

# Health & Safety

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## Staff Information Booklet

It's Everybody's Business



An introduction to health and safety  
for Leicester City Council staff



Issued by: Corporate Health & Safety Team

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## **HEALTH AND SAFETY - WHAT'S AVAILABLE**

### **TRAINING:**

The Health & Safety Team provide free health and safety training. Our latest programme is available through Interface or the Schools Extranet, see details overleaf listing the types of training offered.

Take a look, discuss your health and safety training needs with your line manager and get your place booked!

There is also a range of health and safety e-learning courses available through interface or the schools extranet Learning Hub

### **ON-LINE HEALTH & SAFETY INFORMATION:**

You can access this through Interface or the Schools Extranet. It contains a range of information, including the Council's Health and Safety Policy and procedures, and many related health and safety documents linked to our partners and agencies.

## INFORMATION & ADVICE:

<https://leicestercitycouncil.sharepoint.com/sites/sec003/SitePages/Health,-safety-and-wellbeing.aspx> **or**  
<https://schools.leicester.gov.uk/services/health-and-safety/>

The first stop for health and safety advice will normally be your line manager, however, the Health & Safety Team operate a free telephone helpline service that provides advice on the full range of health and safety issues.

The Corporate Health & Safety Team can be contacted on:

 **Tel: 0116 454 4300**

 **e-mail: [corporatehealthandsafetyteam@leicester.gov.uk](mailto:corporatehealthandsafetyteam@leicester.gov.uk)**

# TRAINING PROGRAMME

The Health & Safety Team training offer includes (but is not limited to) the following courses. Availability is subject to demand.

- Building Responsible Officer
- COSHH Risk Assessment
- Emergency First Aid
- General Risk Assessment Workshop
- Manual Handling
- Stress Awareness
- Water Hygiene Awareness
- Work at Height

Places on health and safety training courses may be booked by contacting -



**0116 454 3210**



**healthandsafetytraining@leicester.gov.uk**

E-learning courses are also available for the following topics:

- Asbestos Awareness
- Communicable Diseases
- COSHH Awareness
- Display Screen Equipment (DSE) Assessor
- Fire Safety & Fire Appliances
- Introduction to Health & Safety (for new starters)
- Personal Safety & Lone Working
- SO2 Online Incident Reporting

# Introduction

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As a Leicester City Council employee, you need to be aware of our health and safety arrangements. This short guide has been prepared to make you aware of general health and safety arrangements and how you can play your part in keeping your workplace safe.

It is our policy to take all reasonable steps to ensure the health and safety of all persons working both on Council premises and delivering Council services. We will ensure that there are adequate health and safety facilities available, and that the relevant safety requirements and codes of practice are known and adhered to at all times.

All employees, however, have a responsibility for safety and if you find anything that you think is unsafe, or may become unsafe, report it to your Manager. They can then take action to make it safe.

If in doubt—ask!



# Corporate Policy

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## HEALTH AND SAFETY POLICY STATEMENT

Health and safety is integral to our business and is the responsibility of both the employer and of employees at all levels. As an organisation we strive to provide high quality services for the people of Leicester through a committed and motivated workforce. We also recognise that effective health and safety management is essential to make this happen.

Leicester City Council is committed to following the principles:

- Developing a culture that is not risk averse, but understands that risks must be effectively managed;
- Ensuring that employees, members of the public and service users are properly protected;
- Empowering staff to sensibly manage health and safety risks within their working environment;
- Ensuring that those who create risks manage them responsibly and understand that failure to manage risk responsibly is likely to lead to robust action;
- Educating individuals to understand that as well as the right to protection, they also have to exercise personal responsibility.

We are committed to improving health and wellbeing in Leicester. We aspire to achieve an environment where everyone can fulfil their potential free from work-related ill health or injury.

This includes our employees, service users, pupils, partners and any others who may be affected by our work activities.

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We are also committed to taking all reasonable steps to prevent injury and ill health by:

- Providing safe and healthy working conditions, equipment and procedures in line with corporate policy;
- Ensuring that there is an effective management structure in place to adequately control the health and safety risks arising from our activities;
- Ensuring that employees are competent to do their work by providing them with adequate information, instruction, training and supervision;
- Consulting with employee safety representatives on matters affecting our employees' health, safety and welfare.

