**Sample HEALTH & SAFETY POLICY**

**2022 Amendments**

**General review, updating COVID advice but no other fundamental changes made**

**Academy draft May 2021**

**Please note some items in the policy will be site specific and any type in red will need to be checked to ensure that it applies to your school, modified or deleted if not applicable.**

**2021 Amendments:**

**Page 1 Due to the COVID-19 Pandemic, Educational Establishments will need to be more vigilant and ensure the policies and risk assessments reflect current guidance on safe practices. Continue monitoring and reviewing risk assessments and other health and safety information following the latest Government and Public Health advice. Ensure the documentation reflects the ongoing changes.**

**Section 3.4 Asbestos has been updated.**

**Section 3.14 Legionella management has been added.**

**Section 3.23 Risk Assessments includes a sentence on the COVID-19 risk assessment.**

**Section 3.29 Wellbeing (Stress management) has been added.**

**REMOVE THIS PAGE TO ENSURE THE NUMBERS OF THE SECTIONS ARE CORRECT.**

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***Premise name***

**HEALTH & SAFETY**

**POLICY**

***Date***

**Note: Due to the COVID-19 Pandemic, Educational Establishments will need to be more vigilant and ensure the policies and risk assessments reflect current guidance on safe practices. Continue monitoring and reviewing risk assessments and other health and safety information following the latest Government and Public Health advice. Ensure the documentation reflects the ongoing changes.**

**Note: This Health and Safety policy is based on best practise guidance. Reference is made to detailed advice available on Shropshire Learning Gateway.**

**This is an example of a typical policy. Each school needs to identify what is appropriate for their school and edit this document accordingly. Secondary Schools will require more detail than Primary Schools.**

**Trustees/Head-teachers need to identify those staff with Health and Safety responsibilities and ensure that the level and extent of their duties are detailed within this policy.**

**All staff should be able to access this policy and other relevant health and safety information they require and notify the Head-teacher if they cannot.**

**In order to carry out the policy effectively, the Trustees/Board of Directors/Head-teacher/Local Governing Body\* will seek cooperation, through consultation and involvement of all employees; bring the policy to the attention of visitors; keep abreast of legislation and monitor performance on a regular basis.**

**N.B. additional health and safety policy arrangements will be required for Science, Physical Education, Design and Technology and Art**

**Additional considerations or further information is shown in RED and will need to be checked to ensure that it applies to your school or deleted.**

**\*delete where not applicable.**

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1. **Health and Safety Policy Statement**

(This demonstrates the school’s commitment to ensuring a Safe and Healthy place to work)

The Board of Directors (Trustee’s) acknowledges its responsibilities as an Academy Trust has laid down by the Department for Education (DfE).

**Statement of Intent**

The Trustees and Head-teacher provide the following statement of intent to cover all academy buildings, activities and undertakings for which it is responsible and recognise their responsibility to provide a safe and healthy environment for teaching and non teaching staff, pupils, visitors, contractors at the premises and those affected by the school’s activities elsewhere. Within the ethos of self-regulation the Trustees and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Trustees and Head-teacher, will:-

* seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
* maintain all places of work, including the means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
* provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
* ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary.
* bring to the attention of all regular and temporary employees, pupils, volunteers, visitors, contractors, at the school premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary;
* identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition to assist in the proper implementation of this policy the Trustees and Head-teacher will;

* keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
* bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school’s activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

This statement of policy was approved by the Board of Directors (Trustees) at their meeting on (*insert date here*)

|  |  |  |
| --- | --- | --- |
| Signed: |  | Director |
| Date: |  |  |
|  |
| Signed: |  | Head-teacher |
| Date: |  |  |
|  |

**2.0 Organisation**

|  |  |
| --- | --- |
| **TITLE** | **NAME** |
| Trustees |  |
| Local Governing Body |  |
| Headteacher |  |
| Senior Management Team |  |
| Teaching Assistants |  |
| Lunch time supervisor |  |
| School Health and Safety Coordinator1 |  |
| Cleaner |  |
| Lunch time server |  |
| Administrator |  |
| Governors Health and Safety Committee |  |

**Shropshire Council Health, Safety and Welfare Advice and Training Services**

|  |  |
| --- | --- |
| Health and Safety Manager - Carol Fox  | 01743 252819 |
| Senior Health & Safety Officer – Tim Tearle  | 01743 252819 |
| Lead Health and Safety Officer for Schools – Sharon Burt  | 01743 252819 |
| Health and Safety Officer – Clive Yates | 01743 252819 |
| Support Health and Safety Officer – Tim Sanderson  | 01743 252819 |
| Crime Prevention Officer - Ian Bartlett | 01743 252819 |
| Health and Safety Training Contact David Parsonage | 01743 252819 |
| Email address for Health and Safety Team  | health.safety@shropshire.gov.uk |

**Fire Control/Emergency Evacuation**

|  |
| --- |
| Fire Safety Advice Shropshire Council Health and Safety Team 01743 252819 |
| Nominated School Premise Fire/Emergency Co-ordinator: |  |
| Deputy Fire/Emergency: |  |

**Reporting and Recording of Accidents, RIDDOR etc.**

|  |
| --- |
| Persons nominated for overseeing the reporting of accidents, diseases dangerous occurrences |
| and incidents of violence:  |  |

**Health and Safety (First-Aid) Regulations**

|  |  |
| --- | --- |
| First Aid Co-ordinator |  |
| First Aid at Work (3 day course): |  |
| Emergency First Aiders: |  |
| Paediatric First Aiders:  |  |
| Forest School First Aiders:  |  |

**Educational Visits and Risk Assessments**

|  |  |
| --- | --- |
| Co-ordinator (EVC): |  |

**Asbestos and Legionnaires Coordinator:**

|  |  |
| --- | --- |
| Nominated Co-ordinator: |  |

**Portable Electrical Appliance Testing:**

|  |  |
| --- | --- |
|  Nominated Co-ordinator: |  |

**Control of Substances Hazardous to Health Assessment Co-ordinator:**

|  |  |
| --- | --- |
| Nominated Co-ordinator: |  |

 **Radiation Protection Supervisor (Schools)**

|  |  |
| --- | --- |
|  |  |

**2.1 Responsibilities of Nominated Personnel**

**2.1.1 Trustees/Local Governing Body**

* will be responsible in conjunction with the Head-teacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy consisting of a Statement of Intent, Organisation and Arrangements sections
* will ensure the health and safety policy is translated into effective action at all levels within the school
* will make adequate financial provision for enabling the policy to be put into effect
* will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are using safe working practices
* will ensure that Health and Safety is put on the agenda of trustees/governor’s meetings
* in liaison with the Head-teacher, will ensure that professional health and safety advice is available2
* in liaison with the Head-teacher, will ensure that there is a nominated Health and Safety Coordinator/Officer appointed for the school premises
* will ensure the effectiveness of the policy and the safety performance of the school is monitored on a regular basis
* will ensure the health and safety policy is amended whenever necessary
* will promote a positive culture and an interest in health and safety matters throughout the school
* will nominate a Trustee/Governor to sit on the Safer School Initiative Committee
* will ensure that the Fire Risk Assessment is reviewed annually in conjunction with the Headteacher
* will ensure the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report in conjunction with the Head-teacher

**2.1.2 The Head-teacher**

* will be responsible for the implementation of the health and safety policy and will liaise with the Trustees/Governors to ensure full compliance with all its requirements
* will appoint persons as listed in the organisation section of the policy so as to deal with the day to day issues on Health, Safety and Welfare
* will periodically review the policy and draft amendments to it whenever necessary
* will in conjunction with Trustees/LGB ensure adequate financial provision for enabling the policy to be put into effect
* will monitor the safety performance of the school and take such steps as may be necessary to improve performance
* will ensure that all employees are supplied/have access to a copy of the policy statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are allocated to their position
* will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
* will be responsible for formulating and implementation of the health and safety training policy arrangements for staff, in order for them to undertake their work safely
* will ensure that a suitable and sufficient assessment of risks to the health and safety of all persons on the school premises are carried out. That the assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
* will promote a positive culture and an interest in health and safety matters throughout the school
* will ensure that appropriate staff liaise with subject advisers and health and safety officer/co-ordinator on health and safety matters
* will provide ongoing recommendations and present an annual report on Health and Safety to the Trustees/Local Governing Body
* will be responsible for dealing with visits from the Health and Safety Executive Inspectorate3.
* will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed annually unless significant changes occur before this time4.
* will be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from Property Services and an Asbestos Management Plan is completed and reviewed annually.

#### 2.1.3 The School Health and Safety Co-ordinator/School Business Manager (SBM)5

#### will ensure that they are conversant with current legislation affecting health, safety and welfare of staff, pupils and others.

* will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises
* will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
* will initiate and maintain positive measures to raise the level of health and safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Firefighting equipment, First Aid Kits, Electrical equipment, Lifting equipment, etc.).
* will ensure that effective time-bound systems for the reporting and recording of all accidents, dangerous occurrences and potentially dangerous practices and situations are put in place17.
* will ensure that all electrical leads and plugs are regularly checked6. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of damage and plugs to ensure they are tightly fitting. Any defects must be notified to the Head-teacher (or delegated person) – as soon as possible and a note made in the Defects Book for subsequent repair by a competent person.
* will liaise with outside Health and Safety Advisers, Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc.
* the School Health and Safety Co-ordinator/SBM, may seek expert advice from their external health and safety advisors as and when required.

