



# **Tuition, Medical and Behaviour Support Service**

## **Health and Safety Policy**

|                             |                  |
|-----------------------------|------------------|
| <b>Adopted:</b>             | September 2016   |
| <b>Reviewed:</b>            | September 2021   |
| <b>Next Review:</b>         | September 2022   |
| <b>Governing Committee:</b> | 17 November 2016 |
| <b>Responsibility:</b>      | Lindsay Crozier  |

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## 1. Service Health and Safety Policy Statement

Service Governors and Head of Service 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 Service's activities elsewhere. Within the ethos of self-regulation the Governors and Head of Service 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 Governors and Head of Service, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- 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 exit 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 Service 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 Governors and Head of Service 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 Service's activities. The Policy Statement, organisation and arrangements will be reviewed and amended as often as necessary.

## 2. Health and Safety Representatives and Organisation

| TITLE  | NAME  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
|--|---|-----------------------------|-----------------|-----------------------------|----------------|------------------------------|---------------|------------------------------|--------------|---------------------------|-----------------|---------------------------|--------------|---------------------------|--------------|
| Chairman of Governors  | Mr Steve Lunt   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Service Governors  | Mr G Portman, Mr A Parkhurst, Dr C Woodford, Mrs L Bloomer, Mrs C Lyth, Mrs C Barton, Mrs E Roberts, Mr K Pardy, Mrs D Elliott, Mrs J Hockenhill  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Head of Service  | Mr Greg Portman   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Service Staff  | Staff lists available in Service Central Administration Office  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Service Health and Safety Coordinator                        | Lindsay Crozier   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Governors Safeguarding, Site and Health and Safety Committee | Dr C Woodford, Mr S Lunt, Mr G Portman, Mr A Parkhurst, Mrs C Barton, Mrs L Bloomer   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Governor: Safer Schools                                      | Greg Portman  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Senior Leadership Team                                       | Greg Portman – Head of Service<br>Lisa Bloomer – Deputy Head of Service<br>Alison Harper – Assistant Head<br>Catherine Lyth – Assistant Head<br>James Pearson – Assistant Head<br>Andre Savchenko – Assistant Head<br>Claire Vaughan – Assistant Head   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Centre Managers  | <table border="0"> <tr> <td>Bridgnorth Education Centre</td> <td>Rebecca Watters</td> </tr> <tr> <td>Harlescott Education Centre</td> <td>Catherine Lyth</td> </tr> <tr> <td>Hook A Gate Education Centre</td> <td>Andrew Rudge</td> </tr> <tr> <td>Ludlow Education Centre</td> <td>Adrian Pople</td> </tr> <tr> <td>Oswestry Education Centre</td> <td>Emma Wainwright</td> </tr> <tr> <td>Sundorne Education Centre</td> <td>Lisa Garside</td> </tr> </table>                            | Bridgnorth Education Centre | Rebecca Watters | Harlescott Education Centre | Catherine Lyth | Hook A Gate Education Centre | Andrew Rudge  | Ludlow Education Centre      | Adrian Pople | Oswestry Education Centre | Emma Wainwright | Sundorne Education Centre | Lisa Garside |                           |              |
| Bridgnorth Education Centre                                  | Rebecca Watters   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Harlescott Education Centre                                  | Catherine Lyth  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Hook A Gate Education Centre                                 | Andrew Rudge  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Ludlow Education Centre                                      | Adrian Pople  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Oswestry Education Centre                                    | Emma Wainwright   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Sundorne Education Centre                                    | Lisa Garside  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Centre Administrators  | <table border="0"> <tr> <td>Bridgnorth Education Centre</td> <td>Melica Dewhurst</td> </tr> <tr> <td>Harlescott Education Centre</td> <td>Kath Ridgway</td> </tr> <tr> <td></td> <td>Kath Nicholas</td> </tr> <tr> <td>Hook A Gate Education Centre</td> <td>Kim Fawke</td> </tr> <tr> <td>Ludlow Education Centre</td> <td>Karen Angell</td> </tr> <tr> <td>Oswestry Education Centre</td> <td>TBC</td> </tr> <tr> <td>Sundorne Education Centre</td> <td>Elaine Aston</td> </tr> </table> | Bridgnorth Education Centre | Melica Dewhurst | Harlescott Education Centre | Kath Ridgway   |                              | Kath Nicholas | Hook A Gate Education Centre | Kim Fawke    | Ludlow Education Centre   | Karen Angell    | Oswestry Education Centre | TBC          | Sundorne Education Centre | Elaine Aston |
| Bridgnorth Education Centre                                  | Melica Dewhurst   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Harlescott Education Centre                                  | Kath Ridgway  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
|  | Kath Nicholas   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Hook A Gate Education Centre                                 | Kim Fawke   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Ludlow Education Centre                                      | Karen Angell  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Oswestry Education Centre                                    | TBC   |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |
| Sundorne Education Centre                                    | Elaine Aston  |                             |                 |                             |                |                              |               |                              |              |                           |                 |                           |              |                           |              |