The Senior Management Team collectively and individually accept their role in proactively leading and managing health and safety.

We want to take a pro-active approach, aiming for continuous improvement in the way we manage health and safety.

The operation of this policy will be the subject of monitoring and continuous improvement and this statement will be reviewed every three years.

Signature:



Sir Peter Soulsby (City Mayor)

Signature:



Alison Greenhill (Chief Operating Officer)

Date: 12 March 2021

## Health and Safety Policy Statement Summary

The council's management structure is constructed so that day-to-day safety management responsibilities are delegated to managers. This includes for example Headteachers, Principals, Senior Community Librarians and all other managers in charge of services and sites and all within Childrens Services who have been designated *Key Managers*.



The Council expects managers to ensure all working environments are safe and have systems in place to assess risk, report accidents/hazards and implement appropriate control measures.

The promotion of health and safety measures is however a mutual obligation and objective for management and employees at all levels.

Corporate Directors, through the line management structure will ensure, so far as is reasonably practicable, that the Corporate Health and Safety Policy is implemented.

Leicester City Council has a corporate safety manual that contains all health and safety requirements (including mandatory arrangements, forms, management standards and information on specific health and safety topics). This can be found in the Policy and Procedure pages on Interface or the schools extranet.

<https://leicestercitycouncil.sharepoint.com/sites/sec003/SitePages/Health-and-safety-and-wellbeing.aspx?web=1>

or <https://schools.leicester.gov.uk/services/health-and-safety/>



# Risk Assessment

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The law (Management of Health and Safety at Work Regulations 1999) requires every employer to assess risks in the workplace. This task has been delegated to managers as part of their day-to-day safety management duties.



A risk assessment is a careful examination of what, in your workplace, could cause harm to people. You can then decide whether you have taken enough precautions or need to do more to prevent harm occurring. It is the first step to making the workplace safe and healthy and the aim is to make sure that no-one gets hurt or becomes ill. Risks to workers should be assessed together with the risk to any other people who may be affected by their work process.

## How to assess the risks in your workplace

Follow the five steps in this leaflet:

- Step 1:** Look for the hazards
- Step 2:** Decide who might be harmed and how
- Step 3:** Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- Step 4:** Record your findings
- Step 5:** Review your assessment and revise it if necessary

## Risk Assessment—Terminology

The following terms are used in risk assessment but do not be put off by them. They are common to all risk assessment processes and mean the following:



- **Hazard** - Something with the potential to cause harm. This can include substances, machines, methods of work and work organisation
- **Risk** - This is the chance (likelihood) that someone will be harmed by the hazard
- **Harm** - Is physical injury or ill health to those exposed to the hazard
- **Consequence** - The result of a hazard being realised, i.e. if harm occurs the consequence may be an injury
- **Control Measures** - Are any measures in place to reduce the risks in the workplace - for example, procedures, mechanical devices and personal protective equipment

Training is also an effective control measure

- **Significant Findings** - These are identified hazards which pose serious risk to all people who might be affected by the activity

**The risk assessment should be practical and should involve all employees. Local knowledge is vital to enable the appropriate control measures/safe working practices to be put in place.**

**Useful information and a standard form can be found on our interface or schools Extranet pages**

# Asbestos

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Asbestos is a naturally occurring fibrous mineral. It can be hazardous to health if fibres are inhaled.

Asbestos is safe in normal circumstances where it is encapsulated, and the encapsulating material is not damaged or likely to be damaged.

Where asbestos is known to be present this is indicated by labelling:



The asbestos register for your property should be consulted prior to commissioning local works or disturbing any materials. No material shall be disturbed unless it is known to be asbestos free.

Any asbestos containing materials that become damaged must be isolated and reported. Debris must NOT be swept up or vacuumed. Such incidents must be reported immediately to:

 **Corporate Asbestos Coordinator on 0116 454 2219 or**

 **EBS Helpdesk on 0116 454 2100**

# Accident Reporting

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All employees can and should report accidents, incidents and near misses on the corporate So2 incident reporting system. All managers, Heads and Business Managers have been provided with their personal logon for the new database so that they can process accident and incidents reports. Employees without PC/internet access may use a paper based 'SO2 Incident Notification Form' to initiate the reporting process.