#### 2.1.4 Heads of Department

* + will ensure that staff under their immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
	+ will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely
	+ will initiate and maintain positive measures to raise the level of health and safety performance within the department
	+ will keep up to date with current legislation affecting the health, safety and welfare of staff, pupils and others. Such as specific guidelines contained in specialist publications from bodies such as the CLEAPSS, DATA, the Association of Science Education and the Association for Physical Education [afPE
	+ will advise the Headteacher of all health and safety matters requiring attention in the department
	+ will liaise on, health and safety matters, with the school’s appointed advisers.
* will promote a positive culture and an interest in health and safety matters throughout the school.

#### 2.1.5 Teaching Staff

* will, take reasonable care of their own health and safety and that of the pupils and others who may be affected by their actions
* will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
* will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in relevant technical papers, specialist publications from bodies such as CLEAPPS, DATA, the Association of Science Education and Association for Physical Education [afPE]
* will report all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the School Health and Safety Co-ordinator/SBM.

#### 2.1.6 Support Staff

* will, take reasonable care of their own health and safety and that of the pupils and others who may be affected by their actions
* will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
* will report all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the School Health and Safety Co-ordinator/SBM.

#### 2.1.7 Site Manager7

* will promote a positive culture and an interest in health and safety matters throughout the school.
* will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged.
* will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters.
* will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others.
* will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues.
* The Site Manager\Cleaner in Charge\Premises Services8**\*** will be responsible for checking items of electrical equipment, this may include equipment provided by cleaning contractors for cleaning purposes.\*Delete where not applicable and transfer this requirement to person responsible.
* will liaise with Premises Services9/outside bodies on matters of health and safety relating to electricity, gas, water supplies10, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
* will be able to manage asbestos in the building and be familiar with the Asbestos Register and management plan11.
* will ensure in conjunction with the Trustees and Head-teacher that the school transport system includes sufficient funding for safety repairs to be carried out where necessary and be maintained in a safe condition.
* will report all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the School Health and Safety Co-ordinator/SBM.

 **2.1.8 Trustees/Local Governing Body - Health and Safety Committee**

 **Terms of reference**

* Will, in conjunction with the Head-teacher monitor and generally keep under review, the state of repair of the school buildings. To assist with this establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Head-teacher or the Trustees/Local Governing Body any items of concern.
* Will, in conjunction with the Head-teacher monitor and generally keep under review accidents, incidents and dangerous occurrences and ill-health and notifiable diseases.
* With the Head-teacher, liaise, as appropriate, with the School’s Site Manager/Building Surveyor12 over the establishment of the list of necessary repairs and maintenance items to be undertaken.
* To, in conjunction with the Head-teacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism, etc.
* To consider and recommend to the Trustees/Local Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from the local authority or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
* To be responsible for the co-ordination and successful completion of any self help projects approved by the Trustees/Local Governing Body.
* To draft for full Trustees/Local Governing Body approval a written Health and Safety Policy for the School.
* To monitor and keep under review the Health and Safety Policy making recommendations for amendments or modifications as appropriate.
* To, in conjunction with the Head-teacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Trustees/Local Governing Body as is appropriate.
* To recommend to the full Trustees/Local Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
* To make arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse.
* To ensure that all security measures and procedures, including signage and lighting are in place.

 **Membership**

* + The school has a health and safety committee formed with Trustees/Governors and the Head-teacher - ex officio member of the committee. Members other than the ex officio member shall be reviewed annually at the Spring/Summer/Autumn13 term meeting of the Trustees/Local Governing Body.
	+ The committee shall appoint its own chair at its first meeting in each academic year.
	+ The Headteacher, any teacher Governor, or anyone else employed at the school appointed to the committee shall not be chair.
	+ In the event of a vacancy arising on the Committee, a successor shall be appointed by the Trustees/Local Governing Body at its next meeting following receipt of the resignation.
	+ The Trustees/Local Governing Body will appoint the Clerk who shall not be the Headteacher.

 **Quorum**

 The quorum for any meeting shall be (XX)14ofmembers.

 **Meetings**

 The Committee will meet (XX) times a year to fulfil its responsibilities and to meet any prescribed deadlines. Meetings of the committee shall be called by the clerk to the committee and seven days notice will be given with an explanation of the purpose of the meeting15.

* + 1. **Health and Safety Committee**

The school recognises that it must establish a Health and Safety Committee when requested, in writing to do so, by at least two safety representatives16.

 **Terms of Reference**

* The study of accidents and notifiable disease statistics and trends, so that reports can be made to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective actions.
* Examination of health and safety audit reports on a similar basis.
* Consideration of reports and factual information provided by inspectors of the Enforcing
Authority appointed under the Health and Safety Act.
* Consideration of reports which health and safety representatives may wish to submit.
* Assistance in the development of health and safety rules and safe systems of work.
* Monitoring the adequacy of safety and health communication and publicity in the workplace.
* The provision of a link with the appropriate Enforcing Authority.

 **Membership**

 The committee shall comprise of (XX) members appointed from the Trustees/Local Governing Body and (XX)staff representatives.

 **Quorum** A quorum shall consist of at least (XX) representatives of the Trustees/Governors and (XX) staff representatives.

**Section 2 Notes:**

N.B. Each school should have a member of staff responsible for health and safety who is competent to undertake the role.

Such as via Service Level Agreement with Shropshire Council and a nominated Health and Safety Officer unless the School has their own.

N.B. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.

Completion maybe delegated to a named responsible person.

Training will be required for this post unless they are already competent to undertake this position by having a recognised health and safety qualification and maintaining their CPD.

This may be delegated to the site caretaking staff if suitable trained.

Some of these roles may be the responsibility of the School Business Manager\Health and Safety Co-ordinator – delete duplications where necessary.

Subject to SLA with Premises Services or an alternative service provider.

Subject to SLA with Premises Services or an alternative service provider, state who.

Must understand the chlorination/testing of the water systems, be familiar with the legionnaires log.

The Site Manager must have attended a recent asbestos awareness training session.

Building Surveyor - subject to SLA with Premises Services or an alternative service provider.

State when review will take place.

If you set your quorum too high, any absences may make it difficult to have a valid meeting. If it’s too low, a small minority of people may be able to impose its views unreasonably.

Terms of reference will need to be added.

Not Local Authority appointed Safety Liaison Officers.

Including RIDDOR reportable accidents and incidents.

**3. Health and Safety Arrangements**

**3.1 Access and egress to the school site**

The school is organised in such a way as to ensure that pedestrian and traffic can circulate in a safe manner. Signs and demarcation lines have been put in place for designated parking e.g. staff, disabled people and visitors. Barriers are in place to ensure children cannot come into contact with the vehicles when walking along the foot paths.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure they only park in the appropriate bays and do not obstruct the entrances. Parents/carers/guardians are responsible for their children until they are handed over at the school gates/doors**.**

3.2 Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that Employers report:

* all fatal and specified major injuries,
* any injuries that result in an employee not being able to work for more than 7 days,
* or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience.

The school will record all accidents/incidents/near-misses on an appropriate form which meets or exceeds the requirements of form BL510. (N.B. The school is free to choose whether paper or electronic records are held providing they comply with the requirements of the data protection act, you may continue to use the CAR’s form20 if you wish). Under the requirements of the RIDDOR regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The nominated responsible person at the school will immediately notify Shropshire Council’s (SC) Health and Safety Team18 by the quickest practicable means - during office hours telephone 01743 252819. The Health and Safety Team will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using an appropriate accident form19.

**Reporting an incident out of hours**. It may be necessary to contact the Health and Safety Executive Incident Contact Centre directly, either by going online to the HSE website or if this is not available telephone 0845 30009923. Instructions are available on the back of the white sheet of the Shropshire Council CARS form20.

If there is any uncertainty to what needs reporting staff can contact Shropshire Council’s Health and Safety Team for advice and support 01743 252819(21). All staff need to be aware that in the event of a serious accident/injury there will be a need to investigate the circumstances (21). Therefore it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone’s mind.

The report form must be signed/completed by the Headteacher (or nominated responsible person in their absence).

The following information applies to Shropshire Council’s CAR’s forms20: -

* The Pink copy is retained for the school files in the Administrator’s office
* The (Yellow copy can be destroyed) and
* The White copy must be sent to the Health and Safety Team, Shirehall, Shrewsbury SY2 6ND.

In addition to the completion of the appropriate form, ensure that notes of all telephone calls are made, including:

* the time of the call
* the name of the caller
* what details were given of the event being notified

**Reviewing accidents**

An analysis of the accident reports and near-misses will be undertaken at regular intervals 22 and considered by both school management and the Trustees/Local Governing Body Health and Safety Committee with responsibilities for consideration of further action.

**STAFF must be aware of the following:**

* Parents are to be advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries. Parent slips are kept by the accident book in the administrator’s office.
* Children’s allergies are permanently on view to staff and supply teachers on the register sheet23.

**Also see section 3.11 for recording minor injuries and first aid treatment.**

#### 3.3 Arson, Bomb threats24 (can be included with the fire arrangements see section 3.10) or the “Safer School” initiative See Section 3.25 School Security.

#### 3.4 Asbestos

#### Staff will be made aware of the areas in the School where there is known asbestos and how it is being managed. They will be informed that they must not disturb areas where there is known asbestos and understand what to do in the event of an emergency. If there are any doubts or concerns they must contact the Headteacher and/or Site Manager/Caretaker25.

