

# Fire Safety Policy Statement

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

**Name of school:** WOODSIDE PRIMARY SCHOOL

**Responsible person:** CLAIRE BENNETT

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

1. The provision of a suitable and sufficient risk assessment
2. Appropriate fire precautions
3. Management systems that identify staff with specific fire safety duties enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire

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

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

**Our fire safety management plan incorporates:**

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

Signed .....

HEADTEACHER

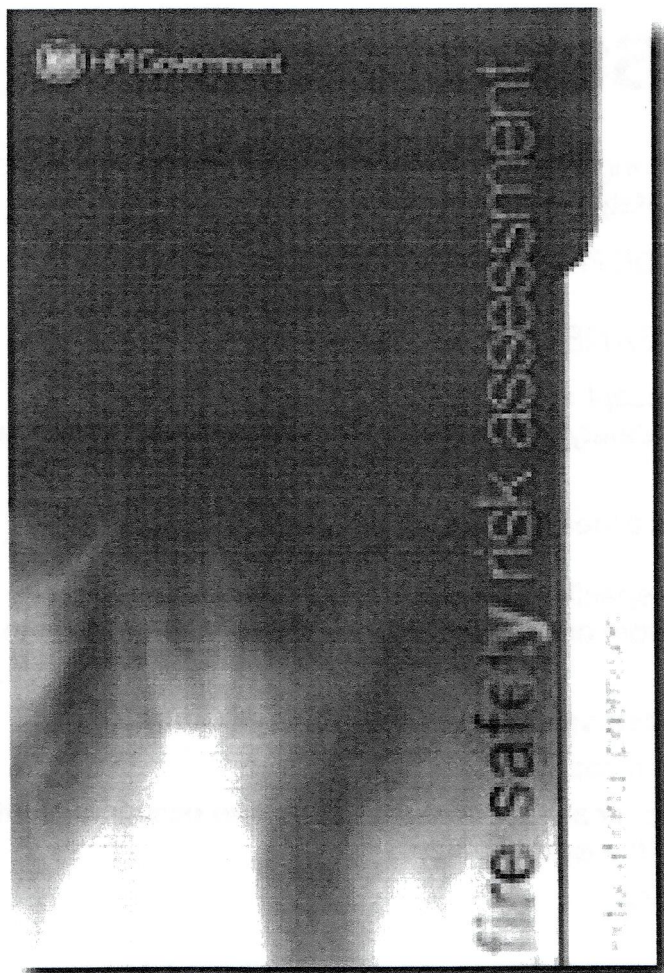
CHAIR OF GOVERNORS

Dated .....

20.10.23

## **Appendix 2**

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





## **Appendix 3 - An extract from Regulations and Guidelines for Educational Visits and Journeys – Section 7: Transport: -**

### **7.1 Planning Transport**

The party leader must give careful thought to planning transport.

7.1.1 The main factors to consider include:

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

### **7.2 Legal responsibilities:**

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

- The safety of the passengers is of paramount importance. They (and their families) put their trust in to the driver deliver them to their destination in safety and comfort.
- The employer should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. In practice Headteachers 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](http://www.direct.gov.uk). There is a fee payable for the issue of a Permit by the Traffic Commissioner. Shropshire Council are a recognised issuing body to qualifying groups for section 19 permits **currently issued at no cost** (correct at 2016), **a permit is valid for 5 years.**

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

### 7.5.5 The Transport Act 1985

The Transport Act 1985 establishes two classes of vehicle:-

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



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

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

The conditions are as follows:

#### 7.5.6 Drivers

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

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

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

7.5.6.3 The minibus driver must:

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

#### 7.5.7 Permits



#### 7.5.7.1 Each Permit must specify:

- the issuing body
- date of issue
- the holder
- the Permit number
- if it relates to a 'small' or 'large' bus

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

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

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

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

### 7.5.8 Conditions of Fitness of the vehicle

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

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

#### 7.5.8.3 Passenger vehicles must have valid MOT test certificates. The first examination must be carried out one year after registration of the vehicle and annually 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 processes are in place and monitored.** The person responsible for maintaining the school minibus should:

- Check the vehicle prior to use;
- Ensure proper servicing by a reputable garage and that the vehicle follows a strict regular safety inspection regime. The frequency of the inspection regime is determined by mileage and type of use, however as a benchmark this is usually every 6 – 12 weeks;
- Maintain the **vehicle file** with the service history, insurance and other relevant documents;
- Check with the Headteacher 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.