Serious incidents must be reported by telephone to the Corporate Health & Safety Team as required in our policy, however be aware that they will receive automatic notification of any incidents reported through the system. The database will be maintained by the Health & Safety Team who will also provide advice and assistance as required.

Report an accident/incident

- <https://lcc.info-exchange.com>

This page contains information, guidance and forms relating the reporting of accidents, incidents, dangerous occurrences and assaults etc.

## What is an incident?

This is any of the following:

- Accident
- Attack (including physical, verbal, threat, racial, sexual, or harassment) • Work related ill health
- Contraction of specified diseases
- Near miss
- Arson

## What needs to be reported?

- Any Member of the Public (including pupils) who has an accident on LCC property
- Any staff member who has an accident whilst at work
- Any staff member who is attacked whilst at work
- Any staff member who suffers work related ill health (i.e. work related stress, RSI, Vibration White Finger, etc.)
- Any staff member who contracts certain diseases specified in RIDDOR\*
- Any instance of fire damage to LCC property

\* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

# Slips, trips and falls

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Slips, trips and falls on the level are the most common cause of major injuries in workplaces and the second highest cause of over three day injuries. They occasionally cause fatalities, for example, from head injuries.

## Preventative Measures:

1. All floors should be regularly checked. Potential and known trouble spots, such as kitchens and wet floor areas, should receive closer attention.
2. All complaints regarding slipping and tripping hazards must be promptly investigated and any follow-up action given a high priority.
3. Ideally, electrical leads should not trail across walking routes if this can be avoided. If absolutely necessary, an approved form of cable capping or covering must be used.
4. Furniture, especially low tables and stools etc must be arranged so that a clear and safe walkway is provided.
5. Boxes of paper and other equipment must **not** be stored on the floor or in any place where an obstruction is likely to cause an accident, e.g. corridors, corners/junctions, near stairs or steps, in doorways or gangways, on escape routes etc.
6. Good housekeeping is essential: boxes, papers, files etc must not be placed on the floor.
7. The drawers of filing cabinets, desks, etc must be kept closed whenever they are not being used.
  
8. Slippery floors and defects to flooring, stairs, access equipment etc must be reported immediately.

9. Spilled liquids which cause slippery floors must be cleaned up and the affected area thoroughly dried immediately. Oil or grease will require detergent for effective removal. If an immediate, adequate clean-up is not possible, then the area must be cordoned off or covered with absorbent granules. Warning signs must be put out.
10. Managers are required to make arrangements to ensure the health and safety of employees, pupils/students and members of the public. They must ensure that any reported defects/damage to floor areas are addressed immediately. Where defects cannot be immediately rectified, appropriate preventative action must be taken to ensure that no one is injured.
11. All carpets, rugs, etc must be fixed. Staff should not bring their own carpets etc to work without permission from the manager,
12. When working at height, only approved access equipment must be used, never use furniture or other makeshifts. Reference should be made to the Council's guidance document on 'ladders and steps'.
13. All areas must be adequately lit at all times when the premises are occupied.
14. On wet days, steps should be taken to ensure that water brought into the building by foot traffic is not causing slipping hazards. Each building should have suitable water absorbing mats (barrier matting) at each entrance.
15. Account should be taken of people with impaired or no sight, or other disabilities. Where fitted, stair treads and handrails should be painted white.
16. Floors near machinery which could cause injury if anyone were to fall against it (for example a woodworking or grinding machine), should be slip-resistant and be strictly kept free from slippery substances or loose materials.

17. Where any work involving carrying or handling liquids or slippery substances (for example cooking oil etc in kitchens) the workplace and work surfaces should be arranged in such a way as to minimise the likelihood of spillages. In addition, the means to make safe any spillage must be readily available.



## General Housekeeping

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- Make sure that bins are emptied on a regular basis.
- Keep fire exits free from clutter.
- If cables are trailing, use protective covers to stop them becoming a trip hazard.
- Keep desk and filing cabinet drawers closed.
- Clear up spills of coffee etc as soon as they happen.
- Only open one filing cabinet drawer at a time.



