Shropshire Hills Federation

HEALTH & SAFETY POLICY May 2025

(Amended Sept 25 to alter Headteacher)

This Health and Safety policy is based on guidance from the Local Authority - March 2019. As a Federation policy, it encompasses general health and safety at all sites (Chirbury CE Primary School and Busy Bees Nursery, Norbury Primary School and Nursery, and Stiperstones CE Primary School). Some site specific detail is also included and reference made to additional policies. It refers to the detailed advice available on the Shropshire Learning Gateway.

Governors/Headteachers need to identify those staff with Health and Safety responsibilities and ensure that the level of their duties are detailed within this policy.

All staff should be able to access this policy and other relevant health and safety information and notify the Headteacher if they cannot. A copy of this policy should be kept in the employee handbook.

In order to carry out the policy effectively, the School Governors and Headteachers 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. For very specific risks, individual risk assessments will be made whenever deemed necessary by the Headteacher or the Federation Governing Body.

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1. School Health and Safety Policy Statement

School Governors and Headteacher 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 Governors 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 Governors and Headteacher, 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 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 Governors and Headteacher 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 Governing Body On 13th May 2025 after 10 days of consultation.

Signed:		Stand in Chair
Date:	14/05/2025	Sarah Lennox
Signed:		Headteacher
Date:	14/05/2025	Les Ball

2.0. Organisation

TITLE	NAME
Chair of Governors	Mrs Rachel Ellen
School Governors	See separate governor list
Federation Headteacher	Mrs Claire Morris
School Teaching Staff	See separate staff lists
Teaching Assistants	See separate staff lists
Lunch time supervisors	See separate staff lists
School Health and Safety Coordinator	Mrs Claire Morris
Cleaners	Chirbury Site– Diane Herring Norbury Site – Rob Stainer Stiperstones Site- Janice Lewis, Claire Withington
Lunch time supervisor	See separate staff lists
SBMs/Administrators	Chirbury & Busy Bees Nursery - Catriona Oakley (SBM), Nicollette Birring (Administrator) Norbury and Stiperstones - Nikki Rodick (SBM), Jen Savage (Administrators).
Governors Health and Safety Committee	Claire Morris, Matthew Sankey, Sarah Lennox, Holly Morris, Emma Cliff

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 – Kevin Jenkins	01743 252819
Health and Safety Officer – Adam Griffiths	01743 252819
Support Health and Safety Officer – Julie Sayce	01743 252819
Crime Prevention Officer - Ian Bartlett	01743 252819
Health and Safety Training Contact Emma J Cushing	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 Fire/Emergency Co-ordinator:	Claire Morris (all schools)
Deputy Fire/Emergency:	Chirbury - Catriona Oakley, Norbury and Stiperstones - Nikki Rodick

Reporting and Recording of Accidents, RIDDOR etc.

Persons nominated for overseeing the reporting of accidents, diseases dangerous occurrences	
and incidents of violence:	Chirbury - Catriona Oakley, Norbury and Stiperstones - Nikki Rodick

Health and Safety (First-Aid) Regulations

First Aid Co-ordinator	Nikki Rodick and Catriona Oakley
First Aid at Work (3 day course):	Jim Mann, Hazel Watkins
Emergency First Aiders:	
Paediatric First Aiders:	Charlotte Morris, Bev Williams, Rob Stainer, Bethan Sumpter, Claire Morris, Tracey Dunham, Olivia Thomas, Katy Barber, Katie Owen, Kath

	Hughes, Louise Wall, Andy May, Tracey Dunham, Iva Fifield, Emma Davies, Bev Williams, Rebecca Sockett, Lizzie Higgins
Outdoor First Aid	Charlotte Morris, Bev Williams, Rob Stainer, Bethan Sumpter, Andy May, Lou Wall, Claire Morris, Olivia Thomas, Carly Roberts, Kate Hughes, Alex Beavan, Lizzie Higgins,

Educational Visits and Risk Assessments

Co-ordinator (EVC):	Nikki Rodick

Asbestos and Legionnaires Coordinator:

Nominated Co-ordinator:	Catriona Oakley, Nikki Rodick

Portable Electrical Appliance Testing:

Nominated Co-ordinator:	Catriona Oakley, Nikki Rodick

Control of Substances Hazardous to Health Assessment Co-ordinator:

Nominated Co-ordinator:	Claire Morris with all cleaners responsible

Radiation Protection Supervisor (Schools)