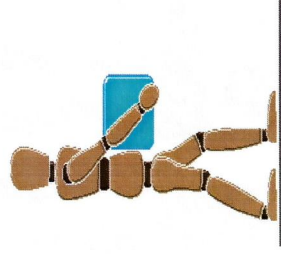


## Good Handling Techniques

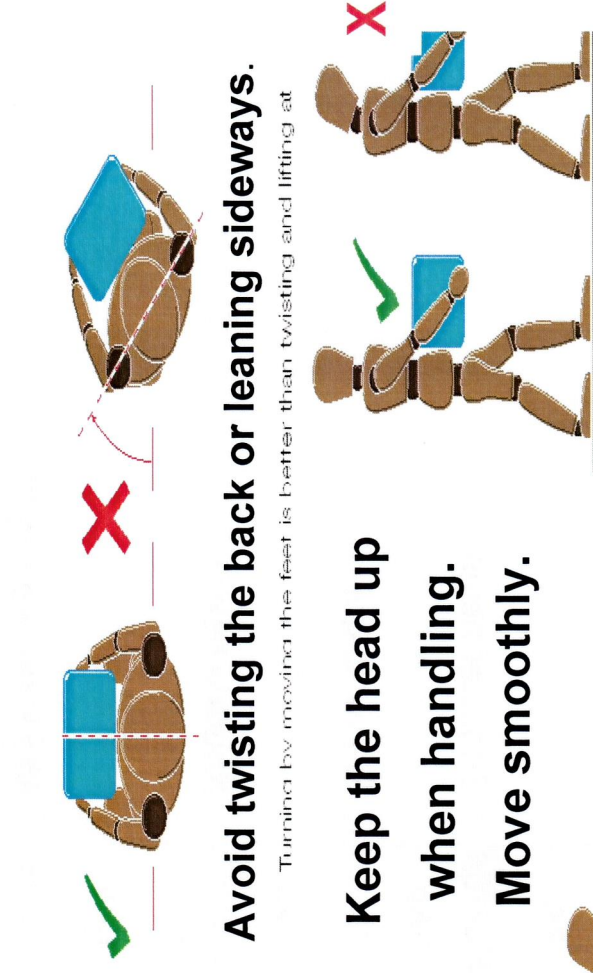
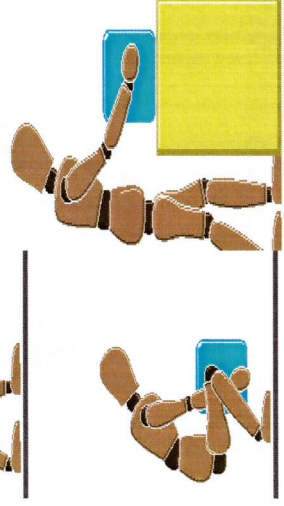
**Think before lifting /  
handling**



**Keep the load close to  
the waist.**



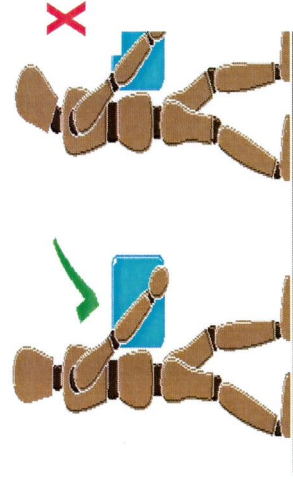
**Adopt a stable position.  
Get a good hold.**