- Do not leave bags and other personal belongings unattended; it only leads to temptation
- Good housekeeping is an important element in keeping the workplace safe and healthy



# Manual Handling

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Always make sure that you know what you are going to do with an object before you pick it up. Make sure that your path is clear



## PLAN PREPARE PERFORM

### Before you lift:

- Make sure that the object has no sharp edges or splinters
- Make sure that it is not plugged in
- Make sure that you are able to lift the object - if you are not sure get help
- If possible use a trolley, or other aid, to help you

### To lift an object safely:

- Get a stable stance and keep your forearms (and the weight!) as close to your body as possible
- Keep your back as straight as possible
- Slowly lift by straightening your knees - let your legs do the lifting
- Tuck your chin in (this helps to keep your body in a good position)
- When putting a load down, reverse this procedure

When storing objects, store the lighter packages on the top and bottom of shelving. Keep the heavier items in the middle. When moving heavy items split them into smaller loads wherever possible. If necessary, ask colleagues for assistance.

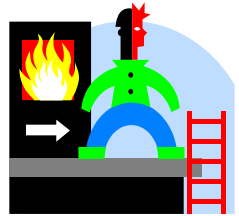
**If you have to reach to get an object from a shelf - use a kick stool**

## Fire Safety

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### Do you know:

- Where the nearest fire evacuation point is?
- How to raise the alarm?
- Where to assemble?
- Where the fire extinguishers are, and how to use them correctly?



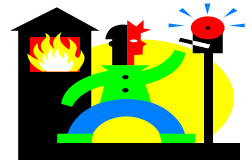
- Where the designated refuge area is (for people who use wheelchairs or need help)?

### If you have not been given this information, please ask your manager now.

- Do not go back and collect any personal belongings.
- Close doors behind you.
- Leave by the nearest fire exit, following this type of sign



- Do not run or panic.



### If you hear the alarm:

- Do not use the lifts.
- Go to your designated assembly point.
- If you are a wheelchair user or need help, wait in the designated area.
- Do not go back into the building until you are told that it is safe to do so.

# Fire Extinguishers

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It can be very dangerous to use the wrong type of extinguisher. The most common types of extinguisher found in Council buildings are detailed below.

Anyone using an extinguisher to fight a fire must do so knowing that they are in a position to leave the area immediately and move safely to the designated assembly point.



## Which extinguisher should I use?

### **Foam:**

Puts fire out by smothering  
And cooling

or use on general fires and burning  
liquids, chip pan fires, petrol fires

### **Dry Powder:**

Puts out by smothering

For use on burning liquids, electrical fires,  
pan fires

### **Water:**

Puts out by cooling

For use on general fires such as wood,  
paper, cloth or wool

## Fire Extinguishers—continued

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**Carbon Dioxide:** Puts out by smothering      For use on burning liquids and electrical fires

**Fire Blanket:** Puts out by smothering      For use on pan fires or when a person's clothes are on fire

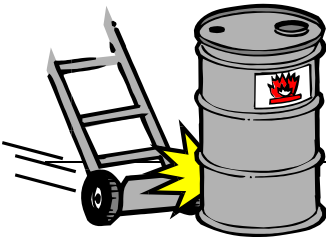
**REMEMBER: NEVER ATTEMPT TO PUT OUT A FIRE IF YOU HAVE NOT BEEN TRAINED OR YOU DO NOT FEEL COMPETENT TO DO SO**

### Fire escape routes:

Fire escape routes must be kept clear at all times. Internal fire doors stop fire spreading; these must be kept closed. Fire escape routes must never be locked when people are in the building.



# COSHH—Control of Substances Hazardous to Health

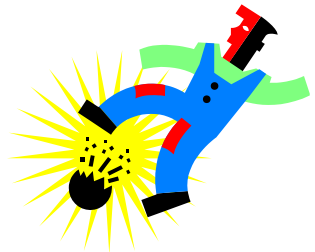


Substances not assessed or authorised must not be brought into or used in any area.

The Control of Substances Hazardous to Health Regulations are in place to protect people from substances that can be hazardous to health.