The Asbestos Register includes the asbestos management plan located in the front of the file which is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building. All contractors **must** sign the asbestos register before being allowed onto site26.

#### 3.5 Bad weather contingency plans

#### Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures that have been implemented for gritting the site during icy and snowy conditions. A risk assessment has been completed and the procedures are in the staff handbook which is kept in reception. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off. (See Critical Incident Plan27).

#### 3.6 Confidential Counselling Service

The school acknowledges that NOSS28 provides a confidential counselling service for all staff. The Trustees/Local Governing Body commends the use of this service to staff. Staff can find out more details through **(**add specific contact details here**).**

#### 3.7 Contractors

All contractors working on the school premises are to report to the school office prior to starting work. They **must** read and sign the red ASBESTOS book and will be expected to operate within the set guidelines.

All contractors that come onto site to carry out work **must** be given a site induction and notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident29.

For extensive building construction work or high risk jobs the contractor must comply with the recommendations and procedures laid down by the Client (the academy) or their representatives and current health and safety legislation. Close liaison between the Client, their Principle Designer and Principal Contractor must be maintained. This will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made30.

**School safety arrangements regarding contractors**

The school will assess the health and safety credentials of a contractor and these contractors will be listed on the schools approved list of contractors. For example are they are CHAS/Safe Contractor registered. This list must be checked before awarding the work:

The following are factors will be considered as part of the safety vetting procedure:

* details of current relevant issues, supported by documentation where necessary;
* sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, safe systems of working, COSHH assessments31 and permits to work etc., as applicable;
* confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements that are laid down in the contract;
* clarification of the responsibility for provisions of first aid and fire fighting equipment;
* provision of appropriate welfare facilities;
* details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal31;
* details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection and testing;
* clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
* arrangements for suitable working times and segregation of school activities from the contractors work areas;
* confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).
* N.B. A hot work permit will be required when hot work is taking place e.g. roof works, welding, grinding, soldering, stripping paints, etc. (further detail can be found in Shropshire Council’s Hot Work Policy or Managing Contractors policy arrangements which can be found on the Shropshire Learning Gateway\Administration\Occupational Health and Safety\A-Z).

**3.8 Control of Substances hazardous to Health (COSHH)**

No substances will be used or generated within the school unless an assessment of the hazards and risk that they present has been made.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School’s COSHH Assessment Co-ordinators (named in section 2) will:

* identify and control these substances, minimising the risk of exposure to staff and others.
* ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be substituted for a safer alternative. Where substitution proves to be impossible a COSHH assessment will be completed. A standard COSHH assessment form should be used to ensure conformity32. Copies of these documents will be available in the (state location(s) here) E.G: Science Department/Site Office/Administrator’s Office?33**.**
* ensure an inventory of all chemicals will be kept up-to-date and is located in the reception.
* ensure **all users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
* ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
* ensure equipment is maintained and used as instructed.
* ensure personnel protective equipment/clothing is available and used when required (See Section 3.20 PPE.)

**All Staff must be:**

* alert to the potential dangers of allowing pupils to bring their own pens into school. Spirit based items are not allowed33.
* The use of solvent based "Tippex" will be controlled by the school office34.
* Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the School Health and Safety Co-ordinator/School Business Manager (SBM)**.**

**Radioactive Substances:**

The school Science Department will follow CLEAPSS guidance L93 Managing Ionising Radiations and Radioactive Substances when working with and using radioactive substances in school35.

###### Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found at <http://www.hse.gov.uk/coshh/index.htm>

The Ionising Radiation Regulations – specify how the school **must** ensure the safety of their employees and others.

 **3.9 Display Screen equipment – (visual display users)**

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment36.

Speak to the School Health and Safety Co-ordinator/School Business Manager who will be able to give you a copy of the self assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to your School Health and Safety Co-ordinator/School Business Manager who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further support and advice can be obtained from Shropshire Council’s Health and Safety Team, See Section 2 for contact details.

**3.10 Fire Safety/Bomb**

**3.10.1**. The **Fire Risk Assessment** is can be found inReception. The Fire Risk Assessment is undertaken by School Health and Safety Co-ordinator/School Business Manager**.**  This will be reviewed on an annual basis or sooner if significant changes have taken place before this time. If the risk assessment identifies any significant risk the school will treat them with the appropriate priority and an action plan will be generated to address the highest risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks. The Fire Policy statement is in Appendix 1.

Notices of fire procedures are fixed to visible sites around the school and in every classroom.

Emergency exit doors and routes are kept clear at all times and must not obstructed by random storage at any time.

All fire doors are kept permanently unlocked while the premises are in use.

Staff are actively encouraged to demonstrate good housekeeping.

The School Health and Safety Co-ordinator/School Business Manager checks all firefighting and detection equipment weekly to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition there is an annual check of all firefighting equipment by your Fire Risk Management Company Ltd.

The fire alarms are tested weekly by School Health and Safety Co-ordinator/School Business Manager and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated guidance documentation. Records are kept in the logbook found in the School Health and Safety Co-ordinator/School Business Managers Office.

**Fire Action Notices around school have the following information.** Signs must comply with Health and Safety (Signs and Signal) Regulations 1996 and must have pictograms to accompany text – see figure 1.

**FIRE ALARM / BOMB THREAT INSTRUCTIONS:**

#### IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

**1. The alarm will sound**

**2. Pupils and staff will walk out of school by the nearest safe exit (add details)**

**3. Classes line up at the fire assembly point** **located in the playing field?**

**4. Teaching staff to take Attendance Registers in the afternoons and check all
 children in their classes are out of the building. Fire Wardens will check the toilets and
 restroom bring out registers if the bell goes in the mornings.**

**5. DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom
 or cloakroom to pick up personal belongings.**

1. **Await further instruction before returning to the building.**
2. **If it is a bomb alert open windows, only COLLECT personal belongings if safe to do so before leaving the building.**

**8. The assembly point in the event of a bomb is at the bottom of the big field.**



Figure 1

**3.10.2**. **Fire drills**

* Fire drills will take place every term. Details including the names of all staff in attendance are recorded in the Fire Log Book and notes made of any problems which needing remedying.
* Drills to evacuate the playground and field (fire assembly points) to an alternative point of safety will take place annually.
* In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so.
* Shropshire Fire and Rescue Services (SFRS) will be summoned by School Health and Safety Co-ordinator/School Business Manager or their nominated deputy.
* Fire wardens will sweep their designated areas and report to the ‘Person in Charge - School Health and Safety Co-ordinator/School Business Manager’37
* All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their registers with them on evacuating the premises.
* A roll call will be taken when everyone has have reached the place of safety**.**
* All visitors/contractors report their presence on site to Reception and sign the appropriate ‘Visitors’ book and ensure they are familiar with the fire precautions**.** Reception staff must remind visitors to read the emergency arrangements before they are allowed any further38.
* Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be competed for staff and/or pupils when required.
* Staff or others taking after school clubs must ensure they are familiar with the fire
procedures.
* The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
* All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.
* Also see ‘Critical Incident Plan’39

**3.10.3 Fire safety training** **for staff/pupils**

* All staff will be given fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises part 1 section 4.4 and part 2 section 7.4 Fire Safety Training.
* Staff will be made aware of the findings of the fire risk assessment and have access to the fire safety policy statement
* Individual records of staff health and safety training will be kept in School Health and Safety Co-ordinator/School Business Manager office.
* Pupils\students will be made aware of the fire safety procedures so that they are aware of the actions to be taken in the event of a fire.
* Pupils are closely supervised when handling the candles\tea lights for worship\assembly.

#### 3.11 First Aid

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor’s or hospital by a member of staff.

The school seeks to ensure that at least **2** members of staff have received training on a first aid course and two other members of staff have the additional paediatric training40

First Aid training may be provided by Shropshire Council’s Occupational Health Team41

Copies of the First Aider’s certificates are displayed in reception.

Section 2 lists the names of all the First Aiders.

**3.11.1 First Aid Facilities**

* The first aid boxes are placed in clearly identified and accessible locations:

 a) By the staff room, b) In the kitchen by the hall42.

Each first aid box contains a list of required first aid items and sufficient quantities of suitable

first aid material and nothing else. Contents of the box will be replenished as soon as

possible after use in order to ensure there is always adequate supply of all materials.

The School Health and Safety Co-ordinator/School Business Manager in co-ordination with

the First Aid Co-ordinator is responsible for ensuring these are replenished as soon as

possible after use.

* Disposable nitrile gloves43 are provided in the first aid box, properly stored and checked regularly to ensure that they remain in good condition.
* Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names and photographs of the first aiders.

3.11.2 Recording First Aid Treatment

Records of all incidents treated will be made in the accident/Incident record book for pupils/students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on an appropriate accident form (BL510 or equivalent). If CAR’s forms are used the pink copy must be kept on site in a locked filing cabinet in the School Health and Safety Co-ordinator/School Business Manager office. See section **3.2** for further information on accident/incident reporting.

3.11.3 Administration of Medicines

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents/guardians/carer and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign the record book to confirm this. N.B. this also applies to using an asthma inhaler.

