

Health and Safety in Extended Schools

School Advice Note

1. Schools will need to consider the impact extended services will have on health and safety.
2. Under the Health and Safety at Work etc Act 1974, and associated regulations, the employer is responsible for the health and safety of their employees. They are responsible for the health and safety of non-employees who are on the work premises or who are affected by the employer's undertakings. This includes those participating in community or family activities.
3. The employer of staff in schools will normally delegate the task of ensuring that the Health and Safety policy is followed on a day-to-day basis to the Headteacher.
4. Management responsibility of the premises will remain with the governing body of the school during or outside school hours. The only exceptions are where a transfer of control agreement or trust deed specifically delegates control of premises to an external organisation.
5. The employer is also required to have a Health and Safety policy in place. It is good practice for schools to develop their own more detailed Health and Safety policies. This should take account of their particular circumstances and be reviewed regularly.
6. When offering additional activities and services which may affect the health and safety of staff and others, new risk assessments should be carried out. The assessment should assess the likely risks to staff, pupils, visitors and users of the premises. Although the employer is primarily responsible for risk assessments, this function can be devolved to somebody else.
7. First aid arrangements may also need revision. Where schools permit others to use the premises, they should make them aware of their Health and Safety duties, of any specific Health and Safety issues (e.g. hazards on the premises) and of first aid arrangements.

Fire Safety

8. During the setting up of new activities schools need to ensure key fire safety procedures are followed.

9. When only parts of the school are open for evening or weekend use, schools and organisers should make sure that the necessary escape routes are open.
10. Fire exits should be clearly signposted.
11. At least one of the users in each activity group needs to be aware of the fire drill and means of escape from the building.
12. Some community groups bring their own equipment to the school. Schools need to check it will be properly used, is compatible with school equipment and electrical services and complies with safety requirements.
13. Where public performances take place, existing regulations and procedures should be followed. Escape routes will need emergency lighting, and fire doors should be operational. Attendants may also be required, in order to prevent over-crowding and keep gangways clear. They should be familiar with fire drill and escape routes.
14. When members of the public attend stage or film shows on school premises, a public entertainment, theatre or cinema licence may be required. These will provide conditions on number of people present, type and layout of seating, emergency lighting and marking of emergency exits. Schools can receive advice from their local authority on whether licensing conditions apply.

Disabled Access

15. The Equalities Act puts legal duties on schools, LAs and institutions providing post 16 education not to treat disabled pupils or students less favourably than their peers. They are also required to make reasonable adjustments to ensure that those who are disabled are not put at a substantial disadvantage. These duties and responsibilities will also need to be taken into account when planning educational activities outside of the school day.
16. DCSF (now DfE) had commissioned the Council for Children for Disabled Children and ContinYou to provide models of good practice for extended schools provision for disabled children from which others can learn.
17. Further advice can be found in the following link:
 - 17.1. [General information can be obtained from the Health and Safety Executive website.](#)