### **Health, Safety and Welfare Advice and Training**

|  |              |
|--|--------------|
| Occupational Health, Safety and ICT - Carol Fox                            | 01743 252819 |
| Lead Health and Safety Officer for Schools – Sharon Birt                   | 01743 252819 |
| Senior Health and Safety Officer – Tim Tearle                              | 01743 252810 |
| Health and Safety Officer – Clive Yates                                    | 01743 252819 |
| Health and Safety Officer – Adam Griffiths                                 | 01743 353819 |
| Health and Safety Support Officer – Tim Sanderson                          | 01743 252819 |
| Crime Prevention Officer - Ian Bartlett                                    | 01743 252819 |
| Health and Safety Training Officer – David Parsonage                       | 01743 252819 |
| Health and Safety Training   | 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 Service Premise Fire/Emergency Co-ordinator: Centre Manager |              |

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

Health and Safety Co-ordinator / Centre Managers

### **Health and Safety (First-Aid) Regulations 1981**

Certificated First Aiders - Appendix 1

**Educational Visits and Risk Assessments Co-ordinator (EVC)**

Andrew Rudge and Lindsay Crozier

01743 368190

**Asbestos and Legionnaires Coordinator**

Health and Safety Co-ordinator / Centre Managers

**Portable Electrical Appliance Testing Nominated Co-ordinator**

Health and Safety Co-ordinator / Centre Managers

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

Health and Safety Co-ordinator / Centre Managers

### **3. Responsibilities of Nominated Personnel**

#### **3.1 Service Governors**

- will be responsible, in conjunction with the Head of Service, to ensure formulation, reviewing and subsequent amendment to the Service 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 Service
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with Service rules are implemented and that staff and pupils are operating safe working practices
- will ensure that Health and Safety is put on the agenda of every main Governors' Meeting
- in liaison with the Head of Service, will ensure that professional Health and Safety advice is available through Shropshire Council Health and Safety Officer or TMBSS Health and Safety Co-ordinator
- in liaison with the Head of Service, will ensure that there is a nominated Health and Safety Co-ordinator appointed for the Services premises
- will make adequate financial provision for enabling the Policy to be put into effect
- will ensure the effectiveness of the Policy and the safety performance of the Service 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 Service
- will ensure that the Fire Risk Assessments are reviewed annually in conjunction with the Head of Service
- will ensure the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report in conjunction with the Head of Service

#### **3.2 The Head of Service**

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the 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 monitor the safety performance of the Service 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 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 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 Service premises are carried out. The assessments are recorded

- significant findings of the assessment and any group of employees identified as being especially at risk, 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 Service
- will ensure that appropriate staff liaise with subject co-ordinators and Health and Safety Co-ordinator on health and safety matters
- will provide ongoing recommendations and present an annual report on Health and Safety to the Governing Body
- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. 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.
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed Annually unless significant changes occur before this time.
- 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.

### **3.3 The Service Health and Safety Co-ordinator**

- will create a positive approach to accident prevention and the Health and Safety of staff, pupils and others on the Service 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 positive measures to raise the level of Health and Safety performance; this includes the monitoring of periodic fire drills and all necessary checks to safety equipment (Firefighting equipment, First Aid Kits, Electrical Equipment, etc,) working with the Centre Administrator.
- will liaise with outside Health and Safety Advisers such as Corporate Health and Safety Officer, Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc.
- will ensure that they are conversant with current legislation affecting health, safety and welfare of staff, pupils and others.
- Health and Safety issues which are dealt with by the appointed Service Health and Safety Co-ordinator, may seek expert advice from the Corporate Health and Safety Team of Local Authority when required.
- will advise the Head of Service of all Health and Safety matters requiring attention in the Centres
- will liaise on, Health and Safety matters, with Local Authority School Improvement Advisers and Health and Safety Officers
- All incidents and near misses are reported to the Head of Service and Governors.