Where ever possible 2 members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard within School Health and Safety Co-ordinator/School Business Manager office or can be found stored in the refrigerator in the state location if required to be refrigerated. Further information can be found in Shropshire Council’s ‘Medical Arrangements, Guidelines and Procedures for Shropshire Schools’. Staff can access the full document on the Shropshire Learning Gateway. <https://www.shropshirelg.net/media/740507/Medical-Arrangements-in-Schools-2019.pdf> The Asthma Policy and Guidelines contains the consent form for administrating medicines;

<https://www.shropshirelg.net/media/292363/Asthma-Guidance-on-Use-of-Emergency-Salbutamol-Inhalers-in-Schools-March-2015.pdf>

Parents/Guardians will be required to complete a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

**3.12 Housekeeping**

The school has adopted policies and practices which lead to a safe working environment. Good housekeeping is practiced at all times and sets a good example to the pupils/students.

* Staff must ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Managershould be contacted. If the area is left unattended staff must put out warning signs/cones.
* All rubbish and waste paper bins will be emptied daily so as to minimise the amount of combustible material in the building in the case of a fire.
* All storage areas will be kept orderly, safe and provided with easy access.
* The school premises will be cleaned to an acceptable standard on a daily basis by the school cleaning staff.
* Hygiene standards are of the highest attainable by all staff including those serving dinners.
* All school staff are responsible on a daily basis for reporting Health and Safety issues to the Head-teacher/ School Health and Safety Co-ordinator/School Business Manager.

###### 3.13 Information, instruction and training

Appropriate information, instruction and training are an essential component in enabling a staff to carry out their duties. For example, understanding the control measures to prevent (list not exhaustive):

* A fire
* Accident reporting
* Accidental disturbance and exposure to asbestos dust
* How to use work equipment safely

The school will ensure that all employees receive adequate information; instruction and training to enable them carry out their tasks/duties safely. This will include induction training upon commencing employment as well as any specific training and refresher training that may be required. The school will ensure that adequate up to date records of training are maintained.

###### 3.14 Legionella

Under general health and safety law, as an employer or person in control of a premises there are specific health and safety duties and take suitable precautions to prevent or control the risk of exposure to legionella. The School must locate and be familiar with the on-site logbook, which contains the Risk Assessment and details of completed remedial work. Below are the measures that need implementing:

* Appropriate control measures should be adopted on site to control the temperatures:
* A temperature regime where hot water is stored at temperatures above 60oC and distributed at a temperature above 50oC. Cold water is stored at temperatures below 20oC.
* Avoidance of water stagnation by: -
* **Flushing through** any outlets that are not used at least once per week, for several minutes on a weekly basis, e.g. showers, outside taps, outlets in disabled facilities and outlets in outbuildings. These weekly checks should be documented.
* Draining down any systems that are not in regular use.

Following plant shutdowns and holiday periods of over one week’s duration, thermal disinfection should be undertaken by raising the temperature of the centralised hot water system to 60oC for more than one hour and running each outlet for five minutes, working back from the most remote outlet to the water heater. Cold outlets shall be run with the respective hot outlet.

Flushing of all WCs, with lids closed, following system shutdowns and holiday periods of over one week’s duration.

Full details of the arrangements, specific law for legionnaires’ disease and the control of legionella bacteria in water systems can be found on the Shropshire Learning Gateway. (SLG) Legionella-Policy-and-Procedures.

###### 3.15 Lone Working (Working alone) – (Wherever possible this MUST be avoided.)

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This includes employees working in the evenings, weekends or during holiday periods on their own.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Head-teacher or designated senior manager. In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised but where practicable no-one will work on their own in the school.

A copy of the procedures introduced to control these risks will be kept in the staff room. Also see section 3.25 for school security and staff/governors responding to call-outs44

###### 3.16 Manual Handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided where appropriate.

A specific manual handling risk assessment will be undertaken for the task/activity where manual handling cannot be eliminated and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Staff who have undertaken manual handling training will be familiar with the risk assessment process and are advised to read the completed risk assessments and follow the control measures at all times to ensure that they remain safe.

**General manual handling guidance for all staff**

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

* Plan the lift before you start
* Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
* Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
* When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
* Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable. See pictures of correct procedures in **appendix 4**.

**3.17 Minibus use.**

The School follows the guidance from Shropshire Council and all staff have been made aware of the guidance entitled “Regulations and Guidelines for Educational Visits and Journeys” which can be accessed on the Shropshire Learning Gateway – an updated extract on transport is included in the **appendix 3.**

The mini-bus is **(Certificated to Public Service Vehicle (PSV) standards/or operated under Section 19 Permit legislation)**. It will only driven by persons who have successfully completed the ‘Minibus Driving Assessment Scheme’ (MIDAS) arranged by Shropshire Council’s Integrated Passenger Transport team. **(This driver advice would also be applicable to self drive hire or otherwise “borrowed” vehicles).**

Staff who have taken the Shropshire Council’s test to drive children in the mini bus.
 and qualified to drive mini buses at present are: **(Names could be listed in section 2).**

Staff who drive the minibus must carry out the pre-use checks and fill in the log book.

**N.B. The law on driver licensing no longer permits car drivers who pass their test after 1 January 1997 to ``drive mini-buses without a Passenger Carrying Vehicle (PCV) driving test or unless they are driving ``under `a Section 19 Permit. This does not apply to earlier licence holders who are over 21 years of age.**

The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use booster pads. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used.**

Parents’ agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents’, volunteers’ or other pupils’ cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

**3.17.1 Private vehicles**

Teachers, parents and others who drive pupils in their own private vehicles will ensure their passengers’ safety by confirming the vehicle is roadworthy and has a current MOT certificate (if the vehicle is over 3 years old), and they have an appropriate current driving licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Head-teacher will request assurances and copies of documents as maybe necessary. This will be encompassed in the risk assessment for trips where necessary.

###### 3.18 Out of hours use of school premises

Consideration will be given to persons using or hiring the premises outside school hours in order to ensure their safety.

A responsible person will be nominated to represent the school and a user representative will be required for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the fire risk assessment. If necessary further advice is available from the Health and Safety Team details can be found in in Section 2.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow them.

An extended school checklist is included at appendix 5.

**3.19 Parental/Adult/Volunteer helpers**

* All parents/adults/volunteers will be checked by the Disclosure and Barring Service (DBS) if they offer to help with clubs, transport or any other school activity.
* They will be given appropriate information e.g. emergency procedures when necessary.
* When using their own car they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate – see 3.17.1.

**3.20 Personal Protective Equipment (PPE)**

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

Suitable arrangements are in place for the storage, cleaning and replacement of PPE.45

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

###### 3.21 Play equipment (indoor and outdoors).

All play equipment must be used in accordance to the manufacturers/installers instructions.

All outdoor play equipment and safety surfaces comply with the current standards BS EN 1176 and BS EN 1177 respectively.

All new pupils are to be given an induction on the equipment before they first use it. Their class teacher will be responsible for ensuring that inductions are carried out.

Instructions for use will be displayed (wherever possible) in close proximity to the equipment and copies will be held by the School Business Manager.

Staff rota for playground duties is on the staff notice board. All staff when on duty must visually check the play equipment before the pupils use it and check that the weather conditions are favourable. Head-teacher/Deputy Head-teacher/Playground Supervisor to make the final decision for the equipment to be used.

Indoor and outdoor play equipment weekly/quarterly inspections are undertaken by School Health and Safety Co-ordinator/School Business Manager. Records of the inspections are recorded and documents/book kept School Health and Safety Co-ordinator/School Business Manager office.

Annual inspections are undertaken by ‘ROSPA’ report kept in theSchool Health and Safety Co-ordinator/School Business Manager office.

For further information and details of the checks required see Play equipment safety arrangements on the Shropshire Learning Gateway.

###### 3.22 Portable electrical Appliance Testing (PAT)

The Head-teacher will be responsible for ensuring that all portable electrical equipment is maintained and tested to ensure that it remains in a safe condition. A combined inspection and test will be carried out by a competent (in terms of appropriate electrical knowledge, training and experience) person at pre-determined intervals which are dependent on the type of work under taken and the conditions of use, in-line the guidance given in table 1 of the HSE’s ‘Maintaining portable electric equipment in low-risk environments’ <http://www.hse.gov.uk/pubns/indg236.pdf> to ensure the equipment remains safe to use.

A register of all such electrical equipment used in the school is kept in the School Health and Safety Co-ordinator/School Business Manager office. (Also see Section 3.31. Work Equipment).

No equipment other than newly purchased may be used unless P.A.T. tested. Newly purchased equipment **must** be visually inspected before first use. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The School Health and Safety Co-ordinator/School Business Manager will be responsible for co-ordinating the registration, inspection and testing of equipment.

All staff will be informed/instructed how to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date, etc.

All hard wired electrical equipment will be maintained and tested at least every 5 years unless the manufacturers’ instructions state otherwise. In all cases it will be maintained in accordance with British Standard 7671 so that its performance does not deteriorate to the extent that it puts people at risk.

#### 3.23 Risk Assessment

The school will assess all risks to safety and health using the risk assessment process to identify any significant risk. Risk Assessments are required under the Management of Health and Safety at Work Regulations and other specific regulations for the workplace, work activities and equipment.

**2020** **COVID-19**. *“The school will undertake a separate risk assessment on how the risks from Covid-19 will be managed by the school. Please note: This risk assessment does not replace other guidance in the School’s Health and Safety Policies, arrangements and risk assessments but should be used in conjunction with them.”*

All significant risks will be recorded on the appropriate risk assessment form, the assessment will be reviewed annually unless significant changes occur in the work process, or an accident or near miss incident as revealed a deficiency in the control measures needed. In which case the assessment will be reviewed and amended. All relevant staff will be made fully aware of the risks and additional control measures which may be required. This will be monitored by the School Health and Safety Co-ordinator/School Business Manager**.**

Staff who do not feel confident to undertake a risk assessment will be provided with training to enable them to undertake risk assessments. A training course can be provided by Shropshire Council Health and Safety Team see section 2 for details. Additional guidance is also available in Appendix 2.

