



**FINTON HOUSE**  
SCHOOL

**HEALTH & SAFETY HANDBOOK**  
**ISSUE 5 | UPDATED SEPTEMBER 2025**

TO BE READ IN CONJUNCTION WITH HEALTH & SAFETY STATEMENT OF ORGANISATION

OPEN HEARTS A

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## 1 Version Control

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Version	Comments
Issue 5 – Aug 2025	
Issue 4 – Aug 2024	Updated wording in Asbestos – Section 4 Updated wording in Food Waste – Section 26.2 Updated contact details
Issue 3 – Oct 2023	Updated Lone working policy & procedure

## 2 Policy Ownership

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A hardcopy of this policy is available to all governors on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office.

**Ownership:** The Bursar

**Executive Responsibility:** Ben Freeman, Head

**Governor Oversight:** Finance & General Purposes Committee

## 3 Policy Statement

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### *Repeated from Health & Safety Statement of Organisation*

The Governing Body of Finton House Educational Trust, recognise and accept that under the Health & Safety at Work etc., Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the Board, through a risk management approach, to meet its responsibilities under the Act, Regulations and approved Codes of Practice, and all other regulatory requirements and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.
2. Provide all employees with the information, instruction, training and supervision that they require to perform tasks in a safe and capable manner and recognise and manage risk.
3. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.
4. Provide and maintain a safe environment for all visitors to school premises, bearing in mind that these visitors may not be aware of all the risks arising from their use of the School's facilities.

5. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to all employees, pupils and others.
6. Consult and co-operate with partners working with the School in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
7. Consult and communicate with employees on health and safety matters.
8. Continually improve the standards of health and safety in the School in line with good practice models by a regime of training, provision of guidance, reviews and audits.
9. Ensure that the detailed procedures and guidance for implementing the aims of this Policy Statement are publicised, made available to all School employees and can be used as a practical working document.
10. Keep this Policy Statement and the detailed health and safety procedures and guidance under regular review and in line with changing safety practices and current legislation.

## 4 Asbestos

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The School no longer maintains an Asbestos Management Plan as there is no known asbestos on the school site. Periodic inspections are recommended to ensure this is accurate. Any major work must be preceded by an intrusive R&D survey by the school's nominated inspection company.

The School's asbestos register is kept in reception and should be signed by any contractor working in the building with the fabric of the estate. This includes IT contractors.

## 5 Audio & Visual Aids

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When these are in use, cables must not present a hazard. Teachers carry out full risk assessments and brief the school Bursar or Facilities Manager if trunking is not fitted to the wall correctly.

All equipment must be turned off when not in use eg. interactive whiteboards, projectors, computers, laptops.

There is a set of safety guidelines regarding use of interactive whiteboards in each classroom.

## 6 Audits

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The School independently audits all H&S practices every other year using a competent audit provider. The comprehensive audit covers all aspects of Health and Safety and was last undertaken in August 2024 by Hettle Andrews & Associates Ltd. The School's Health and Safety Action plan incorporates all recommendations from the audit. Actions are undertaken in priority order so that the most important actions are addressed first.

The H&S Audit, and the H&S Action Plan, are presented to the School's Finance and General Purposes Committee on an annual basis.

## 7 Classrooms

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Teachers and assistants are responsible for ensuring classrooms are safe to work in and any issues reported to the Headmaster or Bursar who will arrange for the area to be made safe until a permanent resolution is implemented.

Teachers and assistants are responsible for ensuring equipment is safe to use and if not, reported to the Headmaster or Bursar, kept out of use or immobilised until it is repaired.

Where appropriate, teachers and assistants will ensure protective equipment is worn as necessary.

Children should not run in the classroom.

Teachers and assistants are responsible for instructing the children to use equipment safely, eg. scissors and computers.

Risk assessments are a key component to ensure the ongoing welfare of children at all times. Risk assessments are completed annually each September by class teachers, subject specialist teachers, therapists and admin staff for their rooms and offices and reviewed when necessary (termly) throughout the year. Each teacher is responsible for assessing the risks in their area highlighting the following:

- Any potential hazard.
- Potential harm to a third party under their supervision.
- Level of risk involved.
- Ways of preventing or minimizing any potential harm.
- Any other further action required (eg. inform their line manager).
- Risk assessments are then stored electronically on the staff drive.

Classrooms must be kept tidy, both during and after lessons. In particular, bags should not obstruct the areas between desks or exits. Coats and bags must be kept on the pegs allocated for them in the cloakrooms or in the classrooms.

## 8 Contractor Management

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This policy sets out the procedures to be followed by the School when engaging and managing contractors. The procedures are relevant to all types of contractor, regardless of how small or large they are, or the type of job they are engaged to do. The Construction (Design and Management) Regulations 2015 (CDM) make specific requirements for construction contracts.

A contractor is a person or company who is engaged to work for the School, but who is not an employee. Contractors can be engaged for a whole range of jobs including: maintenance, repairs, servicing, installation, refurbishment, construction and cleaning of buildings and equipment. They may work for us, or on our premises, every day, eg. caterers, cleaners and transport providers; on a regular basis, eg. ground-keepers, service engineers, electricians, plumbers and window cleaners; or only occasionally, eg. to refurbish or construct new buildings. Sometimes more than one contractor may be on site at any one time, particularly in school holiday periods when major maintenance or refurbishment projects take place.

Accidents can happen to the contractors themselves and to staff and pupils because of contractors working on site. In order to reduce these risks, it is important that the following procedures are followed:

- The work is clearly defined and properly planned – when and how;
- Only competent contractors are appointed;
- The contractor and the school provide each other with all relevant information;
- Once the work has started it is monitored and controlled;
- Once the work has been completed, it is reviewed to identify if improvements can be made in the future.

The steps to be taken to ensure the above are met are included in this policy.

## 8.1 Legislation & Guidance

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The following legislation is relevant to the School when appointing contractors:

- The Health and Safety at Work etc. Act 1974 places a shared duty of care on the school and the contractor to protect the health and safety of their own employees and other people who may be affected by the contractors work, eg. pupils, visitors to the school, other contractors working on site and members of the public.
- The Management of Health & Safety at Work Regulations 1999 requires:
  - The School (the 'client') to:
    - Assess the risks presented by their premises and activities to the contractor's employees.
    - Supply contractors with any necessary health and safety information, eg. location of hazards such as fragile roofs or asbestos, or the procedures to follow in event of an emergency.
    - Co-operate with contractors to enable them to comply with their legal duties and health and safety arrangements.
  - Contractors to:
    - Assess the risks presented by their activities to school staff, pupils, members of the public and, of course, and their own employees.
    - Supply the school with any necessary health and safety information.
    - Co-operate with the school to enable them to comply with their legal duties and on health and safety arrangements.
  - Contractor's employees to:
    - Use machinery, equipment, dangerous substances, transport equipment, means of production or safety devices in accordance with any instruction and training given.
    - Inform their employer of any danger to health and safety posed by a work activity.
    - Inform their employer of any shortcomings in the H&S protection arrangements.

## 8.2 Who Can Engage Contractors

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Role	Name
Nick Binnington	Bursar
Ben Freeman	Headmaster
Zack Kurt	Estates Manager
James Melia / Tom Willis	IT Dept

## 8.3 Planning Contractor Appointments

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Successful use of contractors requires good planning – 'what', 'when' and 'how'. It is important that health and safety matters are considered at an early stage; the last thing wanted is for work to have to stop because an important health and safety feature has been overlooked.

Good planning includes:

- Clearly defining the job
- Identifying any hazards and assessing the risks associated with the job

- Identifying control measures to eliminate the risks or reduce them to an acceptable level
- Specifying the conditions contractors must comply with

Contractors invited to submit tenders should be made fully aware of the standards of health and safety management that the school expect of them, and of any sub-contractors, they might engage. They must also be informed of the schools' procedures and rules in order that they can comply with them. In particular, they must be informed of and, where relevant, provided with:

- The school's requirements re insurance;
- The school's requirements re Disclosure and Barring checks for all contractor's and subcontractor's employees;
- The school's requirements for contractors to be appropriately licensed, accredited by H&S Assurance schemes, and members of specific trade organisations;
- Information regarding any specific hazards and risks associated with the task or site eg. presence of fragile roofs or asbestos;
- Any requirements specific to the job eg. that work must be done outside the school day or during school holidays, or access/exit requirements to and within the buildings;
- The importance of the contractor providing all the equipment they need to complete the job. School equipment, including height access equipment such as ladders or scaffold towers, should not be used;
- The availability or otherwise of welfare facilities (toilets, changing rooms, dining facilities etc.);
- The availability or otherwise of parking for contractor vehicles;
- The availability or otherwise of services (water, power, telephone, etc.);
- Acceptable times and locations for deliveries; Contractor's dress and behaviour code, including smoking rules and limitations on use of radios;

### 8.4 Competent Contractors

Regardless of the type or size of job, or the type or size of the contractor, it is essential that competent contractors be selected. Competent contractors (and sub-contractors) will have:

Essential	Employers, Public Liability and Professional Indemnity Insurance (latter for construction projects only) – normally a minimum of £5million for each type of insurance, but it depends on the value of the contract. The Legal department should be consulted in each case.
	Registration with Construction Line for all building and construction contractors, sub-contractors and contractors undertaking related work, eg. installing IT equipment such as cabling, screens and projectors. NB registration with Construction Line does not mean that a contractor automatically has H&S accreditation. This must be checked.
	All building and construction contractors, sub-contractors, and contractors undertaking related work must have their H&S management systems accredited by one of the SSIP Forum H&S accreditation schemes, eg. CHAS, Safe contractor or Acclaim
	All other contractors (and sub-contractors) must have their H&S documentation checked and confirmed as adequate either by one of the SSIP Forum H&S accreditation schemes or by the school / Trust Office department appointing them.
	All employees have satisfactory Disclosures from the Disclosure and Barring Service if they will or may come into contact with children.
	The correct technical expertise for the job
	Employees who have appropriate qualifications and training