### **3.4 Centre Managers**

- 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 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 advise the Health and Safety Co-ordinator of all Health and Safety matters requiring attention in the department
- will promote a positive culture and an interest in Health and Safety matters throughout the Service.
- 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
- will liaise with Property Services/outside bodies on matters of Health and Safety relating to electricity, gas, water supplies, 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 plan.
- will ensure 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 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, etc,) working with the Centre Administrator
- will ensure that all electrical leads and plugs are regularly checked. 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 should be notified to the Health and Safety Co-ordinator as soon as possible and a note made in the Defects Book for subsequent repair by a competent person. Prior to using, all members of staff (including cleaning staff, caretakers and contractors) will be responsible for checking items of electrical equipment.
- All incidents and near misses are reported to the Head of Service and Health and Safety Co-ordinator

### **3.5 Teaching Staff**

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do
- will co-operate with Service 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 Local Authority technical papers, specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and British Association of Advisors and Lecturers Physical Education (BAALPE)
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to management\Health and Safety Coordinator etc. as appropriate.

### **3.6 Support Staff**

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do
- will co-operate with Service 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 to the Centre Manager, Health and Safety Co-ordinator or Head of Service.

## **4. Governors Safeguarding, Site and Health and Safety Committee**

### **Overview of Committee**

- In conjunction with the Head of Service to monitor and generally keep under review, the state of repair of the Service 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 of Service or the Committee any items of concern.
- With the Head of Service, liaise, as appropriate, with the Local Authority Property Services over the establishment of the list of necessary repairs and maintenance items to be undertaken.
- To, in conjunction with the Head of Service, 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 full Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from Shropshire Council or from Service 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 Governing Body.
- To draft for full Governing Body approval a written Health and Safety Policy for the Service.
- To monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Head of Service, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
- To recommend to the full 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 Service sites are kept free from litter and refuse.
- To ensure that all security measures and procedures, including signage and lighting are in place.

### **Membership**

- The Service has a Safeguarding, Site and Health and Safety Committee formed with Governors and the Head of Service ex officio. Members of the Committee, other than the ex officio member shall be reviewed annually at the Summer Term Meeting of the Governing Body.
- The Committee shall appoint its own Chair at the Summer Term Governors meeting.
- The Head of Service, any teacher Governor, or anyone else employed at the Service 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 Governing Body at its next meeting following receipt of the resignation.
- The Governing Body will appoint the Clerk who shall not be the Head of Service.

## **Quorum**

The quorum for any meeting shall be 3 members.

## **Meetings**

The Committee will meet three 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 meeting.

## **5. Service Health and Safety Policy Arrangements**

### **5.1 Access on to and exit from the Service sites**

The majority of pupils arrive in taxis provided by Shropshire Council Passenger Transport Service. Other pupils walk into Centre, if local, and transported by parents/carers. There is signage in place to direct pedestrians to the Reception but other arrangements will vary for each site. Procedures for each site will be kept in the Administration Office and will be overseen by the Centre Manager and Health and Safety Co-ordinator.

The Service premise is organised in such a way as to ensure that pedestrian and restricted 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.

### **5.2 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 Service or engaged upon an activity arranged by the Service e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience.

The Council's Accident Reporting System (CARS) form will be used within Centres, the Health and Safety Co-ordinator will notify the Health and Safety Team and the incident will then be entered onto Business World. Under the requirements of the 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 Person, (see section 2) will immediately notify Shropshire Council's Corporate Health and Safety Team by the quickest practicable means during office hours telephone number 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 the CARS Form and input onto Business World.

**Reporting an incident out of hours.** It will 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 phoning (0845 30009923). Instructions are available on the back of the white sheet of the CARS form.

If there is any uncertainty to what needs reporting staff can contact the Corporate Health and Safety Team for advice and support 01743 252819. Staff need to be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. 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 Head of Service (or nominated senior member of staff in their absence).