N/A	

2.1. Responsibilities of Nominated Personnel

2.1.1 School Governors

- will be responsible in conjunction with the Headteacher 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 ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school 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 governor's meeting
- in liaison with the Headteacher, will ensure that professional health and safety advice is available
- in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator/Officer appointed for the school 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 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 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 Headteacher

2.1.2 The Headteacher

- 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 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 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. 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/coordinator 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.
- Will ensure that a full health and safety audit is carried out at least annually

2.1.3 The School Business Managers

- 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, etc.) working with the School Administrator
- will ensure that all electrical leads and plugs are regularly checked**.** (This may be delegated to a competent member of staff). **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 Headteacher or SBMs – 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 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 the health and safety coordinator is 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 School Health and Safety Co-ordinator, may seek expert advice from the Corporate Health and Safety Team at Shirehall when required.

2.1.5 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 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 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.

2.1.6 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 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 to the Headteacher\delegated senior member of staff\line manager.

2.1.7 Deputy Head, Assistant Head and School Business Managers

- will ensure that staff under 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 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
- will liaise with Property Services/outside bodies on matters of health and safety relating to electricity, water supplies (be familiar with the legionnaires log), 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 and have attended Shropshire Council's asbestos awareness training.
- 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 promote a positive culture and an interest in health and safety matters throughout the school.

2.2 Governors and the Health and Safety Committee

Terms of reference

- In conjunction with the Headteacher to 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 Headteacher or the Committee any items of concern.
- With the Headteacher, liaise, as appropriate, with the School's Building Surveyor over the establishment of the list of necessary repairs and maintenance items to be undertaken.
- To, in conjunction with the Headteacher, 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 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 Governing Body.
- To draft for full Governing Body approval a written Health and Safety Policy for the School.
- 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 Headteacher, 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 school site is kept free from litter and refuse.
- To ensure that all security measures and procedures, including signage and lighting are in place.
- 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 at Work etc. Act 1974.
- 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 school has a health and safety committee formed from the governing body and the Headteacher. Other than the Headteacher, membership shall be reviewed annually at the autumn term meeting of the 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 Governing Body at its next meeting following receipt of the resignation.

- The Governing Body will appoint the Clerk who shall not be the Headteacher. The clerk is Catriona Oakley.

Quorum
The quorum for any meeting shall be 4 members.

Meetings
The Committee will meet 3 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.

3. School Health and Safety Policy Arrangements

3.1 Access on to and exit from the school site

The school 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. 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 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 Council's Accident Reporting System (CARS) form will be used. 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, (NAME or 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. **Reporting is now carried out via Business World ERP.**

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. Confirmation is required on Business World.

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 Headteacher (or nominated senior member of staff in their absence).

- One copy is retained for the school files in the Administrator's office
- One copy must be sent to the Corporate 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 intervals and considered by both school 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. 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 sheet.

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

3.3 Arson, Bomb threats see section 3.10 or the "Safer School" initiative see section 3.22 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 or SBMs

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. (N.B. The only contractors that do not normally sign are from Graham Environmental Services the contractors who test the water).

(N.B. The Responsible Person or person who has been delegated the responsibility for managing asbestos **must** have attended the Asbestos Awareness Session organised by Shropshire Council).

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 the Administrators Office. 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 Plan or Emergency Response and Business Recovery Plan).

3.6 Confidential Counselling Service

The Federation 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 the Learning and Skills – Human Resources Department.

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 are notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident. 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.

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.

Clearly, it is not necessary to go to such 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.

3.7.1. School safety arrangements regarding contractors

Shropshire Council assess 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. In some cases, where the risk to safety is low, approved contractor status is not essential. In this instance it will be at the discretion of the Headteacher, who must ensure operators are fully qualified and insured for the work they undertake.

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).

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 Federation 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 (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 COSHH assessment form will be undertaken. (This form is available on Shropshire Learning Gateway and must be completed for each hazardous substance). Copies of the COSHH assessment will be available in the (SBMs' and 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 3.18 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 allowed.***
- the use of solvent based "Tippex" will be controlled by the school office.
- aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher/SBMs.

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.

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 assessment.

Speak to the Headteacher/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 the Headteacher 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.

3.10 Fire Safety/Bomb

3.10.1. The **Fire Risk Assessment** is sited in each school office, "Keeping Your School in Business" file. The Fire Risk Assessment is undertaken by the Headteacher and verified by a governor from the Health and Safety Committee. 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 high risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks.