	The correct plant, equipment and tools to do the job - NB The contractor must provide all the equipment they need to complete the job. The contractor should not use school equipment eg. ladders or scaffold towers
	Appropriately licensed and members of / registration with / accreditation by relevant trade organisations, eg. Gas Safe or NICEIC
	References from other clients, preferably schools, for whom they have recently carried out similar jobs, if not already known to the school
Desirable	Non building / construction contractors - H&S accreditation by one of the 'SSIP Forum' members, eg. 'CHAS', 'Safe contractor', 'Acclaim'
	Practical experience of working in an educational environment

## 8.5 Risk Assessments & Safe Systems of Working

Detailed site and task specific risk assessments and safe systems of work / method statements must be obtained from the contractor if they have not already been provided during the contractor selection process. They should include, if relevant to the job, how the following hazards and risks are to be controlled:

Access to / egress from the site, particularly for large, heavy machinery, vehicles and deliveries | Access to the working area | Asbestos | Confined spaces | Dust and fumes | Electricity | Excavations | Falling objects | Fire / explosion | Fragile surfaces | Hazardous chemicals | Hazards in the working area | Hazards associated with the presence and use of power tools, plant and equipment eg. cuts, lacerations, entanglement, electrocution, noise, vibration, burns, overturning or collapsing equipment, unauthorised access/use, Impact job will have on normal activities taking place in the school | Lead eg. in old paintwork | Lone working | Manual handling | Moving and lifting loads | Obstructions of walkways, fire exits, vehicle routes | Presence of female pupils | Trips, slips and falls | Vehicles on site e.g. deliveries, waste collections, contractors vehicles | Working at height | Waste storage, method of removal from buildings and disposal. NB. Waste must not be thrown off scaffolding / fire escapes or out of windows above ground floor height, unless purpose made waste chutes are used. | Weather (adverse)

The risk assessments and safe systems of work / method statements must be checked carefully by the person appointing the contractor prior to any works commencing.

Things to look for when assessing risk assessments are:

- Do they 'belong' to the contractor who has submitted to them - or are they someone else's?
- Have they been reviewed fairly recently - at least in the last year?
- Are they specific to the site, task, equipment and materials used?
- Do they consider all the obvious risks you can think have associated with the task, including the fact that it is taking place in an educational environment, and have sensible controls been identified?

Any queries, areas requiring clarification or requests for further information can be covered in pre-start meetings.

Where contractors are engaged to carry out a range of similar jobs during the year, risk assessments and method statements that cover their anticipated tasks and areas of work should be requested and checked as part of the annual review of the 'Pre-Qualified / Approved Contractors List'.

## 8.6 Pre-Start Meetings

Any significant contract or works must have a pre-start meeting. Minutes of the meeting should be taken and circulated to all parties.

## 8.7 Monitoring Contractors

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How often checks need to be made will depend on the hazards and risks associated with the work and how long the contractors are likely to be on site. Checks may need to be more frequent at the start of the work/contract to ensure good standards are being implemented. For short jobs, the start and finish of the day are good times to meet the contractor to review progress. For longer jobs or long-term contractors, eg. caterers or cleaners regular weekly meetings will probably be more appropriate. All contractors should be monitored during the working day in order to ensure that safe working practices are being followed.

When checking standards, the information given to the contractor should be used.

On an annual basis, long-term contractors e.g. caterers, cleaners, transport providers, grounds maintenance and security teams should be asked to provide the school with copies of:

- Current insurance documents,
- Current Disclosure documents from the Disclosure and Barring Service,
- Current H&S Accreditation certificates eg. CHAS, Safe contractor, Acclaim. NB. if the contractor does not have H&S Accreditation, they will need to provide current copies of H&S policies, systems for monitoring H&S standards, info re any prosecutions or enforcement action, accident history, systems for appointing sub-contractors, sources of safety advice and these will need to be reassessed by the school.
- Current risk assessments and safe systems of work / method statements for the tasks that they undertake,
- Confirmation of employees' training/qualifications including first aid that have taken place in last year,
- Details of accidents in the last year, and steps taken to prevent them reoccurring,
- Confirmation of all equipment testing/maintenance that has taken place in last year eg. PAT tests on portable electrical equipment,
- Reports of any in-house or third-party H&S audits that have taken place in last year.
- Current Trade Organisation membership / registration certificate eg. for Gas Safe or NICEIC.

If during the course of the work you suspect that the contractor is disregarding safety procedures, or that staff or pupils will be put at risk by the contractor's actions, you should:

- Immediately contact the Bursar,
- If there is an imminent risk consult directly with the contractor with a view to eliminating / minimising the risk,
- As a last resort, contact the HSE.

## 8.8 Record Keeping & Compliance Tracking

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There should be a List of Approved Contractors, managed by the Finance & Compliance Administrator, which is accessible online. This should include a list of all contractors who are authorised to work on site, and proof of the checks outlined in this document ie. insurance.

Long-term contractors should be checked annually, whereas all other contractors should be checked before each job begins.

The List of Approved Contractors should be audited by the Bursar on a quarterly basis, to check compliance with this policy and annually by a Governor.

Location: W:\Health & Safety

Filename: List of Approved Contractors 2025-26.xlsx

## 9 Control of Substances Hazardous to Health (COSHH)

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### 9.1 About

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The purpose of this section is to describe a process to ensure that the risks involved in using chemicals or other hazardous substances and/or materials is reduced, as far as reasonably practical, to prevent damage to people's health. It provides guidance on the standards and systems required to ensure compliance with legislation and the records to be maintained.

This procedure defines the management requirements to ensure the safety and health of personnel using or exposed to harmful substances.

Using hazardous substances can put people's health at risk. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) requires the school to control the exposure to hazardous substances to protect both employees and others who may be exposed from work activities.

The COSHH Regulations are intended to prevent workplace illness and disease resulting from exposure to hazardous substances. The regulations require suitable and sufficient assessment of the risks to health arising from work activities associated with hazardous substances, the introduction of adequate control measures, maintenance of control measures and equipment associated with them, monitoring for the effectiveness of the measures and the health of employees, training of employees and arrangements to deal with accidents and emergencies.

The regulations apply to a wide range of substances, which may cause harm if they are inhaled, ingested, injected or absorbed through the skin. Hazardous substances occur in many forms including;

- Liquids
- Gases
- Dusts
- Vapours
- Mists
- Fibres
- Solids
- Smoke

Substances that must be assessed under the COSHH Regulations are;

- Any substance or substances which are classified as dangerous to health and carry warning labels identifying them as Toxic, Very Toxic, Harmful, Corrosive, Irritant, Sensitizing or Carcinogenic etc.
- Any substance with a Workplace Exposure Limit (WEL). These are listed in the Health and Safety Executive (HSE) publication EH40/2005: Workplace Exposure.
- Biological Agents (blood, bacteria and other micro-organisms).
- Any other substance which creates a risk to health, such as; asphyxiates, pesticides, medicines or substances produced in chemical processes.

Certain substances are excluded from the COSHH Regulations and are usually covered by their own regulations:

- Radioactive Materials
- Substances only hazardous at high pressure
- Substances only hazardous at high temperatures
- Asbestos
- Lead and lead products
- Materials hazardous due to their flammability

- Biological agents that are outside the employer control eg. catching an infection from a work colleague

## 9.2 Risks

Any chemical can provide a risk to our school community and needs to be considered carefully before being brought onto site. As with any risk assessment, you need to consider if there is an alternative.

The Globally Harmonised System (GHS) was brought into to ensure harmony of labelling of COSHH related products around the world. This also helps us identify whether a product is suitable to be used, and if we do use it, what precautions must be taken to ensure it is used within correct guidelines. The symbols below are the new GHS approved ones, which you should see on any bottle covered by COSHH regulations.

	<b>Exploding bomb</b> (for explosion or reactivity hazards)		<b>Flame</b> (for fire hazards)		<b>Flame over circle</b> (for oxidizing hazards)
	<b>Gas cylinder</b> (for gases under pressure)		<b>Corrosion</b> (for corrosive damage to metals, as well as skin, eyes)		<b>Skull and Crossbones</b> (can cause death or toxicity with short exposure to small amounts)
	<b>Health hazard</b> (may cause or suspected of causing serious health effects)		<b>Exclamation mark</b> (may cause less serious health effects or damage the ozone layer*)		<b>Environment*</b> (may cause damage to the aquatic environment)
	<b>Biohazardous Infectious Materials</b> (for organisms or toxins that can cause diseases in people or animals)				

\* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

## 9.3 Responsibilities

Responsibilities are as follows:

1. Governors
  - a. Ensuring that adequate resources are in place and support to achieve risk elimination and reduction as is reasonably practical.
  - b. Implementation of suitable and effective control measures.
2. SLT
  - a. Identification and assessment of risks
  - b. All substances used and produced are recorded and assessed
  - c. COSHH Risk Assessments are completed
  - d. All staff receive appropriate training
3. Employees
  - a. Follow training and regulations given to them

- b. Report hazards and risks to managers
- c. Ensure substances are stored within guidelines given to them by the COSHH Risk Assessments

## 9.4 Substance Inventory & Assessment (COSHH Register)

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In order to carry out COSHH risk assessments on hazardous substances in the work area they must be first identified. The Manager or a person nominated by the manager must identify all potentially hazardous substances in the work environment. This is kept on the COSHH Register.