- A copy retained for the Service files in the Administrator's office
- A copy must be sent to the Corporate Health and Safety Team, Shirehall, Shrewsbury.
- The incident will then be recorded on Business World.

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 intervals and considered by both Service management and the Governors' Committee with Health and Safety Responsibilities for consideration of further action.

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

- Parents are 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.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet.

**Also see section 6.11 for recording minor injuries and first aid treatment.**

### **5.3 Arson, Bomb threats – see Point 6.10**

### **5.4 Asbestos**

Staff will be made aware of the areas in the Service 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 Head of Service and/or Health & Safety Co-ordinator.

The Asbestos Register includes the Asbestos Management Plan located in the front of the file which is kept at reception in each Centre as required. It will be given to all contractors that will/or could potentially disturb the fabric of the building.

### **5.5 Bad weather contingency plans**

It is the responsibility of the Centre Manager to ensure that the site remains in a good and safe condition and they follow the procedures that have been implemented for their Centre and the procedures are disseminated to staff. All adverse local weather must be reported to the Head of Service. In the event of adverse weather, Shropshire Councils guidance will be followed.

### **5.6 Confidential Counselling Service**

The Service acknowledges that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this Service to staff. Staff can find out more details through Lindsay Crozier, Business Manager. Posters for NOSS are available in all Centre – which is a confidential counselling service. Counselling can also be offered by the Educational Psychologist Service – for details please contact Lindsay Crozier.

### **5.7 Contractors**

The Service requests all property/maintenance work through Shropshire Council Property Services (see detailed information in next section)

All contractors working on site premises are to report to the Administrator prior to starting work. If relevant they must read and sign the ASBESTOS book and will be expected to operate within the set guidelines.

All contractors that come onto site are notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident.

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Shropshire Council and current Health and Safety legislation. Close liaison between the Council representative and contractors 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 made.

### **Service safety arrangements regarding contractors**

Shropshire Council assesses the Health and Safety credentials of a contractor and these contractors will be listed on the approved list. They are CHAS 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, 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 are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire fighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- 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, 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).

## **5.8 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 a site 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-ordinator/s (Names listed 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 taken out of use. Where substitution proves to be impossible a Shropshire Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the Administrator's Office.
- ensure an inventory of all chemicals will be kept and is up-to-date.
- 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 5.16 PPE.)

### **All Staff must be:**

- be aware that spirit based items are not allowed.
- the use of solvent based "Tippex" will be controlled by the Administration area.
- aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Health and Safety Co-ordinator.

### **Legislation**

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Staff room/on line, Shropshire Learning Gateway\Administration\Occupational Health and Safety, etc.

Substances used by Shire Services Cleaning staff will be controlled by their respective departments who will ensure that the assessments are carried out and staff are informed, trained and instructed. The Centre Manager and Health and Safety Co-ordinator will need to ensure that these documents are in place and up-to-date on a regular basis. Members of cleaning staff employed by the Service will have received relevant training (see Appendix 3).

## **5.9 Display Screen equipment – (visual display users)**

Members of 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 assessment

Speak to the Health and Safety Co-ordinator/ Centre Administrator 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 Centre 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 Health and Safety Team, Shropshire Council, See Section 2 for contact details.

### **5.10 Fire Safety/Bomb/Arson**

The **Fire Risk Assessment** is sited in Administration Office of each Centre. The Fire Risk Assessment is undertaken by the Centre Manager and monitored by the Health and Safety Co-ordinator. 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 Service will treat them with the appropriate priority and an action plan will be generated to address the high risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks.

Notices of fire/emergency procedures are fixed to visible areas around the sites and in every classroom. Emergency exit doors and routes are kept clear at all times and 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.

Other than routine checks provided through Property Services the Centre Manager will check all fire fighting and detection equipment six-monthly to ensure they are in good working order and within the "use by" date as is the statutory requirement.

The fire alarms are tested weekly and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated Keeping Your School In Business (KYSIB) guidance documentation. Records are kept in the logbook found in the Administration Office.

**Fire/Emergency drills** 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.

- 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 the Administrator or Centre Manager but in circumstances where the Administrator/Centre Manager is not available, once everyone has safely left the building and moved to a place of safety, a delegated member of staff will ensure that the SFRS is summoned as per the Centre procedures.
- Fire wardens will sweep their designated areas and report to the 'Person in Charge'
- All attendance registers will be properly marked for the morning and afternoon sessions.