A COSHH risk assessment must have been carried out in order to justify the purchasing and use of any substance hazardous to health. This risk assessment will include recording findings with regard to application of the following hierarchy:

- Elimination of hazard
- Substitution of alternative less hazardous materials/substances
- Risk reduction by using engineering controls
- Provision of sufficient information, instruction and training
- Use of personal protective equipment—as a last resort



The COSHH risk assessment will have identified the control measures that must be in place and followed. All employees have a duty to ensure their own safety as well as the safety of others and must apply and follow the control measures required - and, must have had the necessary training and instruction to do this. Usually a material safety data sheet will be readily to hand.

# Electricity

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**On average 1000 accidents and 25 fatalities at work are reported to the Health and Safety Executive each year**

**- all caused by electricity!**

## **Sockets and plugs:**

- Only use one plug to one socket
- Do not overload sockets
- Do not use adapters
- If you need extra sockets use a fused multi-plug adapter
- Never plug one extension lead into another

## **Cables and Flex:**

If a cable is damaged in any way do not use it. Frayed or damaged cable increases the risk of electric shock, and is also a fire hazard

## **Good Practice:**

- Always turn off the power before inserting into or removing a plug from a socket
  - Never handle electrical equipment with wet hands
  - If you suspect that something is faulty - report it, do not try to fix it yourself
  - Electrical work must be carried out by authorised competent persons
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## First Aid and Emergencies

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### Do you know:

- What to do in an emergency?
- Who your first aider is?
- Where the first aid box is?
- Who you should report an accident or near miss to?

### Reporting accidents and near misses:

If accidents are reported they can be investigated. Action can then be taken to prevent a similar accident happening again in the future.

**Remember it's your responsibility to tell us. You could help us prevent a serious injury to someone else**

# Work Equipment

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The Provision and Use of Work Equipment Regulations 1998 (PUWER) cover the suitability of work equipment in the workplace. The Regulations are there to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin. Three aspects cover the choice of equipment:



## 1. The initial integrity:

This means that when an employer provides equipment, they should make sure that it has been produced for the work to be undertaken. The equipment should be used in accordance with the manufacturer's instructions and specifications. If employers adapt equipment, then they must ensure that it is still suitable for the intended purpose.

## 2. The place in which it will be used:

Employers must assess the location in which the work equipment is to be used to take into account any particular risks presented by the working environment.

## 3. The purpose for which it will be used:

Employers must ensure that the equipment is suitable for the job in hand.

**'Work equipment'** means any machinery, appliances, apparatus or tools and any assembly components which, in order to achieve a common end, are arranged and controlled so that they function as a whole.

**'Use'** means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.



# Personal Safety and Security

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## Remember:

- Do not leave personal belongings on view — it only leads to temptation
- If you find or see anything suspicious report it immediately
- If you are working out of hours in remote sites tell someone where you are. If you are in a centrally located building (CLAB) you should notify Security, and do not forget to tell them when you leave. The phone number for Security is 373 7770
- If you are working on your own make sure others know where you are and that you can summon assistance if need be
- Remember to wear your ID badge at all times when at work
- If you are going off-site or out of the office, leave details of where you are going and what time you expect to be back
- If your plans change, let someone know
- Carry a mobile phone or ability to use a public phone
- Do not carry large sums of money or valuables
- Risk assessments must be in place in respect of lone workers. These are employees who work by themselves without close or direct supervision and no other workers or people are present
- Managers must assess risks to lone workers and take steps to avoid or control risks as necessary



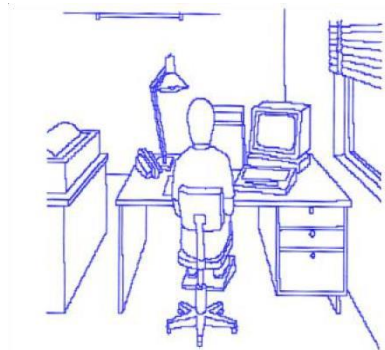
# Display Screens

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## What can I do to help myself?

Lots! You should make full use of the adjustment facilities for your monitor and work environment to get the best from them and avoid potential health problems.