Location: W:\Health and Safety\COSHH

Filename: Finton House COSHH Register.xlsx

A Manufacturer Safety Data Sheet (MSDS) should be obtained for any product falling within COSHH regulations. The date this is obtained should be recorded on the COSHH Register and filed within the MSDS folder (also within the same folder link above).

The MSDS should be reviewed carefully, and any concerns/additional risks recorded on the School Wide COSHH Risk Assessment. This must be updated whenever the following occurs:

- When a new hazardous substance is used in the workplace
- There has been a change in work procedure
- The substance is to be used for a different task
- The substance used has changed eg. the manufacturer or concentration of the substance
- The HSE issue guidance relating to a hazardous substance or work activity
- Following an adverse incident involving the substance or work activity

## 9.5 Control Measures

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Control measures set out within the MSDS and Whole School Risk Assessment must prevent or adequately control the exposure of employees to substances hazardous to health. Staff are responsible for implementing safe systems of work to prevent and control exposure to hazardous substances in their work area.

Means of control that are inherently safe are always to be preferred because there are fewer opportunities for protection to fail. The HSE require a standard hierarchy of control measures that should be considered with the most preferred first:

- Elimination
- Substitution
- Isolation
- Reduction (ie. time of exposure/numbers of employees exposed)
- Enclosure (fully or partially)
- Safe systems of work
- Housekeeping
- Information/instruction
- Personal protective equipment

Both employers and employees must ensure that control measures are effective, maintained and followed. Control measures need to work – all day, every day.

## 9.6 Personal Protective Equipment

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Personal protective equipment is a last resort and so should be provided following the implementation of all other measures and should be regularly inspected and those inspections recorded. Staff should receive instruction and training in the correct usage, storage, maintenance and replacement of personal protective equipment issued to them.

PPE that is reusable should be allocated a clean and safe storage space with personal marking to maintain hygiene. Re-useable protective clothing should be kept clean and inspected in accordance with the manufacturer's guidelines. Disposable or single use protective clothing should not be reused and should be disposed of in accordance with the school's Waste Policy.

PPE will be provided free of charge, its selection will be based on a risk assessment which ensures as far as is reasonably possible it does not hinder a member of staff carrying out tasks while maintaining their health, safety and welfare.

## 9.7 Information, Instruction & Training

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The Bursar provides training in his capacity as Health & Safety Coordinator. Specialist training for staff with a higher risk is provided by specialist training companies.

## 9.8 Storage & Signage

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All hazardous substances should be stored in accordance with approved codes or practice or official guidance and manufacturers guidelines. Appropriate hazard signage shall be provided on all storage areas and containers where a risk has been identified. The storage location and volume require reviewing as part of the risk assessment.

The school has a number of appropriate storage locations:

- 169 Basement Cleaning Store - LOCKED
- Reception Building Cleaning Store - LOCKED
- Emma Thornton Building Cleaning Store - LOCKED
- Site Office - LOCKED YELLOW CABINET
- Science Room - LOCKED YELLOW CABINET
- Kitchens - LOCKED ROOM, CATERING ONLY
- Art Room - LOCKED YELLOW CABINET

## 9.9 Emergency Procedures

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Emergency procedures shall be established for limiting the extent of health risks and to regain adequate control in the event of leakage, spill or uncontrolled release of any hazardous substances. Written procedures should be put in place where current general emergency procedures under other Regulations are deemed insufficient. Staff are to ensure that staff are trained in accordance to these procedures, and this must include not only staff who use the substance but also those that distribute and store it.

The MSDS's provide appropriate information on emergency procedures.

## 9.10 Disposal

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Any substance hazardous to health and its container must be disposed of in accordance with the MSDS and School Waste Policy.

To help reduce risk, environmentally friendly products are recommended. Disposal of the packaging should be considered as part of the procurement process.

Where waste is disposed of inappropriately this could lead to a non-compliant report being generated by the Waste Contractor. The non-compliant notices will be viewed as part of an audit process undertaken on the Waste Contractor by the Environment Agency. These notifications or other similar incidents could lead to enforcement or fines from the waste regulators; Environment Agency.

## 10 Display Screen Equipment

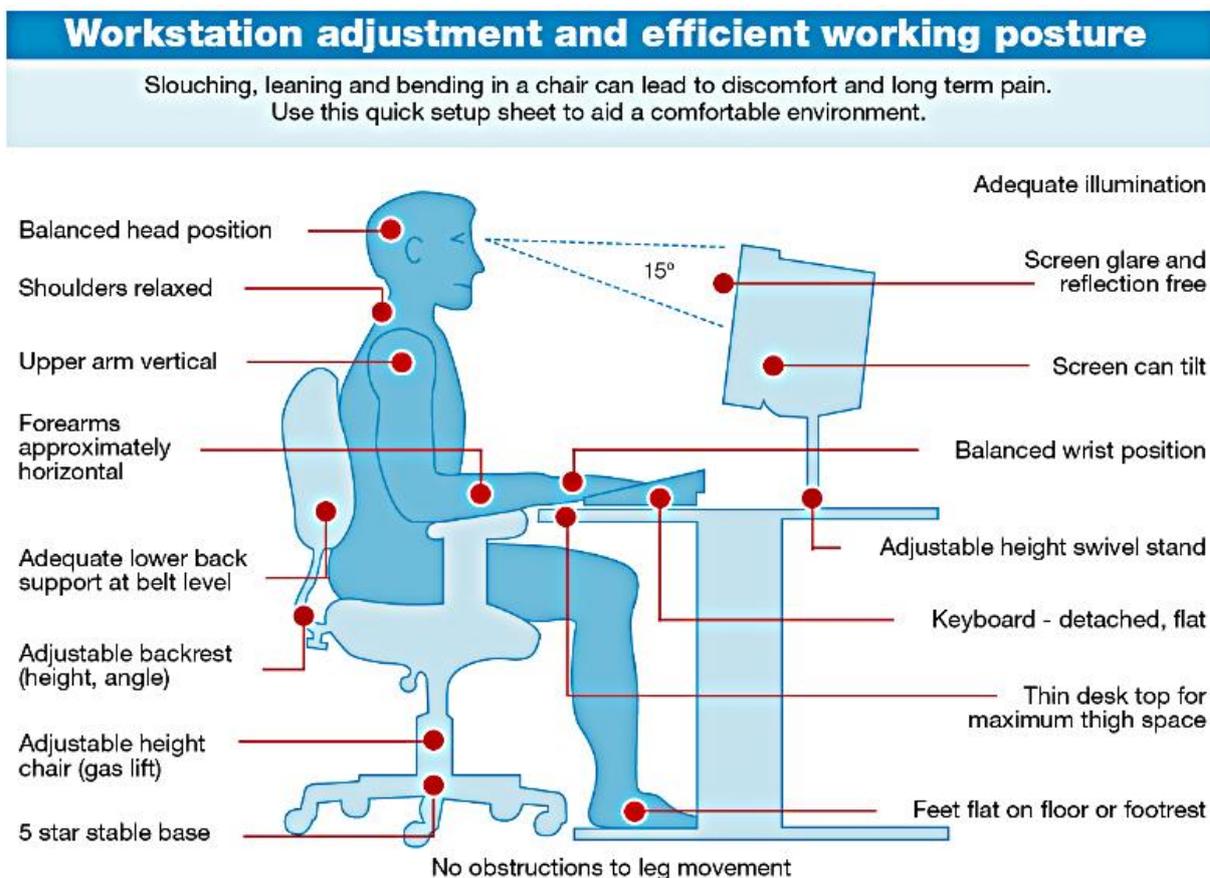
### 10.1 Assessment

Display Screen Assessments should be completed annually for those with desk-based jobs, and bi-annually for all other staff.

The IT Manager is responsible for completing the assessments, and recommending changes to the Bursar for approval.

The diagram below gives an indication of what you should have at your workstation.

School policy is to introduce 'sit-stand' desks across the school to promote wellbeing and good posture. These will be introduced as each school room is upgraded.



### 10.2 Breaks

Staff should take a 10-minute break from any screen work every hour.

## 10.3 Eye Test & Glasses

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The school will contribute up to £30 bi-annually for an eye test, claimable as an expense with a valid receipt. Staff required to have glasses for screen work only are also able to obtain up to £100 from the school towards these glasses, also on a bi-annual basis.

## 11 Driving, Transport & Vehicles

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Driving is probably the most dangerous activity that most of us do in the course of our working lives. "It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week". Health and Safety Executive: Driving at Work INDG382.

Road accidents can cause a great deal of disruption to a business through lost time, work-related ill health and even death, in addition to financial costs such as repairs to vehicles, insurance claims, and increases in insurance premiums.

As health and safety law applies when employees are driving as part of their work activities, (this means within their working day, not employees' usual commute between their normal place of work and home) then the risks associated with driving must be effectively managed as part of a health and safety management system. As with all risks, consideration should be given to eliminating the hazard wherever possible, and consequently the school requires staff to use public transport, wherever reasonably practicable. Where it is not possible or practicable to use public transport, suitable controls must be implemented to reduce the risks of an accident.

Finton House Educational Trust is committed to compliance with the Health and Safety at Work etc. Act 1974, in addition to road traffic law, to ensure that employees drive safely whilst at work through:

- Suitable and sufficient risk assessment;
- Driver competency and training;
- Ensuring drivers are sufficiently fit and healthy for the task;
- Ensuring vehicles are safe and fit for purpose.

### 11.1 Scope

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This Policy and Procedure is applicable to all staff that drive a motor vehicle (eg. car, motorbike, minibus, van etc.) as part of their job.

