



# 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 Logbook).

<b>Name of school or premise:</b>	<b>Woodside Primary School</b>
<b>Name of the responsible person:</b> (person in control of the premise).	<b>Mrs Claire Donaldson</b>

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

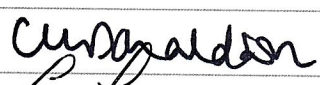

1. the provision of a suitable and sufficient risk assessment;
2. appropriate fire precautions\*
3. management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire\*\*

**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.

<b>Signed:</b>		(Headteacher)
<b>Signed:</b>		(Governor)

Date:

**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 2

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

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#### **Introduction**

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

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

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

#### **Completing a Risk Assessment**

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

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

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

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

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

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

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

#### **Level of Skill/Training required**

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

#### **Chemicals/Materials involved**

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

Each approved product that is used on site will require a separate assessment to be undertaken especially those that fall under the Control of Substances Hazardous to Health Regulations. The supplier/manufacturer is required by law to provide a manufacturers data sheet which identifies the

hazards of the substances and remedial first aid measures etc. A competent/experienced person must undertake this assessment. The products name and assessment date should be identified.

### **Specific Work Equipment**

Any tools or work equipment required to carry out the work activity should be included in this section. However, this should also give the assessor the opportunity to establish if the equipment is being used correctly and is in a good state of repair.

### **List the Main Hazards identified:**

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

- Chemicals
- Dust/Fumes
- Fire
- Slipping/tripping hazard
- Moving parts of machinery
- Vehicles
- Work at height (Use of ladders)
- Stress
- Electricity
- Noise
- Manual handling (WRULDS) Work Related Upper Limb Disorders.
- Poor lighting
- Play equipment
- Sporting activities

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

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

### **Control Measures, to reduce the risk**

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

Detail what action has been taken to control the risk of harm from the hazards identified. Some of the controls 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](http://www.traffic-update.co.uk).
- Ensure roads are suitable for vehicle type. Remember to register and pre-book congestion charge if entering London at [www.tfl.gov.uk](http://www.tfl.gov.uk);
- The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence. All minibus drivers to have successfully completed the Shropshire Council Driving Assessment arranged through Road Safety, this requirement applies even if drivers already hold a current PCV Licence;
- Number of driving hours required for the journey and length of the driver's day (including non-driving hours), whether a second driver is needed;
- Capacity and experience of driver to maintain concentration – whether more than one driver is needed to avoid driver fatigue. Experts in driver fatigue now say that even full-time drivers should take regular breaks every two hours;
- Contingency funds and arrangements in case of breakdown /emergency;
- Alternative routes or means of travel available in the event of a delay or cancellation;
- Appropriate insurance cover.

### **7.2 Legal responsibilities:**

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

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

### **7.3 Supervision on Transport**

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

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

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

- The level of supervision that will be necessary on double decker buses/coaches – one supervisor on each deck should be appropriate in normal circumstances;
- Safety when crossing roads as part of the journey – the party leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to crossroads, 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 always be maintained;
- 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 minibuses) 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 minibuses 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 minibuses 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 the operation they propose will be affected by the Drivers Hours Regulations and/or, the 1981 Public Passenger Vehicles Act which defines whether 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 regarding Maintenance through Shropshire Council, Transport Operations Group (Telephone 01743 254944). As part of their processes they will ensure that all 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.