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

Turning by moving the feet is better than twisting and lifting at

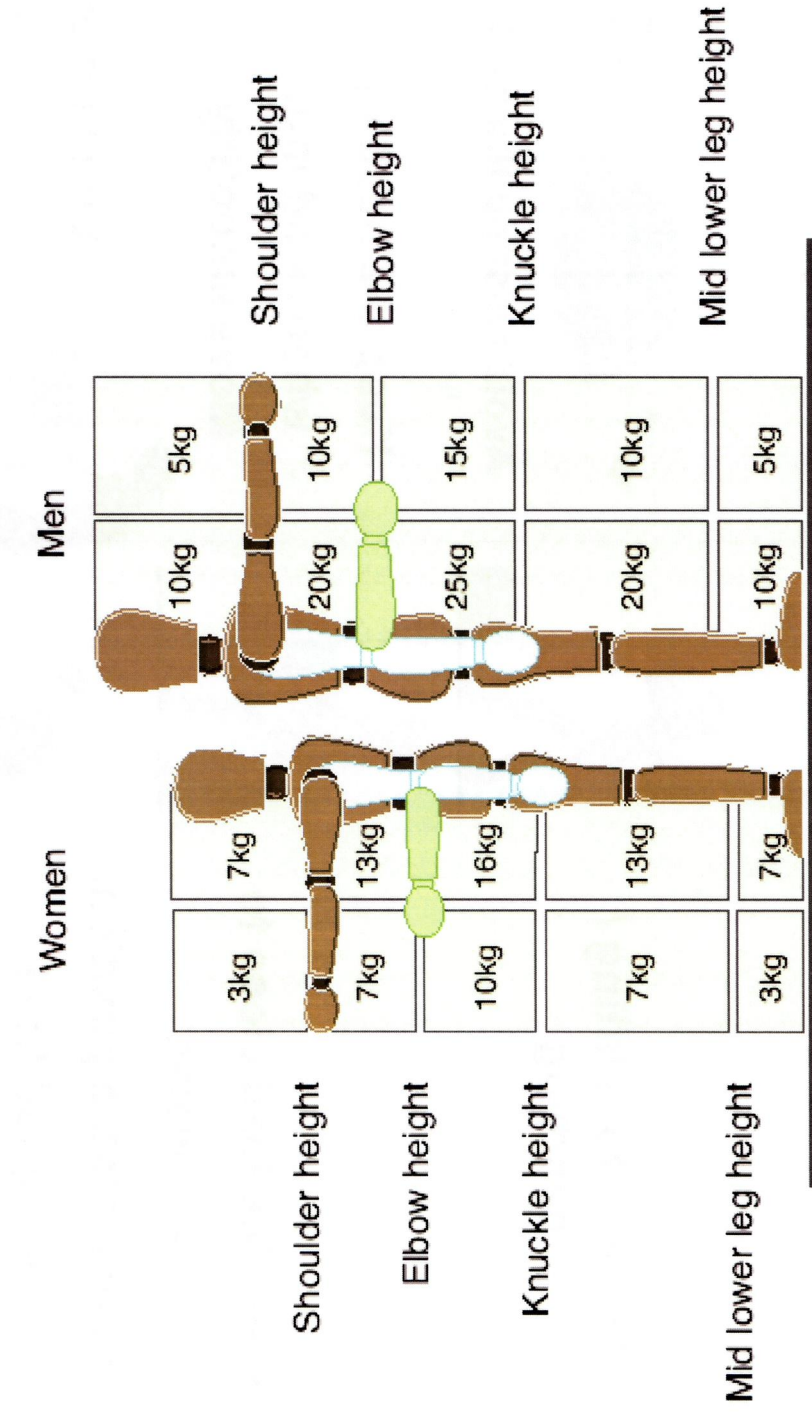
**Keep the head up  
when handling.  
Move smoothly.**



**Don't lift or handle more  
than  
it  
can be easily managed.  
Put down then adjust**

# 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 Trustees/Headteacher to ensure that the arrangements referred to accurately reflect the actual control measures in place at the school.

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



## Appendix 5

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

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

## **Appendix 6**

### **Health and safety (First-aid) regulations 1981**

#### **Paediatric First Aid**

Abbi Williams  
Alison Barnes  
Ann Smith  
Carolyn Peter (D)  
Emma Breeze  
Fiona Kennard  
Gemma Humphreys  
Shelley Hill  
Heidi Jones  
Jessica Parr  
Jo Jones  
Kaye Firmstone  
Kelly Jones  
Kerry Whyte  
Kim Jones (D)  
Kirsty Feltus  
Laura Barrett  
Lauren Sheffield  
Maisie Garthwaite (D)  
Natasha Evans



Natasha Longhurst  
Nicky Carr (D)  
Pam O'Donoghue  
Rachel Jones (D)  
Rachel Reade  
Rebecca Yerkess  
Ruth Holmes  
Sam Davidson  
Tianne Jackson  
Yvonne Barnett  
Emily Bound  
Pip Edwards  
Cath James  
Bryony Jones  
Mike O'Reilly

**Certificated - First**

**Aider at Work**

Gwen Stokes (P+D)  
Mark Beauchamp (D)  
John Roberts (D)

**Forest Schools**

Hayley Brown