Clearly, some members of staff only drive for work very occasionally, or may drive regularly but only for very short journeys. The risk for these members of staff is different compared to those who drive regularly ie. on several occasions a week and over longer distances. Consequently, the controls employed should be commensurate with the risk identified. In order to differentiate between the controls required for staff who drive the following categories have been identified:

1. Occasional drivers – those members of staff who may drive on rare occasions eg. once or twice a term, to attend a training session or conference or for an educational visit.
2. Regular short-distance drivers – those who routinely, ie. one or more times a week, drive short distances eg. less than 5 miles per journey ie. between school sites.
3. Essential drivers – those who drive longer distances and where driving is an inherent or the sole part of their job, (eg. Minibus drivers employed to undertake school pick-ups).

There are some fundamentals, however, which must be adhered to by ALL drivers no matter how short the journey or how low the perceived risk, and which must be checked by their line managers or other designated person. These include ensuring:

- That the vehicle being driven is safe and well maintained in accordance with the manufacturer's recommendations by regularly (annually) checking MOT and, for Essential drivers, Service Records;
- That the driver has passed their driving test for the type of vehicle being driven and is not disqualified from driving for any reason by regularly (annually) checking their driving licence details held by the DVLA; and
- That the driver is adequately insured by regularly (annually) checking insurance certificates. This should include cover for 'business use'\* for Regular and Essential Users.

In addition to the above, there are some fundamental safety 'rules' which must be adhered to by ALL drivers. These include:

- Not using mobile phones (including hands-free sets) whilst driving for work.
- Ensuring they are fit to drive, eg. by having regular eyesight tests, wearing glasses or contact lenses if required and reporting any illness, condition or medication that they are taking that may affect their ability to drive to their Line Manager and the DVLA, and
- Complying with road safety legislation and the Highway Code (see [www.direct.gov.uk/highwaycode](http://www.direct.gov.uk/highwaycode)).

## 11.2 Responsibilities

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It is the responsibility of the school through delegated lines of responsibility to ensure that:

- Drivers are competent (ie. they have passed the relevant driving test and driving course where applicable, eg. MIDAS for driving minibuses) and have the correct driving licence for the type of vehicle driven;
- Drivers only use vehicles that are insured to be driven for work purposes and that the vehicles are fit for purpose and maintained in a safe condition (whether supplied by the school or whether private vehicles);
- Drivers know they are responsible for carrying out basic safety checks;
- Vehicles (particularly minibuses) do not exceed their maximum load weight;
- Passengers, goods and equipment can be carried securely in the vehicles.

It is the responsibility of all drivers' line managers or other person designated by the Head to ensure that:

- They identify all drivers (Occasional, Regular Short-distance and Essential) within their area of responsibility;
- Staff within their area of responsibility are familiar with this Policy and Procedure and that they are working to the current issue of documentation. (It is recommended that Regular and Essential drivers sign a document to confirm they have read, understood and will adhere to the policy);
- Driving at work risk assessments are undertaken and recorded, and any controls required are adequately implemented.
- Driving at work risk assessments are reviewed periodically (annually) or when changes to driving practice, type of vehicle, type of journey, location etc. arise;
- Drivers are able to satisfy the requirements of the Highway Code with respect to eyesight and that Essential drivers have undertaken an eye sight test at commencement of work (or in the previous two years if proof of the test can be provided) and thereafter every two years, or as specified by a registered optician. NB The cost of an eyesight test for an Essential driver should be paid for by the school;
- All drivers are provided with basic safety instructions relating to driving

Copies of the following driving documentation are obtained upon commencement of work and thereafter on an annual basis (records are kept by the Finance & Compliance Administrator):

- Driving licence (photo driving licence and details held by the DVLA),
- Insurance certificate (covering business use unless using Occasional Business Use Policy),
- MOT Certificate (where personal vehicle is being used (and the vehicle is over three years old).
- Eyesight proof dated within 2 years

All drivers are responsible for:

- Ensuring that they have a current driving licence for the type of vehicle being driven, and insurance which includes business use;
- Ensuring that they comply with the general rules of the road (road safety legislation and the Highway Code);
- Ensuring they are familiar with the current version of this Policy and Procedure and are adhering to its requirements;
- Ensuring that they do not use a mobile phone (including hands-free sets) whilst driving;
- Ensuring that their vehicle is roadworthy and fit for purpose and that basic safety checks are carried out before travelling, eg. lights working, correct tyre pressure, etc.;
- Ensuring that their vision is adequate for driving through regular eyesight tests by a registered optician (these should be undertaken every two years, or as specified by a registered optician), and wearing glasses or contact lenses if required. NB The cost of an eyesight test for an Essential driver should be paid for by the school;
- Ensuring they are fit to drive and informing their Manager and the DVLA if they have any illness, medical condition or are taking any medication that may affect their ability to drive safely.
- Where the driver has a vehicle provided by the School then the driver is responsible for ensuring that the vehicle is maintained and regularly inspected so that it is safe for use at all times.

Document Link: <a href="#">Driving Register</a>
Location: W:\Health and Safety\Driving

## 11.3 Safe Driving Procedure

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### 11.3.1 Driver Rules

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ALL drivers must adhere to the following rules:

- Full compliance with all road traffic law including the wearing of seatbelts;
- Familiarity with the most recent edition of Highway Code (see [www.direct.gov.uk/highwaycode](http://www.direct.gov.uk/highwaycode) for more information);
- Possession of a valid full driving licence in accordance with the type of vehicle being driven;
- Not use hand-held or hands-free mobile phones, or adjust satellite navigation systems whilst driving (these activities will distract the driver with potentially fatal consequences). If a driver receives a call on their phone whilst driving, they should not respond to it until they have found a safe place to stop and park the vehicle. Similarly, if a driver needs to adjust their satellite navigation systems they should find a safe place to stop and park the vehicle first.
- No driving under the influence of alcohol, drugs or medicines that may affect their ability to drive safely.

- Ensure that the vehicle is roadworthy prior to use and basic safety checks are carried out before travelling eg. lights working, correct tread depth and pressure on tyres etc.
- Staff must inform their line manager promptly of any changes in their status which may affect their ability to drive eg. convictions (including speeding offences), health changes;
- Staff must report any accidents or significant near misses, which occur whilst they are driving for work to their line manager as soon as possible.

The following additional rules should be adhered to by all drivers undertaking longer journeys:

- Plan the journey so as to avoid excessive driving hours and the risk of fatigue;
- A rest-break from driving should be taken approximately every two hours during long journeys;
- Avoid driving when tired, eg. long distances at the end of a working day; between midnight and 6:00am; or if taking medicines that cause drowsiness;
- Be prepared to postpone the journey if the weather or traffic conditions are poor.

### 11.3.2 Driver Training

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All drivers shall receive basic training on work-related road safety as part of their induction training. All drivers shall be informed of the following:

- Requirements of the policy (Regular and Essential drivers should sign a document to confirm they have read, understood and will adhere to the policy);
- Procedure in the event of a breakdown or accident
- Procedure for reporting an accident or significant near-miss driving incident to school;
- Procedures for safe journey planning
- Any further controls required arising from the driving risk assessment.

Specific formal training shall be provided to minibus drivers.

### 11.3.3 Vehicle Maintenance

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All vehicles used must be fit for their intended purpose and be maintained in a safe condition. The minimum maintenance requirements for private vehicles are outlined below:

- Servicing: All vehicles must be serviced regularly by a competent mechanic in line with the manufacturer's instructions and as a minimum on an annual basis. 'Essential' drivers should provide documentary evidence that this has taken place.
- MOT Certificate: In line with current legislation, all vehicles over three years old must hold a current MOT Certificate (NB Minibuses need them after one year). Vehicles owned by the school must be serviced and repaired by the relevant approved dealers at a frequency recommended by the manufacturer. Records of repairs and services must be kept with the vehicle in an easily accessible location.
- Pre-Use Vehicle Safety Checks: Before every journey make sure everything is working correctly eg. lights, windscreen wipers etc. and ensure tyres are at the correct pressure with adequate tread. Ensure that there is adequate fuel in the car for the proposed journey and that all fluid levels eg. oil, water etc. are adequate.
- Safety Equipment for Essential Drivers: The following safety equipment must be carried in all vehicles used for work purposes by Essential Drivers:
  - Warning triangle

- Travel first aid kit
- High visibility waistcoat
- Contact details for breakdown recovery service
- The above safety equipment will be provided/paid for by the school.
- It is also recommended that the following items are carried in all vehicles used for work by Essential Drivers:
  - Blanket
  - Waterproof coat
  - Refreshments eg. water and snack in case of breakdown in severe weather conditions (eg. high or low temperatures).

#### 11.3.4 Longer Journeys

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All drivers must consider their journey route and timing in advance. Where possible motorways should be used as these are considered the safest roads.

Where a journey is planned at the end of a working day, eg. after a day of teaching, serious consideration should be given to the length of the journey and the effect of fatigue on the safety of the driver and passengers.

Sufficient time shall be allowed to meet appointments ensuring that drivers allow a 15-minute break period for approximately every 2 hours driving. Wherever possible drivers should not plan to drive more than 4 hours a day and should allow for an overnight stay, wherever possible, if this limit is to be significantly exceeded.

Where travelling in excess of four hours is deemed necessary, then adequate planning must be undertaken to ensure that the drivers do not suffer from fatigue. This may include ensuring that there are sufficient breaks within the journey and an adequate break between arrival at the destination and the journey back. The planning may also include trying to avoid travelling at peak traffic times, if possible.

Where the journey is disrupted and lengthened due to unplanned road works, accidents or diversions then the driver must ensure that they assess the situation at the time and ensure that adequate additional rest breaks are taken, as required.