* Risk assessments are available for staff activities, the use of equipment and premise. See file of assessments in staff room.
* DSE assessments for individual staff are kept in their personnel files
* Risk assessments will be carried out or an existing risk assessment reviewed (to ensure nothing has changed since the last visit) before an educational visit takes place.
* Arthog Outdoor Education Centre does its own risk assessment. You will need to check the control measures to ensure they correspond with the school risk assessment. (Don’t forget a risk assessment will still be required for the journey).
* All Physical Education activities must be risk assessed including the use of the outdoor play equipment.

 **3.24.1 Equal Opportunities**

The risk assessment process carried out to comply with health and safety legislation will also provide an opportunity to consider the reasonable adjustments required by the employer under the Equalities Act 2010. The Act defines a situation in which a disabled person is at a disadvantage that could be overcome through a reasonable adjustment to their work and removes barriers to disabled workers doing their jobs or pupils attending a particular school. What a reasonable adjustment is will depend on the situation but might include things like the provision of accessible equipment, a change in hours or even moving the worker or pupil to a more appropriate job or work area. Identifying what is required will be part of the risk assessment process and will enable the school to demonstrate so far as is reasonably practicable everything reasonable has been done.

**3.25 Safeguarding and School Security**

The school recognise that it is very important that the right decisions are made to ensure that family life is supported whenever possible but that, where a child is at risk of significant harm, there is a coordinated and effective response to the situation.

The agencies involved in protecting children can include the Police, Education, Health, Probation, the voluntary sector and other organisations who work with children as well as Children's Social Care who have the lead responsibility.

The School will follow best practice guidance and will actively engage and consult with the Shropshire Safeguarding Children Board which coordinates and monitors how the services and professional staff work together to protect children from abuse or neglect.

**School Security**

To ensure that the pupils, staff and school site remain safe, we will ensure:

(The following will be site specific):

* Gates are locked at 9.05 am and after school at 3.20 pm. After which time access to school is through the main entrance. After school clubs e.g. minnows and football club use main door.
* The Administrator/Secretary monitors those that come to the door at reception before deciding who to let into the building. (If staff know they have visitors attending they must inform the Administrator/Secretary).
* All visitors sign in and out and wear badges of identification or a visitor’s badge.
* The hall and school are alarmed.
* Nominated members of staff, site manager/caretaker will have a set of keys to access the school at any time. They can also activate the school’s electronic security system. The School Administrator has a full inventory of key holders and keys that have been allocated.
* Blinds/curtains have been installed in all classrooms and corridors for security, the classroom blinds/curtains are closed at the end of each school day.

The Caretaker/Site Manager/Business Manager is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. (Also specify who else is responsible for carrying out checks of the premises during the school holidays?)

###### All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

#### Premise Key Holders attending alarm activations or responding to call-outs

(School Staff who are nominated as out of hours key holders will sometimes be required to attend site following the activation of the alarm. They will not know what situation they will find and consequently robust systems need to be established to reduce the potential risk for them to be harmed.)

The School will employ a security guarding company (Insert company name here) to be a key-holder for our premises in the event of an intruder alarm activation or call-out. (Further advice is available from the Council Crime Prevention Officer, telephone 01743 252819. The Crime Prevention Officer can also advise on the technicalities of intruder alarm systems).

N.B: On arrival at the school site, nominated employees47 must not enter the site or premises **before** the Police or Security Guarding Company arrive.

**3.26 Supervision of pupils**

The school will be open from **08:30** to **17:00hrs** on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangements at the beginning of the school year and reminders sent throughout the year when necessary.

The school arrangements will contain the following:

* Supervision ratios & locations between school opening and lesson start time
* Supervision ratios & locations at break and lunchtimes
* Supervision ratios & locations between end of lessons and school closing time
* Areas to be used by pupils outside lesson times

Details must be included for the location and time for drop off and collection of pupils by parents/guardians. Contingency plans for supervising pupils who have not been collected will also need to be considered.

**3.27 Violence**

The School follows Shropshire Council’s Policy and Guidance on Violence at Work (***you are free to develop your own procedures***).

The Head-teacher is responsible for ensuring that **all** staff:

* are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse. See 3.2. Accident Reporting.
* are aware of the schools arrangements available to victims of violence at work.
* that they have meetings with potentially hostile parents in the presence of another member of staff.

Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required46.

**3.28 Visits and Journeys**

Shropshire Councils Regulations and Guidelines for Educational Visits and Journeys are followed (Academies are free to develop and follow their own procedures for EV’s, however, it is recommended that you continue to follow this guidance). The Educational Visits Coordinator (EVC) is listed in Section 2 page 4 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. (N.B. If the EVC is not the Headteacher then the EVC must make sure the Headteacher countersigns the approval documents including the risk assessments.)

######

###### Risk assessments for Educational visits

* Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
* They will complete a risk assessment form and return it to the EVC/Headteacher for approval.
* They will read/be aware of the Schools/Shropshire Council Educational Visits and Journeys Policy.
* They must ensure the ratio of adults to children will comply with national guidelines and School/Shropshire Council’s Guidance and approved by the EVC\Headteacher.
* They must get the consent of every child’s parents/guardian before taking them on a visit. (N.B. Parents/guardians may have signed a consent form at the beginning of the school year for regular visits that are organised as part of the curriculum).
* On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
* First aid provision will be provided suitable for individual trips.
* Teachers must remind children to wear seatbelts.
* DBS checks will be required for parents/helpers/volunteers.

**3.29** **Wellbeing (Stress Management)** (Schools may have separate policy for stress)

The School is committed to combating stress within the workplace and committed to a positive approach to protect and, where possible, improve the health and welfare of our employees.

* Stress related illness can be caused by work or by issues outside work. The Governing Body is committed to eliminating the foreseeable causes of stress at work, or if that is not possible, minimizing or reducing the risk or work-related stress to employees to the lowest level. The LA, Governing Body and Headteacher recognise that the Health and Safety at Work Act 1974 places a duty of care on employers to provide and maintain safe systems of work and a working environment which is, so far as is reasonably practicable, safe and without risks to health. Furthermore, the Management of Health and Safety at Work Regulations 1999 places a duty of care to assess significant risks to health and safety and, where these risks cannot be eliminated, implement control measures to minimize or reduce risk. These regulations cover all health and safety risks including occupational stress.
* **Definition of stress -**The Health and Safety Executive defines stress as **“**the adverse reaction people have to excessive pressure or other types of demands placed upon them”.
* Stress is part of everyday life and an individual’s stress level can vary depending on their tolerance and threshold. However, there is an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating and motivating) and stress, which is the reaction to the demands that a person feels when they cannot cope at a given time.
* Injury can be interpreted as either mental or physical and while stress is not an injury, a mental illness such as a nervous breakdown is.

**The School arrangements:**

* Seek to eliminate or, if not possible, reduce the causes of work-related stress;
* Investigate all reports of work-related stress and ensure remedial action is taken – developing safe systems of work and introducing practical preventative measures;
* Provide information for staff to help them recognise the symptoms of stress and give practical guidance on the measures that may be taken to assist individuals suffering from potentially stress related symptoms;
* Provide employees with details of the Council’s counselling service;
* Take a supportive attitude towards individuals experiencing stress whatever the cause;
* Respect confidentiality at all times – with individual cases only being discussed in the appropriate forum;
* Monitor and evaluate absence levels due to stress related illnesses;
* Monitor, evaluate and review the effectiveness of the Policy and procedures for the elimination and management of stress on a regular basis;
* Eliminate, or if not possible, reduce the causes of work-related stress and provide supportive strategies for staff.
* This will: Ensure good employment practice;

Ensure all legal obligations are met;

Reduce the direct and indirect costs of stress;

Help staff maintain a healthier work-life balance

**3.30 Work at Height**

Where ever possible working at height will be avoided. If working at height is identified during the risk assessment process, contractors will be used where practicable. School staff required to carry out work at height will receive appropriate training to undertake the task. Appropriate access equipment will be purchased to undertake the tasks.

Ladders/step ladders will comply with the following standards BS 2037, BS 1129 Class 1 or BS EN 131 (Staff who have been trained will have the understanding of what equipment should be used)and that any kick stools provided will be maintained in good condition and meet European standard EN14183-F.

**Only staff who have received ladder training will be permitted to use ladders/step ladders**

There is a ladder/step ladder register which is sited in the Administrator’s Office. It is the responsibility of the Site Manager/Caretaker to keep it up to date. Trained staff must undertake a user check before use of the equipment.

**3.31 Work equipment**

Work equipment relates to all things that assist staff to do their job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, woodworking machinery (DT), lifting equipment, fire extinguishers, etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

* Consideration will be given for the installation, storage and positioning of the equipment.
* Training and use of the equipment will be required and where practicable, training provided by the companies that supply the equipment.
* The equipment will be maintained to ensure the equipment remains in good condition by the Caretaker/Site Manager or will be under contact for maintenance and repairs via Shropshire Council Premises Services and/or the Supplier **(subject to contract/SLA)**. **N.B. Identify members of staff or posts to ensure these areas do not get overlooked.**

Staff will be given information, instruction and/or training before the initial use of the equipment to understand how to use it and what checks are required to use it safely. It is the responsibility of the person using the equipment to ensure that it is in a safe condition before using it and to report any defects to the Health and Safety Coordinator/Site Manager\Caretaker, etc.