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 not obstructed by random storage. All fire doors are kept permanently unlocked while the premises are in use. Staff are actively encouraged to demonstrate good housekeeping.

All fire-fighting equipment is checked annually and fire detection equipment, weekly (by SBMs/administrator) and six monthly by RMW fire, 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 by SBMs and administrator, and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated Fire Risk Assessment for Educational Premises guidance documentation. Records are kept in the logbook found each school office.

Notices around school have the following information. (All Signs must comply with Health and Safety (Signs and Signal) Regulations 1996.

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, (a separate sheet details exit routes).
3. Classes line up. (Chirbury – Playground and Communal park (Class One) Norbury and Stiperstones - playgrounds).
4. Teaching staff to take Attendance Registers in the afternoons and check all children in their classes are out of the building. Dedicated staff members will check the toilets and other areas designated in the escape plan for each school.
5. **DO NOT PANIC.** Walk quickly and quietly in line, **DO NOT** return to the classroom or cloakroom to pick up personal belongings.
6. Await further instruction before returning to the building.
7. If it is a bomb alert open windows, **COLLECT** personal belongings coats etc, especially if cold, if safe to do so before leaving the building.
8. The assembly point in the event of a bomb is: Chirbury - churchyard, Norbury and Stiperstones - playing fields.

3.10.2 Fire drills will take place every term. Details including the names of all staff in attendance will be recorded in the Fire Log book and notes made of any problems which need to be rectified.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all pupils 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.
- The fire and emergency services will be summoned by The SBM/administrator once everyone has safely left the building and moved to a place of safety, a delegated member of staff will ensure that a confirmation call is made to the fire service. A role call will then be carried out.
- Fire wardens will sweep their designated areas and report to the 'Person in Charge' (a plan will be required of the designated areas and full instructions/training so staff fully understand their duties.)
- All attendance registers will be properly marked for the morning and afternoon sessions. SBMs/administrators will take their registers with them on evacuating the premises and hand to teaching staff for role call.
- A roll call will be taken at the designated assembly point to ensure that everyone is accounted for**.**
- All visitors/contractors must report their presence on site and sign in at reception. Reception staff must ensure that all visitors/contractors are made aware of the sites emergency procedures and evacuation assembly points.
- 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 is 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 at the earliest opportunity.
- Also see 'Critical Incident Plans for each school.'

N.B. Shropshire Council Risk Management Team have replaced 'Managing the response to emergencies that affect Educational Establishments' with 'Emergency Response and Business Recovery Plan' and is available on the Shropshire Learning Gateway\Administration\Risk Management and Insurance\Emergency Response and Business Recovery\Emergency Response Business Recovery Plan Maintained Schools.

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 each school 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 will be closely supervised by staff 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 two members of staff have received training on a first aid course and two other members of staff have the additional paediatric training. **Our Federation will actively try to ensure that all members of staff have some form of basic first aid training, as we believe that best practice is for everyone to have first aid knowledge.**

First Aid training will be provided by Shropshire Council's Occupational Health and Safety Team. 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:
  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. SBMs/administrator is responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves (avoid using latex gloves because some people suffer from an allergic reaction) 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 of the first aiders.

3.11.2 Recording First Aid Treatment

Records of all incidents treated will be made in the accident/incident 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 Business World and paper copies of forms kept in the Administrator's office in the locked filing cabinet. 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 possible 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 trained member of staff responsible for administering medicine, or any staff member witnessing the child taking their medicine must record this and sign the School's Administration of Medicines Record Log. **(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 staff rooms or can be found stored in the fridge in the staff room if required to be refrigerated. Shropshire Council's 'Medical Arrangements, Guidelines and Procedures for Shropshire Schools' are followed. Staff can access the full document on the Shropshire Learning Gateway for further information.
https://www.shropshirelg.net/media/35129/Medical-Arrangements-in-Schools-2010.pdf
The Asthma Policy and Guidelines contains the consent form for administrating medicines;
https://www.shropshirelg.net/services/occupational-health-and-safety/a-z-of-arrangements/
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 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 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 Headteacher/person with delegated responsibilities for health and safety.

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 Lone Working

Working Alone – wherever possible this should 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 Headteacher 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 3.22 for school security and staff/governors responding to call-outs

3.15 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 hazardous 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 will read the completed risk assessments and follow the recommended control measures at all times.

