <p>Have the effects of additional vehicle movement and possible new users of car parking facilities been considered and arrangements revised accordingly and shared?</p> <p>Staff and visitors should be encouraged to reverse into parking spaces and avoid reversing out wherever possible.</p>	
<p>Site rules and known hazards</p> <p>Have all parties been made aware of arrangements for managing the activity and the “site rules” that will apply (eg security, restricted access areas, supervision ratios)?</p>	
<p>Have those involved in providing extended school activities been made aware of any specific Health and Safety issues (eg known hazards on the premises such as asbestos)?</p>	
<p>Where the extended services provider may need to use step ladders and step stools belonging to the school, have clear arrangements been agreed including the need for persons to be adequately trained in the use of the equipment if working at height?</p> <p>Has work at height equipment been checked by the school on a regular basis to ensure it is safe to use and has this check been recorded?</p>	
<p>Emergency arrangements</p> <p>Have all parties been made aware of the security, emergency and out of normal hours’ contact(s) arrangements?</p>	
<p>Has an onsite person in charge been nominated who will take the lead in an emergency situation and has this been communicated to the extended services provider/school staff?</p>	
<p>First aid</p> <p>Has the extended services provider been made aware that they are responsible for their own first aid provision?</p>	

Key Area	Completed ✓ or N/A
Fire Has the Fire Risk Assessment been reviewed to ensure it takes account of the particular circumstances created by the extension of school activities including overnight stays and have the Police and Fire Service been notified as necessary?	
Have those involved in providing extended school activities been familiarised with the procedures relating to raising the alarm, fire evacuation, means of escape from the building and fire assembly points, including school staff assisting on site that may be unfamiliar with that particular area of the school.	
Are arrangements in place to ensure that where only parts of the school are open for day, evening or weekend use, a sufficient number of escape routes are available, unobstructed, and final exits are not locked?	
Are arrangements in place for routine fire safety checks, including checking of fire doors and escape routes and the weekly testing of the fire alarm, to be regularly carried out during periods of reduced occupancy for example during the holidays when the school is used by a holiday club?	
Security If the extended services activities take place during school hours, has the provision of secure areas or zones not accessible to the general public, been arranged?	
Legionella and water hygiene Are arrangements in place for weekly flushing of little used water outlets during periods of reduced occupancy, such as during school holidays? Please see the guidance FAQs on weekly flushing during periods of low occupancy .	
Accident reporting Have those involved in providing extended school activities been made aware of the need to report all accidents and incidents and the organiser agreed with the school as to how to file their reports?	
Insurance Are all relevant insurance policies in place?	