The school keeps an inventory of all work equipment including site equipment e.g. hand tools, ladders, drills, etc. This includes a record of the inspections, including statutory inspections and user checks carried out. The log/record is kept in the Caretaker/Site Manager’s Office. **(make sure someone is given the responsibility for keeping these records up-to-date).**

**In secondary schools Science, D&T, PE, etc. there will be a large quantity of equipment including specialist equipment which will need inspecting and maintaining on a regular basis. Therefore inventories and maintenance records will be required in all these areas. State what the regime is and who will be responsible? N.B. CLEAPSS provide guidance in this area.**

**4. Monitoring and Review**

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

**The Headteacher and the Health and Safety Committee will be responsible for reviewing and amending this policy in conjunction with the annual Health and Safety Self-Monitoring Checklist (SMC) and Fire Risk Assessment.** (Please note you are free to choose how you monitor your health and safety performance. You may continue to use the Self-Monitoring Checklist & Fire Risk Assessment. Subject to a SLA with Shropshire Council’s Health and Safety Team, they may be sent in to the Health and Safety Team annually for review. Please send to: health.safety@shropshire.gov.uk).

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports

2. All advisory reports received

3. All termly audit reports (where appropriate)

4. The annual health and safety self-monitoring checklist and action plan

5. Incident reports i.e. near misses and violence

6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

|  |  |
| --- | --- |
| Headteacher: |  |
| Trustee/Governors Signatures: |  |
| Date: |  |

**Section 3 Notes:**

1. If this is part of your Service Level Agreement (SLA) with Shropshire Council’s Health and Safety Team.
2. N.B. For reportable incidents the SC’s Health and Safety Team will notify the School of the outcome and provide a HSE reference/incident number. Further information is available on the Shropshire Learning Gateway.
3. CAR’s form if this is the form you have chosen to use?
4. Shropshire Councils Health and Safety Team can provide this service as part of your SLA.
5. Time period for review to be agreed by Trustees/Local Governing Body.
6. Local procedures will differ in each school.
7. Further information can be found at <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises> and <https://www.gov.uk/government/policies/counter-terrorism>
8. The Responsible Person or person who has been delegated the responsibility for managing asbestos **must** have attended an appropriate Asbestos Awareness training session such as those organised by Shropshire Council’s Health and Safety Team.
9. The only exceptions to this would be for the contractors who test the water (Graham Environmental Services?) i.e. they would only need to take water samples. Shire Services or contracted catering or cleaning staff. This would be subject to them having undergone an initial site induction at least within the last 12 months.
10. Each School must have their own critical incident plan.
11. The Local Authority can provide this service via NOSS (Network of Staff Supporters) subject to SLA.
12. Emergency procedures must be given to all visitors/contractors who come onto the site. The detail of the information given will vary depending on the time and work being undertaking.
13. Clearly, it is not necessary to go to elaborate lengths where the contract is very short and will not create hazards of any significance. The complexity of the arrangements must be directly proportional to the risks and consequence of failure. However, all construction work **must** comply with the Construction, Design and Management Regulations (CDM) – Premises Services will be able to advise and represent the academy (Client) - subject to SLA. Please note that under CDM Regulations the academy will be the client.
14. Substances used by Shire Services Cleaning or Catering staff [or other contractors] will be controlled by their respective teams who will ensure that the assessments are carried out and staff are informed, trained and instructed. The Head-teacher or delegated responsible person will need to ensure that these documents are in place and up-to-date on a regular basis.
15. Available on Shropshire Learning Gateway.
16. In the event of an emergency they may be required by the emergency services and must be available.
17. This will relate to Primary schools more than Secondary.
18. This will relate to Secondary schools.
19. Under the Display Screen Equipment Regulations, employees’ who are classed “users” must undertake an assessment. However under the Provision and Use of Work Equipment Regulations (PUWER) there is a legal requirement for all employees who use work equipment to be given appropriate instruction/training to be able to use the equipment safely, therefore if the user is not classified under Display Screen Equipment Regulations, PUWER will apply.
20. A map will be required of the designated areas and full instructions/training so staff fully understand their duties.
21. These can be on the back of the visitors badge or a notice displayed at reception.
22. Critical Incident Plan,each school will have their own. The fire safety\bomb information/guidance can be included or referenced with this). N.B. Shropshire Council has the following document available on the SLG ‘Managing the response to emergencies that affect Educational Establishments’. [https://www.shropshirelg.net/services/risk,-insurance-resilience-team/emergency-response-business-recovery/](https://www.shropshirelg.net/services/risk%2C-insurance-resilience-team/emergency-response-business-recovery/)
23. This is for primary and nursery schools. N.B. Actual numbers of first aiders will be identified by undertaking a risk assessment to assess the requirements within the school.
24. You are free to choose who carries out this training providing it meets the required standards – Shropshire Council’s Occupational Health and Safety team will be happy to quote.
25. In Secondary Schools there should be First Aid Boxes in high risk areas such as Science, Food Technology, Physical Education, Design and Technology.
26. Avoid using latex gloves because some people suffer from an allergic reaction.
27. Ensure that there is a system in place for Site Managers, Caretaker’s and cleaning staff who work outside of the normal working hours and are potentially on their own. Emergency information must be included to ensure the individuals understand the actions that are required in the event of a fire or other emergency. N.B. This will also apply to non-staff e.g. contracted cleaning or catering staff especially if they are lone working.
28. N.B. Replacement PPE/RPE must be available at all times.
29. Team Teach\* may be required or/is implemented within the school \*Team Teach is available by arrangement with staff from Severndale School, Shrewsbury if training is required. (This is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. If people have been trained then they need to be identified so other staff know who they are. The school will have to develop or may already have a separate policy document aimed at the control of pupils, which has been adopted. State where the policy is kept or add to this document.
30. Nominated staff should be trained in how to deal with violence and aggression

**Appendix 1**

Insert School Logo here

**Fire Safety Policy Statement**

(A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Log Book).

|  |  |
| --- | --- |
| **Name of school:** | ***Any Town Academy*** |
| **Name of the responsible person:**  | ***Head Teacher*** |

The Trustees/Headteacher/Governors acknowledge and accept our responsibilities under current fire safety legislation - the Regulatory Reform (Fire Safety) Order 2005. These responsibilities are addressed in the above establishment by:

1. The provision of a suitable and sufficient risk assessment;

2. Appropriate fire precautions1

3. Management systems that identify staff with specific fire safety duties enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire2

**The following are provided to meet the requirements of the relevant legislation:**

* An appropriate method of giving warning in case of fire;
* Suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
* Suitable emergency lighting where necessary;
* Suitable fire signage;
* Suitable fire-fighting equipment at appropriate locations throughout the building;
* Appropriate structural fire precautions.

**Our fire safety management plan incorporates:**

* A suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
* An emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
* The production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
* The provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

|  |  |
| --- | --- |
| Signed: | ***Head Teacher*** |
| Date: | ***6 February 2022*** |

**Appendix 2**

**Fire Safety Notes 1& 2:** Guidance on fire safety can be obtained from the governments’ educational fire safety guidance document obtainable from: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>



**Appendix 3**

**GUIDANCE NOTES ON COMPLETING A GENERAL RISK ASSESSMENT**

**Introduction**

An assessment of risk is a careful examination of the activities undertaken within the workplace and should assist employers to determine what measures should be taken to comply with relevant statutory requirements.

The duty for employers to carry out risk assessments is detailed in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. The responsibility for undertaking the assessments lies with the supervisor/manager of a Department/School or Section.

It is not necessary to create a risk assessment form for all operations, and each should be prioritised into risk categories e.g. low, medium and high. Using the Shropshire Council risk assessment form, identify the activities/operations that take place in the school/department and categorise them into high, medium or low risk. Concentrate on assessing those activities that are high-risk first and medium risk second, leaving low risk till last. (It may be proven that a more detailed assessment is not required for low risk, if no significant risk is identified).

**Completing a Risk Assessment**

**1. (Section A) Outline of the Task/Activity being assessed**

Give details of the work activity being assessed; give a brief description of the purpose/method that will be understood by all concerned

**Specific Legislative Requirements** Many tasks are controlled by specific Health and Safety Legislation, which Managers/Heads of department/Supervisors should be aware of. In this section any specific legislation affecting the work activity should be detailed e.g. Manual Handling, Work at Height, The Construction Design Management Regulations, if scaffolding is being used or the Noise at Work Regulations if a noise problem has been identified.

**Directorate/Workplace (School)/Team and Reference Form No.**

Each assessment should be given a reference number and an index kept of all assessments. The location of the work activity being assessed should also be detailed. Relevant staff should be involved to ensure a full understanding of the work procedure that they are to undertake

**2. Section 2 the risk matrix to assist in assessing the level of risk.**

**3. Section 3 This is the main area for Identifying the potential hazards.**

**Level of Skill/Training required**

Special skills or training are required on certain work activities and these should be identified i.e. use of a ladder, manual handling training, working with chemicals, driving the minibus.

**Chemicals/Materials involved**

If a particular product has been identified as part of the work activity, it should be established if it has been approved for use. See CLEAPSS guidance for further details.