Journeys should be re-assessed and possibly rescheduled for a later date in the event of bad weather and/or poor driving conditions. Drivers should check the weather forecast prior to commencing their journey.

## 11.4 Hired Vehicles

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### 11.4.1 Hiring Self-Drive Vehicles

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Only the Bursar and Head have the authority to hire vehicles. This should always be as a last resort.

### 11.4.2 Hiring Coaches

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Staff may only hire coaches from companies which have been approved by the Bursar.

The criteria for a coach company to meet in order that it can be added to the schools list of approved coached companies are as follows. NB Wherever possible, school staff must obtain documented confirmation of the requirements and not to rely on verbal assurances alone.

- The company must have a current PSV 'Operators Licence' issued by VOSA (Vehicle and Operator Services Agency). This is only issued if the company can prove that all its drivers have appropriate licences and that the vehicles are appropriately maintained. It is easy to check if a company has a current 'O' Licence by looking them

up on the VOSA website: <https://www.gov.uk/check-vehicle-operator-licence-applications>

- All vehicles must have a current MOT Certificate (annual)
  - Class IV test is for vehicles with up to 12 passenger seats
  - Class V test is for vehicles with between 13 and 16 passenger seats
  - Class VI test is for vehicles with over 17 passenger seats
  - All new buses (17+ passenger seats) intended for commercial service need to have a 'Certificate of Initial Fitness' (COIF or CIF) which shows the vehicle was built or has been adapted to PSV standards.
- The company should provide information regarding their current 'OCRS score' (Operator Compliance Risk Score). Each operator has two OCRS Scores: Roadworthiness & Traffic The roadworthiness score is based on the condition of vehicles. The traffic enforcement score includes roadside inspections and VOSA prosecutions in relation to non-mechanical infringements, such as driver's hours, tachograph and overloading offences. Operators can obtain their scores by e-mailing [datacare@vosa.gov.uk](mailto:datacare@vosa.gov.uk).
- The company must have full insurance cover - vehicles, drivers, public and employer's liability (usually a minimum of £5 million for both Employers and Public Liability Insurance).
- All vehicles must be fitted with functioning seatbelts.
- The company must undertake not to use sub-contractors or use vehicles that are not from their own fleet.
- Drivers and any Passenger Escorts provided by the coach company must have satisfactory enhanced Disclosures from the Disclosure and Barring Service and all of the other safer recruitment checks required by the Central Register must have been completed.
- The company should have procedures in case the coach breaks down or is involved in a road traffic incident, which includes the provision of alternative transport for any passengers travelling in the vehicle at the time of the incident.
- The company must have a H&S Policy - ask to see:
  - Their H&S Policy 'Statement' - it should be signed by the Chief Executive or Managing Director of the company and be dated within the past 12 months,
  - Their H&S 'Organisation' section - it should state who is responsible for what,
  - A contents list of their H&S 'Arrangements' - how they manage the risks associated with their work.
  - The company must have comprehensive risk assessments relevant to hiring coaches.

Staff in charge of pupils travelling in coaches should be able to contact the emergency services and have first aid supplies available. If pupils travel on a coach without being escorted by a member of staff, eg. home to school transport services, it is recommended that the coach driver has a 1-day Emergency First Aid qualification and the coach is equipped with a first aid kit.

Addition: On longer journeys, staff must be spread out throughout the bus in case of accident.

### **11.4.3 Hiring Taxis**

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Only the school's official taxi firm may be used for official school businesses. Other services used are at the risk of staff themselves.

## 11.5 Minibuses

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### 11.5.1 Section 19 Permits

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School vehicles must hold a Section 19 Permit to operate any vehicles we own or hire to transport passengers. This exempts us from needing a Public Service Vehicle (PSV) Operators Licence. If vehicles (minibuses or cars) are operated without either a valid PSV Operator's Licence or a Section 19 Permit it could result in a prosecution and the vehicle could be impounded.

No vehicle (minibus or car) may be used for carrying passengers until a Permit has been obtained, and the corresponding disc displayed inside the windscreen. Permits are not specific to individual vehicles and the discs may be swapped between different school vehicles or used with hired vehicles, just as long as every vehicle has a valid disc displayed in its windscreen every time it is used. If you want to operate three vehicles at the same time, you must have three separate permits. The Permits and discs are important documents and must be kept safe. If they are lost or destroyed, or become defaced or faded a replacement must be obtained.

### 11.5.2 Minibus Driving Licences and Refresher Training

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Drivers with pre-1997 a UK car driving licence (which includes the D1 'not for hire or reward' entitlement) can drive minibuses with a maximum of 16 passenger seats without having to pass the PCV (Passenger Carrying Vehicle) test until their 70th birthday. However, they must undertake MiDAS\* (or equivalent) minibus driver training before they start to transport passengers and at least every 4 years thereafter.

\*MiDAS – Minibus Driver Awareness Scheme operated by the Community Transport Association (CTA) <http://www.ctauk.org/training/midas.aspx>

Drivers who passed their car driving licence after 1996 must not, under any circumstances, drive minibuses (vehicles with more than 8 passenger seats) until they have passed their PCV driving test and have D or D1, without the 101-restriction code, added to their licence.

The PCV licence is valid until the licensee's 45<sup>th</sup> birthday. After this time, it needs to be renewed every 5 years until their 65th birthday. Thereafter it needs to be renewed annually. The expiry date is shown on the photo-card licence.

Drivers who have passed their PCV licence and are employed, eg. as a PE teacher or member of the premises team, and only drive a minibus as part of their role do not need to undertake 'periodic training' and do not need to maintain their Driver CPC, but they must undertake MiDAS\* training at least every 4 years after gaining their PCV licence as 'refresher' training.

### 11.5.3 Minibus Drivers

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No one may drive a minibus unless he or she:

- Are between the ages of 21 and 70 years
- Hold the appropriate, valid licence for the vehicle they intend to drive
- Undertake appropriate regular update training;
- Have no more than 6 endorsement points for speeding and no instances of 'driving uninsured';
- Are authorised to do so, in writing, by the Head;
- Have satisfactorily completed the Drivers Medical Questionnaire;
- Keep a record of their driving hours
- It is also recommended that they have a current first aid qualification.

All minibus drivers should be familiar with /competent in:

- The requirements of this policy;

- The procedures for safe journey planning within the policy;
- How to conduct routine pre-use vehicle checks, eg. lights, tyres, windscreen wipers, tyres and fluid levels (fuel, oil, and water) and safety equipment and what to do if any defects are identified;
- The Procedures in Event of a Breakdown or Accident
- The procedure for reporting an accident or significant near-miss driving incident to school
- Any additional controls identified in the school's Minibus Driving Risk Assessment.
- Wherever possible, there should be a relief driver in the minibus, particularly if journeys are going to be long (in excess of an hour). However, it is accepted that this may not be possible for local trips (eg. to local away matches and sports fixtures).

By law, the driver is responsible for the safe condition of the vehicle she/he is driving. All drivers must know how to carry out the checks and must assure themselves that the checks have been carried out before taking the vehicle out.

Minibus drivers are forbidden to use mobile phones (including hands-free sets) whilst driving. In the event of an emergency, the driver should pull over as soon as safely possible and switch off the engine before making a call.

#### **11.5.4 Insurance**

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Insurance cover will extend to anyone driving with permission of the Head but is limited to drivers between the ages of 21 and 70 years.

If it is proposed to take a minibus abroad, at least one month's notice must be given to the Bursar in order to obtain a Green Card from the School's insurers.

#### **11.5.5 Maintenance, Repair and Servicing**

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The Site Team are responsible for the maintenance of the minibus. This includes a weekly check that lights are working and that brakes, oil, petrol, water and tyres are in order and topped up as necessary, and all other matters referred to in the Minibus Safety Checklist. It also includes taking the minibus to and from the garage for petrol etc., and for repairs and regular servicing.

The site team should keep a logbook of services, maintenance checks and use.

No member of the school staff may undertake repairs and servicing; these must be carried out by a garage or a qualified engineer.

By law, all buses more than one year old must have a valid annual test certificate.

Each minibus should be supplied with:

- Foam fire extinguisher (tested annually)
- First aid kit
- Warning triangle
- High visibility waistcoat
- Contact details for breakdown recovery service
- It is also recommended that the following items are brought with the driver and passengers:
  - Waterproof coats
  - Refreshments eg. water and snack in case of breakdown in severe weather conditions (eg. high or low temperatures).

### 11.5.6 Weight Limits

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Drivers must be aware of the carrying capacity of their vehicle (or any hired vehicle) and ensure that this is not exceeded and that the weight is correctly distributed. In cases of doubt, the fully laden weight should be checked at the nearest weighbridge.

By law, the driver is responsible if the vehicle is over laden (no offence is committed if the vehicle is on the way to a weighbridge).

### 11.5.7 Transport on School Trips

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Use of staff cars is not recommended, but where they are used to transport pupils, staff must have clean driving licenses, current comprehensive and business use insurance, an MOT if vehicle over 3 years old, and parental consent should be obtained.

Use of parent's cars is not recommended, but where they are used to transport pupils, parents must have clean driving licenses and current comprehensive insurance, an MOT if vehicle over 3 years old and parental consent should be obtained.

Trips taking place outside of the normal school day – Schools usually arrange transport for these activities, but occasionally parents may be asked to make arrangements for transporting their school to the activity venue, eg. the local theatre in evening, the airport, or an 'away match' at the weekend.

## 11.6 Driving under the Influence of Drugs

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It is illegal to drive if your driving is impaired by legal or illegal drugs.

Finton House Educational Trust strictly forbids any of its staff from driving whilst under the influence of recreational drugs.