- A roll call will be taken when everyone has reached the place of safety.
- All visitors/contractors report their presence on site to the Administrator and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions. Administration staff must remind visitors to read the emergency arrangements.
- Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for staff and/or pupils when required
- Staff or others taking after school clubs must ensure they are familiar with the fire procedures.
- The Service 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'

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

- All staff will be given fire safety training as part of their induction programme and will be updated as and when necessary
- 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 Central Office Training records.
- Pupils 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 will be closely supervised by staff when handling the candles\tea lights for worship\assembly.

#### **5.11 First Aid**

The Service will ensure that, adequate and appropriate facilities are provided at each site 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 Service 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 Service and the child will be accompanied to the doctor's or hospital by a member of staff.

The Service seeks to ensure that at least 2 members of staff have received training on a first aid course (see Appendix 1) per Centre

First Aid training will be provided by Shropshire Council's Occupational Health Team. Copies of the First Aider's certificates are displayed in reception at each site.

### **5.11.1 First Aid Facilities**

- The first aid boxes are placed in clearly identified and accessible locations.
- 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. Administrator/First Aiders are responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves 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 Service sites giving locations of first aid equipment and the names of the first aiders.
- First Aid cover procedures during COVID-19 – Centres to follow the Shropshire Council document – First Aid Cover During COVID-19.

### **5.11.2 Recording First Aid Treatment**

Records of all incidents treated will be made in the accident/Incident exercise 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 the CARs forms and copies of the CARs forms kept with the Health and Safety Co-ordinator. See section 6.2 for further information on accident/incident reporting.

### **5.11.3 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 a book to confirm this. 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 the Administrator's Office or can be found stored in the fridge in the staff room if required to be refrigerated (site specific).

Parents/carers 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.

Full details can be found in the TMBSS Policy "Supporting pupils with Medical Conditions".

### **5.12 Housekeeping**

The Service has adopted policies and practices which lead to a safe working environment. Good housekeeping is practised at all times and sets a good example to the **pupils**.

- Staff must ensure that all spillages will be cleaned up immediately with safe disposal of the waste. 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 Service premises will be cleaned to an acceptable standard on a daily basis by Shire Services/Service cleaning staff.
- Hygiene standards are of the highest attainable by all staff.
- All Service staff are responsible on a daily basis for reporting Health and Safety issues to the Head of Service/person with delegated responsibilities for Health and Safety.

### **5.13 Lone Working**

#### **See Service Lone Working Policy**

#### **Working Alone**

It is recognised that, from time to time, it may be necessary for Service 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 members of staff wishing to work outside normal school hours must have prior agreement/permission from Head of Service or designated Senior Manager. In such circumstances, the Service 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.

A copy of the procedures introduced to control these risks will be kept with Service Policies. Also see section 6.21 for school security and staff/governors responding to call-outs

### **5.14 Manual Handling**

The Service recognises that manual handling does take place on sites 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. Members of staff who are not trained in manual handling should avoid the movement of heavy and awkward loads.

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.

Members of staff who have undertaken manual handling training will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures.

#### **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.

### **5.16 Minibus use.**

- The Service follows the guidance from Shropshire Council and all staff have been made aware of the guidance which can be accessed on the Shropshire Learning Gateway.
- The mini-bus is Certificated to Public Service Vehicle (PSV) standards/or operated under Section 19 Permit legislation. It will only be driven by persons who have successfully completed the 'Minibus Driving Assessment Scheme' (MIDAS) arranged by Integrated Transport.
- 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 included in Appendix 4.
- Staff who drive the minibus must carry out the pre-use checks and fill in the log book.
- 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 vehicles must make sure pupils wear seat belts at all times.
- Vehicles without seat belts will not be used.

N.B. Conditions drivers must meet to drive a minibus within the UK (under a Section 19 Permit):

- Be age 21 or older,
- Have held a valid driving license for at least 2 years,
- Meet the 'Group 2' medical standards if aged over 70,
- Be driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body (under a Section 19 Permit),
- The maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, e.g. a wheelchair ramp,
- Are not towing a trailer.

Further information can be found in Appendix 6.

#### **5.16.1 Private Vehicles**

- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the Service before they are permitted to drive pupils in their cars. The Head of Service will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.