General manual handling guidance for all staff

To avoid manual handling injury, 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 3**.

3.16 Minibus use.

- The School 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). Minibuses will only be driven by persons who have successfully completed the 'Minibus Driving Assessment Scheme' (MIDAS) arranged by Integrated Transport. (This driver advice is also applicable to self-drive hire or otherwise "borrowed" vehicles).
- The Federation authorised minibus drivers are: Bus Driver post - vacant (also responsible for weekly and daily checks), Les Ball (Responsible for safety checks in the absence on bus driver in post), Nikki Rodick, Andy May, Sally-Anne Jones, Claire Morris. Staff who drive the minibus must carry out the pre-use checks and fill in the log sheet on every trip.
- 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 unless qualified to do so. 26.11.2020 Headteacher to seek permission and insurance for one qualified driver to tow a trailer for canoes and mountain bikes. Permission granted and confirmed in writing by LA insurance.

3.16.1 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 valid 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 Headteacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary. The SBM will keep a record of all private vehicles prior to journey.

- 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 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 sought 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 will be sought from the Corporate 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 must sign that they agree to follow them.

(Staff should be aware of the Shropshire Council guidance for Extended Schools which includes additional health and safety measures that are necessary. This is available on Shropshire Learning Gateway).

3.18 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. For short term or temporary situations, a DBS risk assessment may be carried out by the Headteacher.
- They will be given appropriate information e.g. emergency procedures when necessary.
- When using their own car, they must prove that they have a valid driving license for that vehicle, that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.

3.19 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.

3.20 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 Administrator/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.

Annual inspections are undertaken by ‘ROSPA’ report kept in the school Administrator/Business Managers’ office.

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

3.21 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 Administrator/Business Manager's office. (Also see Section 3.27. 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 Administrator/Business Managers 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 every year 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.

3.22 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.

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 has 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 Headteacher.

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.
- All Physical Education activities must be risk assessed including the use of the outdoor play equipment. The teacher leading the activity is responsible for all aspects of safety during activities and MUST NOT ALLOW any child to take part in activities if they deem there is any unacceptable risk, including from poor behaviour or inattention to instruction. SAFETY COMES FIRST AT ALL TIMES AND OVERRIDES ALL OTHER CONSIDERATIONS.

3.22.1 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.

3.23 School Security (Safeguarding)

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:

- Gates are locked at 9:00 am and after school at 4:30 pm. After which time access to schools is through the main entrance, via the school office. At Chirbury site, gates must not be locked as there is a permissive way.
- The Administrator/SBMs monitor 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 office).
- All visitors sign in and out and wear badges of identification or a visitor’s badge.
- The schools are all 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/SBMs have 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 cleaners are responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. Where other staff work beyond the hours of the cleaners, they will carry out final checks before leaving the buildings.

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. NO member of staff will enter the building if the call out is suspected to be a break-in, until police arrive at the scene.

3.24 Supervision of pupils

The school will be open from: **07:45** to **4:30 - Chirbury, 7:45 - 4:30 - Norbury and Stiperstones** on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times, without prior agreement with the headteacher. 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

3.25 Violence

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

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 on the Corporate Accident Form CARs See 3.2. Accident Reporting.
- are aware of the school'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.

- No forms of abuse nor intimidation will be tolerated at any time, including verbal abuse or harassment. All such cases should be reported to the headteacher, who will provide guidance and support.

3.26 Visits and Journeys

Shropshire Councils Regulations and Guidelines for Educational Visits and Journeys are followed. 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 or risk assessments will be required for parents/helpers/volunteers.

3.27 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

3.28 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 equipment (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 Headteacher/SBMs or will be under contact for maintenance and repairs via Shropshire Council Premises 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 the Headteacher/SBM.

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 school offices.