Adjust your chair and monitor position for your work. As a broad guide, your arms should be approximately horizontal and your eyes must be at or above the height of the top of the screen.

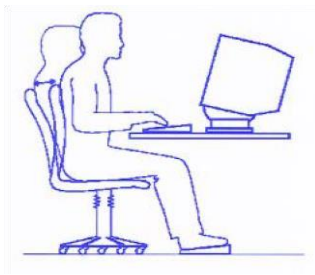


- Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, may be helpful.
- Do not sit in the same position for long periods. Make sure you change your posture as often as practicable but avoid repeated stretching movements.
- Adjust your keyboard and screen to get a good keying and viewing position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists whilst not keying.
- Do not bend your hands up at the wrist when keying. Try to keep a soft touch on the keys and do not overstretch your fingers.

## Display Screens - continued

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- Try different layouts of keyboard, screen and document holder to find the best arrangement for you.
- Make sure you have enough workspace to take whatever documents you need. A document holder may help you to avoid awkward neck movements.
- Arrange your desk and screen so that bright lights are not reflected in the screen. You should not be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure the characters on your screen are sharply focused and can be read easily. They should not flicker or move.
- Make sure there are no layers of dirt, grime or finger marks on the screen. Use a screen cleaner regularly.
- Use the brightness control on the screen to suit the lighting conditions in the room.



**Plan your work so there are changes of activity**

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# Alcohol, Drugs and Smoking

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## Alcohol and Drugs

People at work who are under the influence of alcohol or drugs are a hazard to themselves and the people they work with. If an accident is caused when a person is under the influence of alcohol or drugs, they will probably be held responsible.



## NEVER DRINK AND DRIVE



**Smoking:** When at work find out where you are allowed to smoke. All Leicester City Council buildings are totally non-smoking

# Ladder Safety

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**Did you know:** It is likely that this week someone in Britain will die from an accident with a ladder, and more than a hundred people will be injured?

Working at height is a high risk activity and must be subject to the risk assessment process.

Working at height is work in any place (including a place at or above ground level) where a person could be injured if they fell from that place. Access and egress to a place of work (e.g. climbing a ladder to get to a higher point) can also be work at height.

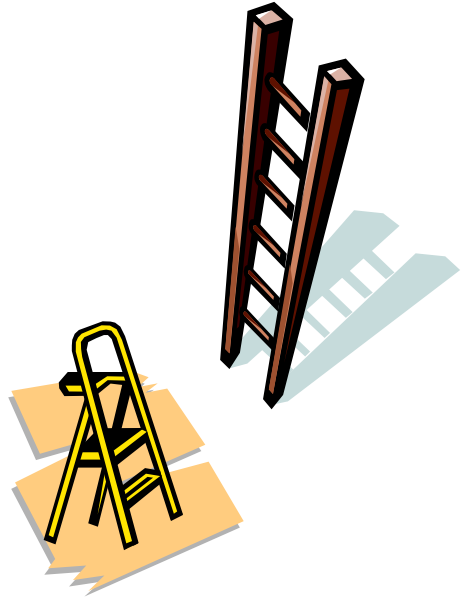
A risk assessment should be carried out where any work at height involves a risk of personal injury. This will enable the work to be planned, organised and managed and the most suitable equipment for the task to be selected. It means that the days of using the same set of stepladders/ladders with which to carry out every high level task are over!

**Remember - you should only use a ladder if you have been trained Ladder Safety — continued**



## Run this quick check on any ladder you are thinking of using

- General condition sound? (clean & dry, free from wet paint, mud, oil etc).
- No cracks?
- No rungs missing or loose?
- Not painted?
- No stiles damaged or bent?
- No warping or splitting? (wood)
- No corrosion? (metal)
- No sharp edges or dents? (metal)
- No rungs bent? (metal)
- Footpads okay?
- Caps/rubber fittings okay?



**DO** place the base of the ladder on a firm, level, dry surface. If there is a time when this is not possible - working on grass, for instance - tie the feet of the ladder to stakes in the ground to stop it slipping, and place a large flat wooden board underneath to help prevent it sinking.