- 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.

#### **5.17 Parental/Adult/volunteers help**

- 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.

#### **5.18 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.

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.

#### **5.19 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 given an induction on the equipment before they first use it.

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. Centre Manager / Teaching Staff to make the final decision for the equipment to be used.

Harlescott Education Centre use play equipment which is part of Harlescott Junior School, and all maintenance is covered by the Junior School.

### **5.20 Portable electrical appliance testing (PAT)**

The Head of Service 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 Administrator's Office. (Also see Section 6.26. Work Equipment).

No equipment other than newly purchased may be used unless tested. 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.

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.

### **5.21 Risk Assessment**

The Service 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.

All significant risks will be recorded on the approved Shropshire Council risk assessment which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. Staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the Centre Manager / School's Health and Safety Co-ordinator.

For members of staff who do not feel confident to undertake a risk assessment can discuss this with their Centre Manager and arrange to go on a training course provided by Shropshire Council Health and Safety Team see section 2 for details.

- Risk assessments are available for staff activities, the use of equipment and premise. See file of assessments in the administration office.
- DSE assessments for individual staff are kept in their personnel files
- Risk assessments will be carried out before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last visit.
- Arthog Outdoor Education Centre does its own risk assessment which staff are familiar with. They will check the control measures to ensure they correspond with the school risk assessment.
- All Physical Education activities have been risk assessed including the use of the outdoor play equipment.

### **5.21.1 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 Service to demonstrate so far as is reasonably practicable everything reasonable has been done.

### **5.22 Service Security (Safeguarding)**

**See our Safeguarding policy.**

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**

The SAFER SCHOOLS checklist 'Security/safety recommendations and considerations for sites' is reviewed once a year. All the 'essential' items are implemented and the remainder of the checklist is reviewed.

- At all times access to the Centre's is strictly through the main reception area, external doors are all fitted with good locking mechanisms and is controlled by the Administrator. Staff are in attendance in Reception areas for students arriving and departing the Centre, so that Centre security is always maintained.
- The Administrator 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.

- All visitors sign in and out and wear badges of identification or a visitor's badge.
- Relevant members of staff have a set of keys to access the sites 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.
- Anyone working with or giving lifts to the children has been DBS checked.
- All electrical devices are annually tested.
- Fire drills take place termly. Details are recorded and notes made of any problems needing remedying.
- The edges of the steps around the school are marked with yellow lines.
- 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.
- All staff have been made aware of the Health and Safety at Work Act 1974, and associated legislation through an induction and the HSE Health and Safety Poster which is displayed in a prominent position in the staff room.

The Centre Manager is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured.

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

For call out information see Appendix 5.

Employees and/or spouses/partners should not attend to an intruder alarm activations or call-outs without a Police or security guard presence. On arrival at a site or premises, employees and/or spouses/partners must not enter a site or premises before the Police or security guarding company.

### **5.23 Supervision of pupils**

The school will be open from 9am to 3pm 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 arrangement at the beginning of the school year and reminders sent throughout the year when necessary.

Students are supervised throughout the day, with the appropriate numbers of staff. If students are allowed off site at lunchtimes, parents/carers will have consented to this.

### **5.24 Violence**

The Service follows Shropshire Council's Policy and Guidance on Violence at Work.

The Health and Safety Coordinator 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 6.2. Accident Reporting.
- are aware of Shropshire Council's 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 required. Staff will be trained, if necessary for their job, in MAPA and any incidents will be recorded in a separate incident book.

### **5.25 Visits and Journeys**

Shropshire Council's Regulations and Guidelines for Educational Visits and Journeys is followed. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed and documentation will be signed by an appropriate senior leader.

The TMBSS Off Site Visit Policy will be followed at all times.

### **5.26 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. Otherwise staff will be trained to undertake the task if it is identified to be a low risk activity. 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 BSEN 13. There is a ladder/step ladder register which is sited in the Administrator's Office. It is the responsibility of the Centre Manager to keep it up to date. Trained staff will undertake a user check before use.

### **5.27 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, 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 Property Services and/or the Supplier.

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 Health and Safety Coordinator/Site Manager etc.