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 and Fire Risk Assessment which are required by the Local Authority. (N.B. The Health and Safety Self-Monitoring Checklist & Fire Risk Assessment must be sent in to the Corporate Health and Safety Team Annually, email address 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:	
Governors Signatures:	
Date:	14/05/2025

Appendix 1

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 considered to be 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 particular 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 may be accepted standards or standards laid down by legal requirements.
A systematic approach to reducing the risk of harm is;

I. **Remove the risk completely.**
II. **Consider less risky alternative work methods.**
III. **Prevent access to the hazard (e.g. by guarding).**
IV. **Organise work to reduce exposure to the hazard.**
V. **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 a more 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 3:

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.
- Ensure roads are suitable for vehicle type. Remember to register and pre-book congestion charge if entering London at 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 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 **a permit is valid for up to 3 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

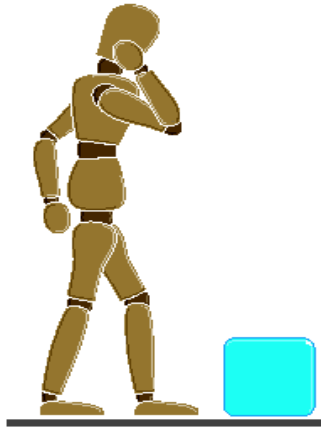
7.8.1 The regulations relating to the operation of both PCVs and non PCVs on international journeys are very complex. It cannot be assumed that what may be permissible under British law will apply elsewhere. Buses and minibuses being used abroad are required to be fitted with a tachograph.

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.

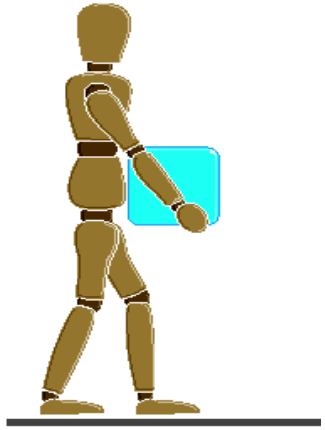
Appendix 3

Good handling technique for lifting



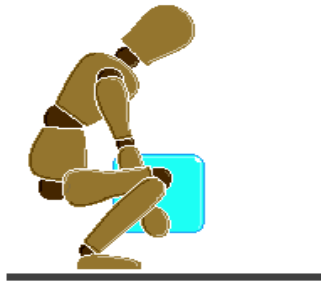
Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

- ***Think before lifting/handling.*** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.



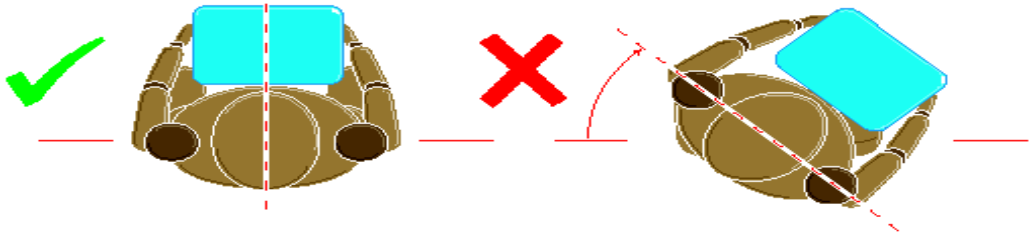
- ***Keep the load close to the waist.*** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- ***Adopt a stable position.*** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

- ***Get a good hold.*** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

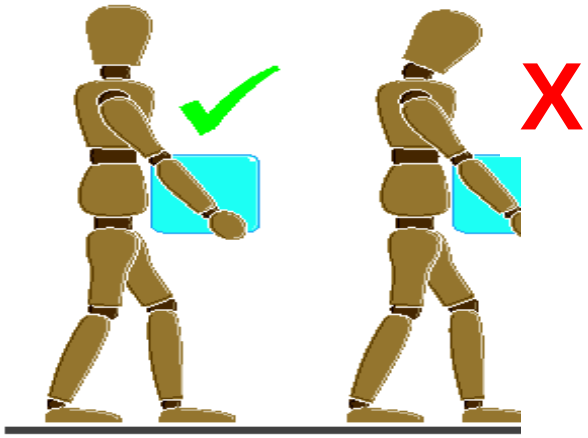


- ***Start in a good posture.*** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

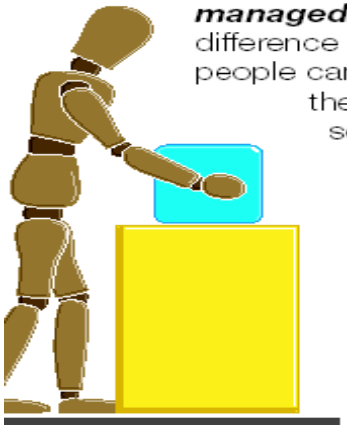
- ***Don't flex the back any further while lifting.*** This can happen if the legs begin to straighten before starting to raise the load.