The school also forbids any staff from driving if they are taking prescribed drugs, if these drugs might impair their ability to drive.

If the police stop a driver and think they may have taken illegal or prescribed drugs, they can ask them to do a 'Field Impairment Assessment'. This series of tests assesses a driver's capability to drive.

If they think the driver is unfit to drive because of taking drugs, they may then be arrested and required to provide a blood test at a police station.

A driver does not have to be on illegal drugs to be unfit to drive - many prescription or over-the-counter medicines can also impair their ability to drive. If a driver is taking medicines, they should talk to their doctor, pharmacist or healthcare professional and seek advice before driving. They should report this to their line manager, so that the Trust is aware of the risk of them being required to drive while on prescribed medicines.

Those individuals who have taken their medicine(s) in accordance with the advice of the prescriber, or supplier of the medicine(s) who are found to have a blood level higher than that specified in the regulations are entitled to raise the statutory "medical defence" and might then not be asked to provide a blood sample. If however, the driver is below the statutory limit but are thought to have been driving whilst impaired by the use of the drugs, they could still be prosecuted for driving whilst impaired.

The penalties for drug driving are the same as for drunk driving. If a driver is convicted, they will receive a:

- Minimum 12-month driving ban
- Criminal record
- Fine of up to £5,000 or up to 6 months in prison, or both

## 11.7 Seatbelts & Child Restraints

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### 11.7.1 Cars and Taxis

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A child under the age of three must be accommodated in a correct child restraint. The only exception is if an appropriate child restraint is not available in a taxi, when the child may travel unrestrained.

From the age of 3 up until the age of 12 or up to 135cms, whichever they reach first, a correct child restraint must be used where seat belts are fitted except:

- If the correct child restraint is not available in a taxi, in which case the child must use an adult belt in a rear seat,
- On a short and very occasional trip, where the correct child restraint is not available, ie. an unforeseen emergency. The child must use an adult seat belt and sit in the rear. This exemption is not for journeys such as the regular school run.
- Where two occupied child seats in the rear prevent the fitment of a third child seat.

Once a child reaches the age of 12, or they are over 135cms in height, an adult seat belt may be worn instead of a child restraint, however it is recommended that appropriate child restraints are worn until the child reaches 150cm (approx. 5') as adult seat belts are designed for people over 150cms in height and with an adult bone structure.

Children may not travel in the front of vehicles not fitted with seat belts.

### 11.7.2 Minibuses and Coaches

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#### Front Seats (ie. parallel with the Driver)

The law requires all passengers travelling in the front seats of minibuses and coaches to use an appropriate child restraint or adult seat belt if one is fitted. The only exception is for children under three, who must use an appropriate child restraint, otherwise they cannot travel in the front seats.

#### Rear Seats - Minibuses with an Unladen Weight up to 2540kg

All passengers must wear seat belts

A child required to use a child restraint in a car must do so in a minibus if a suitable one is available. NB A typical car child seat is not suitable for a typical minibus seat - which is narrower and less deep. A seat is not available if it is not suitable. As a rule, therefore, children should use the belts provided in the vehicle, which are typically adjustable. The operator is not required to provide suitable child seats.

It the driver's responsibility to ensure that the children wear their seatbelts

## 11.8 Passenger Escorts

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When transporting pupils in minibuses or coaches they should be appropriately and proportionately supervised.

Clearly, the minibus or coach driver must concentrate 100% on road and traffic conditions whilst driving, and therefore cannot supervise the passengers at the same time, so other supervisory arrangements need to be in place, particularly as the driver remains legally responsible for ensuring that anyone under the age of 14 wears a seat belt, or uses a child restraint (booster seat) if available, at all times. A Passenger Escort should be present on all Finton House journeys.

Passenger Escorts should:

- Receive training for their role, eg. passenger conduct, requirement to wear seatbelts, safe storage of luggage, what to do in an emergency;

- Supervise the passengers and prevent any behaviour that could create a hazard and cause the driver to be distracted;
- Have satisfactory DBS clearance (if an adult).

## 11.9 Winter Driving

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Driving in the winter is very different from in other times of the year. Adverse weather and longer periods of darkness (especially after the clocks go back at the end of October) makes driving more hazardous. Sometimes conditions can be extreme with prolonged periods of heavy snow, fog and floods.

This means that we need to adapt the way we drive.

Different weather conditions create different hazards throughout the winter and in different areas of the country at different times. A single journey may take us into very different weather, road and traffic conditions, so we need to be prepared for each one.

## 11.10 Parking

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There is no parking on the school site during school hours.

### 11.10.1 Parking by Staff

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Staff are encouraged to use alternative means of transport to school in line with the Travel Plan. Staff who live further away may apply to Wandsworth Borough Council for a business-parking permit. There is an agreement in place with local residents that staff will not park in Wandle Road. This is clearly stated in the employment handbook, and on a sign outside the school. Staff wishing to load or unload large items can park for a short time in Wandle Road for this purpose.

### 11.10.2 Parking by Visitors

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We do not, unfortunately, have facilities for visitors to park on site. Able-bodied visitors are able to park on nearby streets, and they are made aware of the school's agreement with local residents that visitors will not park in Wandle Road. Disabled visitors are permitted to park for short periods in the car park of Trinity Court Nursing Home, by prior arrangement with the school.

### 11.10.3 Parking for Major Events

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We are often able to use the car park at Trinity Fields for parking, by prior arrangement with the groundsman, for major occasions when large numbers are expected, such as open days and parent events. Drivers will receive directions from the marketing department in advance of the event. This car park cannot hold a large number of cars, but it does help to alleviate the pressure of extra vehicles on local streets.

### 11.10.4 Parking by Parents

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Because Finton House is located in an urban area, we emphasise to parents the importance of dropping off and collecting their children in a considerate manner that does not cause congestion or annoyance to our neighbours. Parents are strongly encouraged, through the Travel Plan, newsletters and word of mouth, to leave their cars at home and use active, sustainable methods of travel such as public transport, walking, cycling or scooting, and the majority of them do this. Parents are made aware of the school's agreement with local residents that they will not park in Wandle Road.

### 11.10.5 Parking by Contractors

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Contractors are not allowed to park on site during term-time. During the holidays, contractors can park on site whilst working at the school. This will be arranged / supervised by the Estates Manager.

## 11.11 Deliveries & Collections

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We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed our regular suppliers to make all food deliveries before 8.00am. Delivery vehicles and Recycling collection vehicles should park on Wandle Road outside the gates (outside restricted hours which are clearly marked) or in the 20 minute bay opposite the school. We specify the times when deliveries / refuse collections should be made, and any persistent breaches of policy, or dangerous behaviour by delivery drivers will be reported to their employers.

Vehicles requiring access into site directly must use a banksman.

## 11.12 Vehicles on Site

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The physical separation of pedestrians from vehicles lies at the heart of our management of vehicles and on-site movements. No vehicles are permitted on site during normal school hours. Contractor vehicles and school minibuses may be parked on the premises at non-school times eg. weekends and school holidays as arranged by the Facilities Manager. If pupils and staff are using the site during school holidays, eg. for a holiday course, physical barriers are put in place to ensure that pedestrians are kept away from vehicles.

### 11.12.1 Pedestrians

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We have excellent public transport, and the majority of families live less than a mile from the school. Increasing numbers of our pupils use either public transport or walk to school in line with the aims of our Travel Plan. There are two pedestrian gates to access the school site and these are fitted with keypads. At drop-off and pick-up, the main gates are used for pedestrian access to ensure a smooth entrance and egress, and to prevent congestion on the pavement outside.

### 11.12.2 Cycle & Scooter Access

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We actively encourage staff and pupils to cycle or scoot to school, and, in the case of staff, offer them an interest-free loan towards the purchase of a cycle, helmet and lock. We arrange Cycle training for senior pupils at the school, and scooter training for Year 2 pupils. We encourage all cyclists to wear helmets, and to lock up their bikes and scooters against theft.

Cyclist and scooter users should dismount on entering the school site. Once on site, they should wheel their bicycles to our cycle/scooter storage. Pupils can store their helmets in the cloakrooms with their other belongings.

## 12 Equipment

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Equipment must always be kept in good working order and follow the prescribed routine maintenance schedule. No equipment can be brought onto site without the prior knowledge and approval of the Bursar.

Equipment Specific Risk Assessments are in place for all equipment potentially dangerous in nature.

Wherever possible equipment that poses significant risk to harm is not held in-School, or operated by School Staff. Such equipment (band saws for example) would only be used in School by competent contractors using their own equipment.

## 13 Electrical & Gas Safety

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The Bursar manages and is responsible for the inspection of electrical and gas equipment. This is done via regular inspections and testing organised by the Bursar. Fixed wiring is inspected/tested every 5 years and small appliances every year by external contractors. A sticker is placed on tested appliances showing date of last test. An external contractor services gas Boilers on a quarterly basis. There are no portable gas cylinders held on site. Only mains gas into each building.

Instructions to users: See the Bursar or the Estates Manager. Emergency cut-off switches have been fitted in the school kitchen for the cooking appliances.

Policy on limitations of personal equipment being brought to school: No personal electrical equipment allowed in school at any time other than mobile phones.

## 14 Events

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All events involving external parties must be accompanied by an event plan & risk assessment.

File path: W:\Health and Safety\Risk Assessments

Filename: FHS Event & RA Template 2020

Larger events should be reviewed by SLT before the event takes place.

## 15 Fire Hazards

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Please see the Fire & Emergency Policy

## 16 Food Hygiene

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All staff handling food must complete a food hygiene course. These are available through Educare by contacting the Deputy Head (Academic). Harrison's Catering Ltd are responsible for the training and certification of catering staff.