Each approved product that is used on site will require a separate assessment to be undertaken especially those that fall under the Control of Substances Hazardous to Health Regulations. The supplier/manufacturer is required by law to provide a manufacturers data sheet which identifies the hazards of the substances and remedial first aid measures etc. A competent/experienced person must undertake this assessment. The products name and assessment date should be identified.

**Specific Work Equipment**

Any tools or work equipment required to carry out the work activity should be included in this section. However, this should also give the assessor the opportunity to establish if the equipment is

being used correctly and is in a good state of repair.

**List the Main Hazards identified:**

Look only for the hazards that you could reasonably expect to result in significant harm from the work activity. The following is a non-exhaustive list of hazards that may be identified;

|  |  |
| --- | --- |
| * Chemicals
* Dust/Fumes
* Fire
* Slipping/tripping hazard
* Moving parts of machinery
* Vehicles
* Work at height (Use of ladders)
* Stress
 | * Electricity
* Noise
* Manual handling (WRULDS) Work Related

Upper Limb Disorders. * Poor lighting
* Play equipment
* Sporting activities
 |

**Who will be affected?** List groups of people who are especially at risk from the significant hazards which have been identified; e.g.

|  |  |
| --- | --- |
| * Office staff
* Cleaners
* Member of the Public
* Contractors
 | * Maintenance Staff
* Staff with disabilities
* Visitors
* Lone Workers
 |

**Control Measures, to reduce the risk**

The main objective is to establish if the hazard can be removed altogether and if this is not practicable how the risk can be controlled to prevent harm.

Detail what action has been taken to control the risk of harm from the hazards identified. Some of the controls maybe accepted standards or standards laid down by legal requirements.

A systematic approach to reducing the risk of harm is;

1. **Remove the risk completely.**
2. **Consider less risky alternative work methods.**
3. **Prevent access to the hazard (e.g. by guarding).**
4. **Organise work to reduce exposure to the hazard.**
5. **Issue personal protective equipment**

**Manual Handling Risk**

Consider if the work activity that is being assessed would create a manual handling risk to employees. If so, categorise the operation in to high/medium/low risk and establish if amore detailed assessment is required. It should be noted that significant Manual Handling Operations should in addition be assessed in order to comply with the Manual Handling Operations Regulations. Staff may require specific training.

**Personal Protective Equipment Required**

Following the examinations of the hazards detected and the control measures in place to reduce the risk, the last form of control should be Personal Protective Equipment. If no other control measures can be found the equipment required to protect against harm should be detailed.

**Monitoring and Review**

Dependent upon the severity of risk it may be necessary to monitor the work on a regular basis to ensure that all precautions are being adhered to. The frequency of this monitoring should be identified and noted.

It may be advisable to set targets for a complete review of the assessment. Normally, unless working arrangements or legislation changes there should be little need to undertake this, however, it may be a satisfactory way of keeping abreast of future developments.

The assessment should be authenticated by signing and dating the document.

A reference file of all assessment needs to be created. The information contained within the assessments should be brought to the attention of employees who should be instructed in the use of the control measures identified.

Please ensure all risk assessments are reviewed to meet the specific requirements of your school.

**Appendix 4 - An extract from Regulations and Guidelines for Educational Visits and Journeys – Section 7: Transport: -**

**7.1 Planning Transport**

The party leader must give careful thought to planning transport.

7.1.1 The main factors to consider include:

* The types of transport to be used and passenger safety in connection with each; Supervision;
* Journey time and distance e.g. local or long distance, allowing time to check your vehicle properly (this is a legal requirement). Plan your route to suit the needs and requirements of passenger types. Consider using one of the route-planning services available on the Internet. Check for possible hold-ups caused by roadworks, accidents before leaving at [www.traffic-update.co.uk](http://www.traffic-update.co.uk).
* Ensure roads are suitable for vehicle type. Remember to register and pre-book congestion charge if entering London at [www.tfl.gov.uk](http://www.tfl.gov.uk);
* The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence. All minibus drivers to have successfully completed the Shropshire Council Driving Assessment arranged through Road Safety, This requirement applies even if drivers already hold a current PCV Licence;
* Number of driving hours required for the journey and length of the drivers day (including non-driving hours), whether a second driver is needed;
* Capacity and experience of driver to maintain concentration – whether more than one driver is needed to avoid driver fatigue. Experts in driver fatigue now say that even full time drivers should take regular breaks every two hours;
* Contingency funds and arrangements in case of breakdown /emergency;
* Alternative routes or means of travel available in the event of a delay or cancellation; Appropriate insurance cover.

**7.2 Legal responsibilities:**

Driving a minibus puts extra demands on the driver, particularly if they normally only drive cars, or if driving is not their main occupation.

* The safety of the passengers is of paramount importance. They (and their families) put their trust in to the driver deliver them to their destination in safety and comfort.
* The employer should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. In practice Head-teachers will normally carry out these checks.
* No matter who owns the vehicle, the person legally responsible for it whilst it is in use is the driver. The driver must ensure that they have the correct licence and hold a current Shropshire Council Driver Assessment Permit. The vehicle must be roadworthy, with tax, MOT, and insurance to cover that the driver.
* All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years (inclusive) must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.
* Children travelling in vehicles must be provided with, and use, child restraints that are appropriate for their age and size. It is the driver’s responsibility for ensuring that all passengers are suitably secured.

**7.3 Supervision on Transport**

7.3.1 The level of supervision necessary should be considered as part of the risk assessment for the journey. The party leader is responsible for the group at all times including maintaining good discipline.

7.3.2 On long journeys and/or where the known propensities of the group may compromise safety the driver should not normally be responsible for pupil supervision. Driver supervision may be sufficient if a small number of children are being taken on a short journey (e.g. local school sporting fixtures, use of parent cars).

7.3.4 Factors that the party leader should consider when planning supervision on transport include:

* The level of supervision that will be necessary on double decker buses/coaches – one supervisor on each deck should be appropriate in normal circumstances;
* Safety when crossing roads as part of the journey – the party leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, wherever possible;
* Safety on buses, trains, ferries and boats - the party leader should make clear to pupils how much or little freedom they have to ‘roam’; Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times;
* Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed;
* All group members should be made aware of the location of emergency equipment e.g. the emergency door, first-aid kit and firefighting equipment on transport. Pupils must be reminded of the potential dangers interfering with emergency equipment and of touching emergency handles except in a genuine emergency. It may be necessary to seat adults rather than children adjacent to emergency exits;
* Booking transport – the party leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;
* Safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport which should always where practically possible be “kerbside”, never unload into the road, particularly when using UK vehicles abroad. Pupils should be made aware of safety rules and expected standards of behaviour;
* Ensuring that vehicles do not exceed the carrying capacity of vehicle type which should be clearly displayed inside the vehicle;
* Safety while on stops or rests during the journey – party leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;
* Safety of the group in the event of an accident or breakdown – the group should remain under the direct supervision of the party leader or other teachers wherever possible;
* Head counts, by the party leader or another responsible adult should always be carried out when the group is getting off or onto transport;
* Responsibility for checking that seat belts are fastened and ensuring that the driver(s) are aware that they are responsible for ensuring belts are used by all passengers;
* Consider whether a visible and easily recognisable article of clothing should be worn by all pupils;
* Pupils should be made aware that they are not allowed access to the driving area at any time, nor must they interfere with or distract the drive in any way;
* Group members should be made aware that travel sickness tablets should only be administered to a pupil with previous authorisation from the parents;
* Vetting non-teacher drivers and ensuring that all drivers are CRB Checked.

**7.4 Hiring Coaches and Buses**

7.4.1 The party leader is responsible for ensuring that coaches and buses (including any self-drive mini-buses) are hired only from a reputable company. Schools using operators to transport pupils should ensure that the operators have the appropriate passenger carrying vehicle (PCV) operators’ licence. When booking transport, the party leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches which carry groups of children (with appropriate restraints for children aged 12 Years or 135cms), they are not legally required on buses. Buses where seat belts are not fitted are not appropriate for visits involving long journeys.

7.4.2 Contract hire confirmation dates, times, destination and cost should be obtained in writing.

7.4.3 If any of the group uses a wheelchair, the party leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps. **You must ensure that all drivers are appropriately trained and competent in the use of this equipment.**

**7.5 Licences and Permits for Minibuses and Buses**

7.5.1 Where mini-buses/buses, designed to carry nine or more passengers, which are not registered PCV vehicles are used and the cost or part-cost of the transport is covered by specific contributions made by the passengers, the school/educational establishment must have a Permit issued under Section 19 of the Transport Act 1985.

7.5.2 Holders of Permits are exempted from the requirement to hold a PCV operator’s licence providing certain conditions are met.

7.5.3 Permits and detailed advice can be obtained from **Legal & Democratic Services, Shropshire Council (Telephone 01743 252722)** (for 9-16 passenger seat vehicles) or the Traffic Commissioner (for both 9 -16 and 17+ passenger seat vehicles). Information is also available at www.direct.gov.uk. There is a fee payable for the issue of a Permit by the Traffic Commissioner. Shropshire Council are a recognised issuing body to qualifying groups for section 19 permits **currently issued at no cost** (correct at 2016), **a permit is valid for 5 years.**

7.5.4 Such a Permit covers any vehicle used by the school/educational establishment and places considerable responsibilities on the school/establishment and the driver. In particular, the driver and the person applying for the Permit must ensure that the use of the vehicle complies with conditions of fitness, equipment and use, the construction and the drivers’ hours’ regulations and any conditions imposed on the Permit itself. **Section 19 Permits cannot be used outside the UK and separate rules exist for all those wishing to take minibuses abroad.**

**7.5.5 The Transport Act 1985**

The Transport Act 1985 establishes two classes of vehicle:-

1. A small bus (mini-bus)– which is a vehicle adapted to carry nine or more passengers but not more than 16 passengers, and,
2. A large bus – a vehicle adapted to carry 17 or more passengers.