- ***Avoid twisting the back or leaning sideways,*** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- ***Keep the head up when handling.*** Look ahead, not down at the load, once it has been held securely.
- ***Move smoothly.*** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.



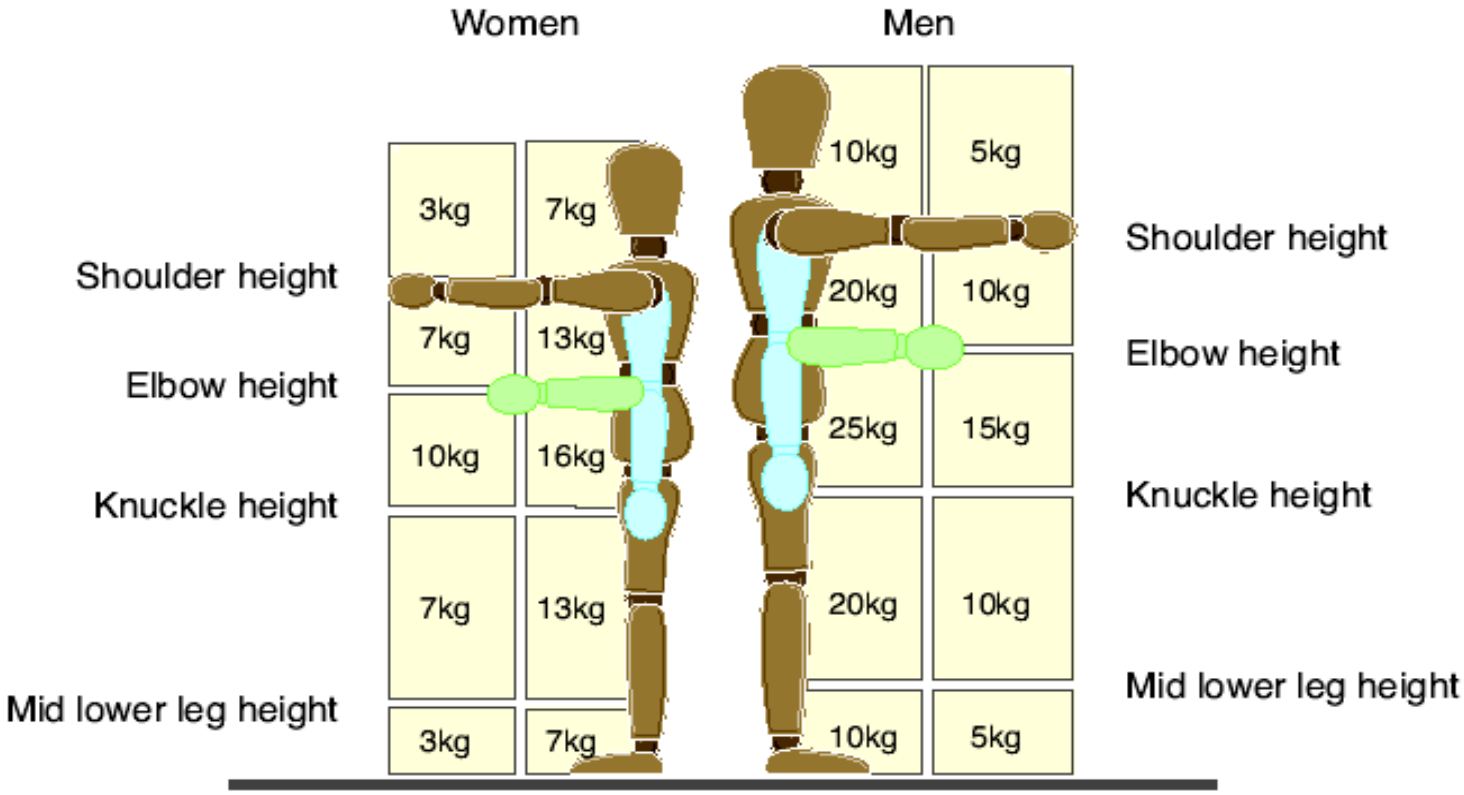
- ***Don't lift or handle more than can be easily managed.*** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



- ***Put down, then adjust.*** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Note

Although great care has been taken in the compilation and preparation of this work to ensure accuracy, it is the responsibility of the premise manager/responsible person to ensure that all measures so far as is reasonably practical have been taken.

The list of arrangements shown are not exhaustive and the index in the main Shropshire Council 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.