## 17 Furniture & Fittings

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Any broken or damaged furniture or fittings must be reported to the Bursar or Site Manager. Furniture & Fittings over £250 collectively are included in the Fixed Assets Register. Smaller equipment is included on the school inventory. Items over £50 may not be disposed of without permission of the Bursar.

## 18 Legionella Control

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The Bursar is responsible for Legionella Control within the school. All outlets within the school are subject to a weekly flushing regime by the Facilities Manager and School Caretaker. A nominated contractor completes monthly checks and scheduled maintenance. Risk Assessments are completed every 3 years.

Almost all actions relating to the control of Legionella are delegated to a professional contractor that oversees all control activity. This includes the monthly testing of water temperatures, the updating of risk assessments and, when required, chlorination. The company that undertakes this work is currently CS Water.

The School remains responsible for the flushing of sentinel taps and showers during periods of light occupation of the school. The Facilities Manager undertakes this weekly and maintains a record of this activity.

## 19 Lone Working

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Lone working is a normal part of working life. Staff who work alone need to take sensible precautions to ensure their safety when working alone.

### 19.1 Definition

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The Health and Safety Executive define lone workers as “those who work by themselves without close or direct supervision”. In practice, this means staff who are very remote from others, due to their location, the time of day, or the day of the week.

Examples would be staff member opening the building, a teacher working in a remote classroom on their own, someone on their own at Trinity Fields or a staff member staying late to complete work.

### 19.2 Legislation

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There is no specific legislation that covers lone working. There is, however, under the Health and Safety at Work etc. Act 1974, a general requirement for employers to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees. In addition, under the Management of Health and Safety at Work Regulations 1999, employers are required to assess the risks to their employees, including the risks associated with lone working. Once the risks have been assessed, the employer has to take reasonable steps to avoid or control the risks where necessary. Employees also have to take sensible precautions for their own safety.

### 19.3 Issues to Consider

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Can just one person undertake the job safely?

- Precautions should take into account the hazards and risks associated with the work activity, and foreseeable emergencies eg. fire, equipment failure, illness etc.
- Does the working environment present a special risk to the lone worker?
- Is there a safe way in and a way out for one person?
- Can all the plant, substances and goods involved in the work be safely handled by one person? Think about manual handling.
- Are women or young workers especially at risk if they work alone?
- Is there a risk of violence?

Is the person medically fit and suitable to work alone?

- Check that lone workers have no medical conditions, which may make working alone higher risk for them, eg. workers with a history of heart problems or those suffering from diabetes.

Is special training required?

- Lone workers need to be sufficiently trained and experienced so that they fully understand the risks and necessary precautions associated with the tasks they are undertaking. They need to be competent to deal with new or unusual circumstances, and know when to stop work and seek advice from a supervisor/manager. Lone workers need to understand which tasks can or cannot be done whilst working alone.

What systems are in place to ensure lone workers are safe?

Although lone workers may not be closely supervised, there still needs to be systems in place to ensure they are safe at work. Consideration must be given to all lone workers including

office-based staff as well as workers who may undertake higher risk activities such as the facilities staff. Systems might include:

- Supervisors periodically visiting people working alone;
- Regular telephone or radio contact between lone worker and supervisor/colleague;
- Checks that a lone worker has returned to their base or home on completion of a task. Alternatively, the lone worker themselves may contact an agreed colleague after having arrived home/at base safely.
- The extent of supervision required will depend on the risks involved and the ability of the lone worker to identify and handle health and safety issues. Completion of a task specific lone working risk assessment will help inform this management decision, but simply speaking, the higher the level of risk, the greater the level of supervision required.

What happens if a person becomes ill, has an accident, or there is an emergency during lone working?

As far as possible, the lone worker must be capable of dealing with all foreseeable emergencies identified via the risk assessment. If necessary, suitable emergency procedures should be identified, and the lone worker trained in them.

Lone workers should have access to first aid facilities and be able to easily contact a first aider. It may be appropriate for simple first aid kits to be carried by the lone worker, eg. in vehicles. The level and location of first aid facilities should be identified during the risk assessment process.

## 19.4 Risk Assessment

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Lone working activities must be risk assessed and suitable controls identified and implemented. The risk assessment and control measures must be documented and brought to the attention of all lone workers. Steps must be taken to ensure these procedures are being followed by the relevant staff. The lone working risk assessment can be included in a general risk assessment of a particular job or activity or can be completed separately.

### 19.4.1 Identify Lone Workers

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Consider those employees who spend all, or part of their day, working on their own without close or direct supervision. This is likely to include the following members of staff. However, this list is not exhaustive and other members of staff may fall into this category:

- Caretakers and cleaning staff working alone early in the morning or in the evening
- Ground keeping staff working away from the main school site, eg. at a sports ground
- Teaching and administrative staff working outside normal school hours, eg. During school holidays and weekends, eg. putting up displays
- SLT/SMT
- Wrap-around care, evening classes/clubs, trips, etc.

### 19.4.2 Controlling the Risks Associated with Lone Working

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When undertaking the lone working risk assessment, consider whether the existing controls are adequate or whether further controls are required. Where additional controls are required, implement a plan to ensure they are implemented within a reasonable time-scale.

In order to ensure lone worker's safety, it is important that:

- The lone worker takes sensible precautions to ensure their safety. This should include:
  - Ensure they understand the hazards and risks associated with the task, and working alone,
  - Ensure other people, eg. manager, colleagues, or if appropriate close personal contacts, know they are lone working, where and when they are working, and

what time they are expected to cease lone working, be 'back at base', or be home (if working out-of-hours),

- Ensure they know what to do if something goes wrong, and are able to call for assistance in the event of an emergency, eg. by use of radio or mobile phone,
- Follow standard safe working procedures,
- Not taking any 'short-cuts' or unnecessary risks.
- The school implements safe working procedures that are appropriate for the task.
- For lone working activities outside the normal working day, appropriate procedures might include:
  - The procedures listed above;
  - Encourage staff who need to work outside normal school hours to arrive and leave work with a colleague;
  - Introduce a highly visible signing in/out system so other staff on site know who is on the premises. Ensure that if a member of staff hasn't signed out at the expected time, that this is promptly followed up;
  - If no-one else is on-site, implement a system whereby staff call their manager (or another nominated person) to advise they have safely finished lone working, and ensuring that if a member of staff hasn't called to say they are safe by a previously agreed time, that this is promptly followed up;
  - Ensure there is adequate first aid cover for staff who routinely work out of normal school hours;
  - Ensure external walking routes and car parks used on dark evenings are well lit.

## 19.5 Lone-working Procedure

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If a staff member needs to work on-site outside of normal working hours, then the following procedure should be followed:

- Before the lone-working – contact any SLT member and notify them when the lone-working will take place. If the staff member doesn't get a response, then they should contact another SLT member. The SLT member should notify other SLT members using Email or messaging.
- During the lone-working – use the Invenry system to sign-in to the building and contact the same SLT member on a 3-hourly basis.
- After the lone-working – use the Invenry system to sign-out of the building and inform the SLT member that the lone-working has finished.

## 20 Manual Handling

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For any lifting activity always take into account: individual capability, the nature of the load, environmental conditions, training, work organisation. If you need to lift something manually:

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter component

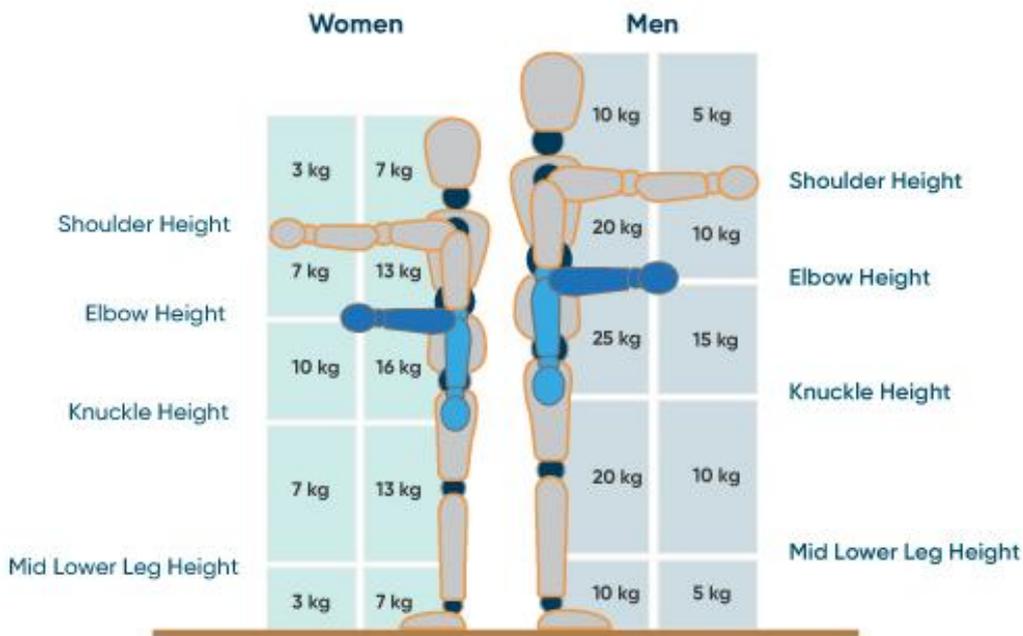
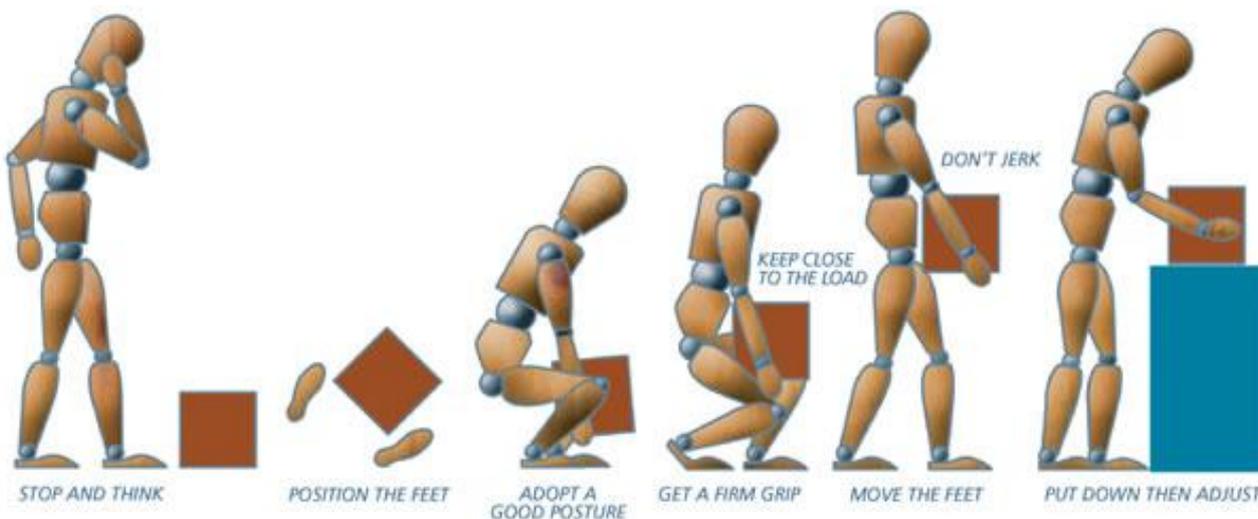