**DO NOT** put a ladder on top of boxes, bricks, barrels or any other unstable surface just to gain extra height.

### Ladder Safety — continued

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**DO** position the ladder so that the base will not slip outwards. Leaning ladders are designed so that their safest angle of use comes when every 1 measure out from the wall is matched by 4 measures up it (rungs are usually about a third of a metre apart, so it is easy enough to get the distances roughly right).

Most new extension ladders now have a mark on the stiles to show the safest angle of leaning.

### **Remember the rule: "ONE OUT FOR FOUR UP"**

**To summarise:**

- **Ladders should be in a good condition and examined regularly — examinations should be recorded**
- **Ladders should be secured so that they cannot slip**
- **Avoid overreaching: if you are working from a ladder, make sure that it is long enough and positioned so that you can work safely and securely**
- **Your body must remain positioned between the stiles (sides)**
- **Step ladders must be 'fully spread' on firm level ground. No work should be undertaken with the knee above the top step without a hand hold**
- **Step ladders must also be examined regularly to ensure safe working order**

**Kick stools: Always use a kick stool if you have to reach to get an item down from a high shelf or cupboard**

**Never let visiting contractors use your steps/ladders—they must provide their own access equipment and use it according to their own safe working practices**

## Safety Signs & Labels

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Detailed below are some of the most common types of safety signs and labels. They are used to warn and instruct employees, and others, of risks to their health and safety



**Warning Signs** - these are black framed with a yellow background: the one above indicates a general danger



This warns of industrial vehicles, e.g. forklift trucks, working in the area

Chemical and other hazardous substances, which are covered by the Control of Substances Hazardous to Health (COSHH) Regulations, carry the following warning labels.

You must only use such products if you have been trained, shown the COSHH Risk Assessment or User Information Sheet and warned of any



dangers or precautions you must take before use.



Very Toxic  
Toxic



Harmful  
Irritant



Corrosive



Respiratory  
Sensitiser  
Carcinogenic

### Signs & Labels — continued:



This is a prohibition sign which means you must not do something e.g. no smoking

**Safe Condition sign:** These are green, rectangular or square signs and indicate a safe condition. These signs can be used to indicate the location of your first aid box, eye wash area or fire exit routes.



**Mandatory Signs:** These are blue and circular in shape, they describe what you must do: Here are two examples, the one on the left tells you that you must wear a hard hat, and the one on the right that you must wear hearing protection



Safety helmet  
must be worn



Ear protection  
must be worn

## Preparing for Educational Trips and Visits

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Off-site activities may include field trips, residential visits and all types of adventurous activities. These activities place a great deal of responsibility on all staff and volunteers who may become involved and, therefore, we wish to ensure that relevant staff are aware of the need to plan carefully, carry out risk assessments and ensure that safety standards are maintained.

Leicester City Council's Offsite Trips and Visits Policy contains information and procedures that must be made available to all staff planning to take trips and visits out of educational and other establishments. The policy provides clear guidance in respect of trips and visits and will enable Key Managers and, where relevant, school Governors to be confident that risk assessments have been carried out, and that safety standards are maintained.

The LA has trained appointed staff in Leicester City educational establishments to enable them to perform the role of Educational Visits Coordinator (EVC) effectively. This training helps establishments ensure that a coordinated approach to all educational visits is adopted. The training courses follow the recommended content and key messages for EVC training being promoted by the DofE and Outdoor Educational Advisers Panel.

Key Managers are reminded that overseas visits, residential trips and those involving a school-led adventurous activity must be approved by the Local Authority using the EVOLVE trips management system. It is strongly recommended that all trips and visits are planned and approved using EVOLVE.



## Notes

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Produced by:  
The Corporate Health & Safety Team  
Leicester City Council

For further information or advice please contact us on:

**☎ 0116 454 4300** or

**💻 [corporatehealthandsafetyteam@leicester.gov.uk](mailto:corporatehealthandsafetyteam@leicester.gov.uk)**

Alternatively, log on to Interface or the schools extranet:

<https://leicestercitycouncil.sharepoint.com/sites/sec003/SitePages/Health,-safety-and-wellbeing.aspx?web=1>

**or**

<https://schools.leicester.gov.uk/services/health-and-safety/>