The Service keeps an inventory of all work equipment including site equipment e.g. hand tools, ladders, drills, etc. This includes a record of the inspections and checks carried out. The log/record is kept in the Administrator's Office. Each Centre Manager/Teacher is responsible for the equipment that is used within their lessons. All equipment will be safety checked before use, and the pupils will be shown how

to correctly use the equipment before starting. When students are using equipment they will always be supervised by a member of staff and the correct PPE (if necessary) will be used. For high risk activities a Risk Assessment will be completed which can be found in the Administration Office. All equipment will be inspected and if it is found to be damaged/beyond repair will be disposed of in accordance with Centre policy. Equipment will be maintained in accordance with manufactures guidance and maintenance records can be found in the Administration Office.

## **6. Monitoring and Review**

Internal monitoring and review of the Health and Safety Policy and Procedures will be undertaken on an annual basis.

The Head of Service 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 and Fire Risk Assessment which are required by the Local Authority.

The Service 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.

## **7. TMBSS Hub and Hospital Provision**

TMBSS Staff who work in either of the Primary Hubs or one of the Hospital provisions will be following the Health and Safety procedures of the School or Hospital they are based at. Staff based at these provisions are to make sure that any incident/accident is reported to the TMBSS Health and Safety Officer and relevant paperwork completed. If staff have any Health and Safety concerns these are to be discussed with a TMBSS Senior Leader.

First Aid for the Hubs will be provided by TMBSS staff.

## **Appendix 1**

### **Members of staff trained in First Aid At Work**

#### **Bridgnorth Education Centre**

Melica Dewhurst

Rebecca Watters

Chloe Davies (Mondays, Thursdays and Fridays)

#### **Harlescott Education Centre**

Tracey Hunt

Kathleen Ridgway

Angela Mansell

Rob Cubbin (Outdoor Education)

#### **Hook A Gate Education Centre**

Andrew Rudge

Beverley Jones

Kim Fawke

Lisa Bloomer (Outdoor Education)

#### **Ludlow Education Centre**

Chloe Davies (Tuesday and Wednesday)

Adrian Pople

Adam Bloomer (Monday and Wednesday)

#### **Monkmoor Education Centre**

Karina Turner (First Aid at Work and Paediatric Certificates)

Helen Pope (Paediatric)

#### **Oswestry Education Centre**

Shelley Morris

Phil Parkinson (Outdoor Education)

#### **Sundorne Education Centre**

Elaine Aston

Lisa Garside

James Maclachlan (Thursday)

Adam Bloomer (Tuesday, Thursday and Friday)

## **Appendix 2**

### **Education Centre Cleaners COSHH Trained**

#### **Bridgnorth Education Centre**

Rachel Hussey - Cleaner

#### **Harlescott Education Centre**

Karina Turner - Cleaner

#### **Hook-A-Gate Education Centre**

Cleaner employed by Shire Services

#### **Ludlow Education Centre**

Cleaner employed by Shire Service

#### **Oswestry**

Hayley Reeves - Cleaner

#### **Sundorne**

Cleaner employed by Shire Services

## **Appendix 3**

### **Trained Mini-bus Drivers**

Rod Cubbin  
Andrew Rudge  
Beverley Jones  
Martin Newell  
James Maclachlan

## **Appendix 4**

### **Attendance of Intruder Alarm Activations**

#### **Bridgnorth**

Taybar

#### **Harlescott**

Caretaker of Harlescott Junior School

#### **Hook-A-Gate**

Taybar

#### **Ludlow**

Organised via Shropshire Council Property Services

#### **Oswestry**

Taybar

#### **Sundorne**

Taybar

## Appendix 5

### Fire Wardens

#### **Bridgnorth Education Centre**

Melica Dewhurst  
Claire Vaughan  
Rebecca Watters

#### **Harlescott Education Centre**

Catherine Lyth  
Kath Nicholas  
Matthew Brown

#### **Hook A Gate Education Centre**

Kim Fawke  
Katie Geen  
Charlotte Maclachlan

#### **Ludlow Education Centre**

Adrian Pople  
Karen Angell

#### **Oswestry Education Centre**

Phil Parkinson

#### **Sundorne Education Centre**

Elaine Aston  
Jodie Prophet

## Appendix 6

### Shropshire Council Transport for Education Visits: -

#### 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 driver's 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 driver 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](http://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 there after.

## 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 processes 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.