Such vehicles **should not** **be used** to carry passengers for hire or reward **and** they:-

* are operated by the organisation holding the Permit;
* are not being used to carry members of the public at large;
* are being used non-commercially (i.e. not for profit);
* are being used in accordance with any stated conditions.

The conditions are as follows:

**7.5.6 Drivers**

* Car drivers who passed their test before 1 January 1997 and hold a full current driver’s licence may be permitted to drive mini-buses with up to 16 seats without a Passenger Carrying Vehicle (PCV) licence.
* Car drivers who passed their test after 1 January 1997 are not permitted to drive mini-buses without a Passenger Carrying Vehicle (PCV) licence. Further guidance about obtaining such a licence is available in “Transporting Pupils” in the Driving for Work section on the intranet and the in the Education Health and Safety Manual on the Learning Platform.

7.5.6.1 In the interests of safety the Council’s current advice to schools using minibuses is that they should only **be** driven by persons who have successfully **completed a Driving Assessment arranged through Road Safety**. Drivers must be aged 21 or over and have had at least 2 years driving experience to qualify for an assessment. **For journeys outside the UK a PCV Licence is required.**

7.5.6.2 Schools will need to check whether or not the operation they propose will be affected by the Drivers Hours Regulations and/or, the 1981 Public Passenger Vehicles Act which defines whether or not an operation is for “Hire and Reward”. An operation does not have to be profit making to constitute “Hire and Reward”.

7.5.6.3 The minibus driver must:

* Observe any guidance issued by the LA and/or Governing Body;
* Not drive when taking medication or undergoing treatment that might affect their ability or judgment; Know what to do in an emergency;
* Know how to use firefighting and first-aid equipment;
* Avoid driving for long periods and ensure that rests are taken when needed;
* Clarify and comply with transport regulations and the requirements of the vehicle’s insurance cover;
* Know the maximum legal speed limits for the vehicle being driven, Mini - Buses currently 50MPH – single carriageway, - 60 MPH dual carriageway, - \*70 MPH Motorway, \* Note all minibuses post 2001 are legally required to have speed limiters fitted set to a maximum of 62 MPH and as such are banned from using the outside lane of any UK Motorways;
* Take into consideration the effects of teaching and the working day and avoid driving when tired. It is strongly recommended that if you have been carrying out other duties prior to driving your total working day should not exceed 10 hours of which a maximum of 4 hours should be driving;
* Between one working day and the next, you should have a rest period of at least 10 hours, or 11 hours if using a Tachograph. during which you can get adequate sleep;
* Have regular medical checks e.g. eyesight.

**7.5.7 Permits**

7.5.7.1 Each Permit must specify:

* the issuing body
* date of issue
* the holder
* the Permit number
* if it relates to a ‘small’ or ‘large’ bus

7.5.7.2 A Permit must also detail any conditions of compliance and the passenger classes which may be carried. The class categories are:

* Class A : members of the Permit holding body
* Class B: those who benefit from the existence of the Permit holder and anyone who assists
* Class C: the physically or mentally handicapped or those who are seriously ill and anyone who assists
* Class D: pupils or students belonging to any educational establishment and staff or others who accompany them
* Class E: any others as specified in the Permit

7.5.7.3 Any vehicle under Permit must display a Permit Disc fitted to the inside of the vehicle to allow it to be easily read from the outside and such that it does not obscure the driver’s view.

7.5.7.4 Permits are not vehicle specific, more than one Permit may be held by an eligible body but only one vehicle may be used with any one Permit.

**7.5.8 Conditions of Fitness of the vehicle**

7.5.8.1 The vehicle must meet the requirements for initial fitness as defined by the Construction and Use Regulations.

7.5.8.2 Minibuses are subject to the same controls and road worthiness conditions as larger passenger carrying vehicles.

7.5.8.3 Passenger vehicles must have valid MOT test certificates. The first examination must be carried out one year after registration of the vehicle and annually thereafter.

**7.6 Maintenance**

7.6.1 It is essential that proper arrangements be made for preventive maintenance inspections, reporting of defects and any necessary repair work. A designated member of staff should be responsible for ensuring that these requirements are met. They should have sufficient authority to be able to ensure that a vehicle is put in for regular inspections and is kept off the road until any defects are rectified.

7.6.2 The manufacturer’s recommendations may provide a useful guide in many cases as to how frequently a vehicle should be inspected and what items should be checked. The most important points are wheels, tyres, brakes, steering, suspension and lights. More frequent checks may be necessary as the vehicle ages. Drivers should also be told to report any defects and arrangements should be made so that any necessary repairs can be undertaken promptly.

7.6.3 **As a condition of being Insured under the Shropshire Council Fleet Policy, Minibuses operated by Schools should be managed with regard to Maintenance through Shropshire Council, Transport Operations Group (Telephone 01743 254944). As part of their processes they will ensure that all of the items detailed below are properly administered. Where a School wished to operate independently they should ensure that the following processed are in place and monitored.** The person responsible for maintaining the school minibus should:

* Check the vehicle prior to use;
* Ensure proper servicing by a reputable garage and that the vehicle follows a strict regular safety inspection regime. The frequency of the inspection regime is determined by mileage and type of use, however as a benchmark this is usually every 6 – 12 weeks;
* Maintain the **vehicle file** with the service history, insurance and other relevant documents;
* Check with the Head-teacher or Governing Body before allowing anyone not currently authorised to drive the vehicle;
* Ensure that anyone driving the minibus is competent and has undertaken suitable training; Always be informed beforehand of who is to use the school minibus and when;
* Ensure that drivers of the school minibus are aware that the vehicle should always be logged in and out; Ensure that a **Nil** defect reporting procedure exists and is followed;
* Ensure that a suitable breakdown recovery service is available.

**7.7 Insurance**

7.7.1 Insurance against liability for personal injuries to third parties is compulsory under the Road Traffic Act. Full comprehensive cover is strongly recommended. If in doubt as to whether the existing policy covers use of the minibus in accordance with the Permit for which an application is to be made, a check should be made with the insurers.

7.7.2 A designated member of staff should be responsible for dealing with insurance, and checking that all the drivers are suitably qualified and experienced.

**7.8 International Journeys**

7.8.1 The regulations relating to the operation of both PCVs and non PCVs on international journeys are very complex. It cannot be assumed that what may be permissible under British law will apply elsewhere. Buses and minibuses being used abroad are required to be fitted with a tachograph.

7.8.2 If a vehicle and driver is contracted for the trip from a commercial operator, the operator will be responsible for ensuring all the regulations are met.

7.8.3 Party organisers planning to take school owned or self-drive vehicles abroad, must check their proposed arrangements as soon as possible by contacting **Transport Operations Group (Telephone 01743 254978)** setting out details of the itinerary for the trip and the vehicle(s) to be used as on the following form.

**Appendix 5**

Good Handling Techniques

**Think before lifting / handling**

**Keep the load close to**

**the waist.**

**Adopt a stable position.**

**Get a good hold.**

**Start in a good posture.**

**Don’t flex the back any**

**further while lifting.**

**Avoid twisting the back or leaning sideways**.

**Keep the head up**

**when handling.**

**Move smoothly.**

**Don’t lift or handle more than**

 **can be easily managed.**

**Put down, then adjust.**

**X**

**Note**

Although great care has been taken in the compilation and preparation of this work to ensure accuracy, it is the responsibility of the Trustees/Head-teacher to ensure that the arrangements referred to accurately reflect the actual control measures in place at the school.

The list of arrangements shown are not exhaustive and the index in the main policy should be checked to ensure that all areas that are applicable in the school have been covered. All the high risk activities will have their own policies e.g. Science, Design and Technology, Physical Education and Food Technology.

**Appendix 6**

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| --- |
| **Extended school checklist (**Out of hours use of school premises) |
| **Questions** | **Yes** | **No** | **Comments/actions/targets/who/by when** |
| Have you reviewed your H&S policy to incorporate extended schools services? |  |  |  |
| Have you reviewed the organisation and arrangements section? |  |  |  |
| Have you ensured all parties involved have been informed of the extended school arrangements? |  |  |  |
| Have you undertaken risk assessments for the site? |  |  |  |
| Have you undertaken risk assessments for the additional activities? |  |  |  |
| If the extended school activity is not being undertaken by the school have you obtained copies of the risk assessments from the Group Leader/Tutor? |  |  |  |
| Have you reviewed the emergency/fire arrangements? |  |  |  |
| Have you sufficient First Aid facilities in place outside normal school hours? |  |  |  |
| Have you ensured the incident reporting system is effective? |  |  |  |
| Is everyone aware of the arrangements for bringing in equipment, especially electrical equipment? |  |  |  |
| Have you reviewed your security arrangements? |  |  |  |
| Has everyone been informed of the areas of the building that are out-of-bounds or locked? |  |  |  |
| Have you ensured no-one is lone working where practical and have appropriate measures in place to ensure their safety? |  |  |  |
| Is your insurance provider aware and cover extended – third party use? |  |  |  |

N.B: This checklist is not exhaustive and should be used as a guide.