Figure 1 Lifting and lowering risk filter for safe manual handling



If staff are ever in doubt, then they should seek assistance from a member of the site team.

## 21 Medical

Policy Link: First Aid Policy

## 22 Outdoors & Playground

Playground equipment is subject to a weekly check alongside a yearly external check. Outdoor spaces should be clear of all hazards at all times, and closely scrutinised in case of issue. Surfaces should not be slippery, and be free of trip hazards.

Any issues with outdoor spaces should be reported to the one of the site team in the first instance.

## 23 Pandemic Flu & Infection Control

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Policy Link: First Aid Policy

Policy Link: Critical Incident Policy

## 24 Personal Protection Equipment (PPE)

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### 24.1 Why is PPE important?

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Making the workplace safe includes providing instructions, procedures, training and supervision to encourage people to work safely and responsibly.

Even where engineering controls and safe systems of work have been applied, some hazards might remain. These include injuries to:

- the lungs, eg. from breathing in contaminated air
- the head and feet, eg. from falling materials
- the eyes, eg. from flying particles or splashes of corrosive liquids
- the skin, eg. from contact with corrosive materials
- the body, eg. from extremes of heat or cold

PPE is needed in these cases to reduce the risk.

### 24.2 What do I have to do?

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Only use PPE as a last resort

If PPE is still needed after implementing other controls (and there will be circumstances when it is, eg. head protection), PPE must be used, and will be provided by the School free of charge.

You must choose the equipment carefully and ensure you are trained to use it properly, and know how to detect and report any faults.

### 24.3 Selection and use

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You should ask yourself the following questions:

- Who is exposed and to what?
- How long are they exposed for?
- How much are they exposed to?

When selecting and using PPE:

- Choose products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 – suppliers can advise you
- Choose equipment that suits the user – consider the size, fit and weight of the PPE. If the users help choose it, they will be more likely to use it
- If more than one item of PPE is worn at the same time, make sure they can be used together, eg. wearing safety glasses may disturb the seal of a respirator, causing air leaks

- Instruct and train people how to use it, eg. train people to remove gloves without contaminating their skin. Tell them why it is needed, when to use it and what its limitations are

## **24.4 Maintenance**

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PPE must be properly looked after and stored when not in use, eg. in a dry, clean cupboard. If it is reusable, it must be cleaned and kept in good condition.

## **24.5 Covid-19**

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During the Covid-19 Pandemic, additional requirements are needed for PPE, which can be found in the First Aid Policy.

In brief, gloves, masks and visors are available for use by all staff when dealing with an individual demonstrating symptoms of Covid-19, or a combination of the above for vulnerable staff wishing to protect themselves.

## **25 Planned & Reactive Maintenance**

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The School keeps a Planned & Reactive Maintenance Schedule for all areas of the school. The Facilities Manager updates this weekly. The schedule highlights upcoming work to be booked in and provides proof work have been completed.

## **26 Refuse**

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### **26.1 General Waste**

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Veolia Environmental Services handle the School's general waste. We have two bins located on the driveway adjacent to 169 Trinity Road, with collections 2-3 times per week. Any item (except food waste) can be placed in these bins for collection.

### **26.2 Food Waste**

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Veolia Environmental Services handle the School's food waste. We have one food waste bin located on the driveway adjacent to 169 Trinity Road, with collections 2-3 times per week.

### **26.3 Recycling**

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Wandsworth Council collects the School's recycling on a weekly basis. There are three bins located adjacent to 171 Trinity Road along the Wandle Road wall. You can recycle: plastic bottles, pots, tubs, trays, mixed glass, food & drink cans, mixed paper & card, food & drink cartons.

Please kindly ensure all cardboard boxes are collapsed so there is space for everyone.

## **27 Electric Bikes and Scooters**

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All Electric Bikes and Scooters brought on site by staff and pupils should be parked in the bike racks in the front garden of 171 Trinity Road Building. The Bikes and Scooters should be secured in the bike racks with a sturdy lock.

Once secured in the racks, the Bike's / Scooter's battery should be removed and stored in the lockable metal storage box located on the exterior pillar in the garden of 171 Trinity Road Building. Electric Bikes and Scooters are not permitted to be stored inside, or transported through, any school building.

## 28 Reporting of Concerns

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Policy Link: [Health & Safety Statement of Organisation](#)

All staff are responsible for reporting accidents, near misses or concerns directly to the Health & Safety Coordinator. Accidents are recorded by the Head's PA and held in the school office. Accident statistics are reported termly to the governors. Near Misses or Concerns are recorded via a form on the school's intranet (Frog).

## 29 Risk Assessment

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Please see the School's Risk Assessment Policy. This is a separate policy to emphasise the importance of Risk Assessments in schools.

## **30 Road Crossing**

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Walking children up and down Trinity Road, in the local area and other external venues (please also refer to the trip policy).

The safety and security of children and staff walking to and from local sites (notably Trinity Fields) and other external venues are of paramount importance. All children need careful supervision at all times and no child should ever be left unsupervised by a member of Finton House staff. It should also be remembered that the school is on display when walking on pavements and all staff and children should be tidy in appearance and behave in a considerate and polite manner.

Our aim is to teach children to behave safely when walking on pavements and crossing roads.

### **30.1 Setting Off/Preparation**

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All staff must wear a yellow florescent jacket when walking to and from school with children.

All children must be lined up in the playground or front garden and given any necessary instructions before leaving the school premises.

The school maintains the ratios of staff to children outlined in the supervision policy.

There should also be a mobile phone carried by a member of staff. If there are two members of staff, there should be one at the front and one at the back. On reaching Brodrick Road, the group gathers and the member of staff at the rear moves to stand in the road, re-joining the rear of the line as the group crosses.

After-school Clubs must be accompanied by at least two adults. This can be achieved by walking two clubs down together. If the teacher in charge has a question about the level of supervision, they must speak to a member of the Senior Leadership Team for advice and support before leaving.

### **30.2 Walking on a local pavement to Games/Clubs/Music/a church etc.**

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All children must walk quietly in twos (or single file during pandemics).

There must be a member of staff or a nominated adult at the front and at the end of the line of children.

The children must be instructed to walk away from the roadside pavement edge.

### **30.3 Crossing a Road**

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The member of staff in charge should decide on the safest place to cross any road.

Make sure all children in the line have stopped walking, are ready, and close to the road before the group begins crossing.

A member of staff should stand in the road to manage traffic and the safe crossing, leaving their position only when all children are safely across.

All children must be silent when crossing a road and encouraged to develop their road safety skills by looking left, looking right and left again to ensure there is no traffic approaching.

## 31 Security & Access

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### 31.1 Building Access

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#### 31.1.1 Disclosure & Barring Disclosures

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All school staff, supply staff, visiting staff, contractors and volunteers must provide proof of enhanced criminal background disclosure as part of the joining procedure overseen by the Bursar (DBS check).

#### 31.1.2 Staff

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All staff must wear ID when in school. This is issued on joining. Replacements can be obtained through the IT Manager.

All persons are required to enter and exit through the main school entrance.

All staff must scan their ID through the entry system, and log themselves as 'in' or 'out' of the building. This must be done even if staff are leaving the building for a short while.

The School is open during term time from 7.00am to 6.30pm (teaching and support staff should leave by 6:00pm) and during holiday periods between 8.00am and 4.00pm unless there is an event. There is no access on the weekend unless with prior arrangement.

#### 31.1.3 After School Activities

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All out of school hours, activities must be supervised by a member of staff. On completion of the activity, the supervising member of staff must confirm that all staff, pupils and visitors have vacated the building(s).

#### 31.1.4 Pupils

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Pupils are not required to sign in when entering the building, unless they are late. Pupils leaving the School for appointments must sign out through reception.

#### 31.1.5 Visitors

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All visitors and contractors must sign in at Reception and wear an identification badge. They should then be escorted from reception by their host unless they are authorised as unaccompanied visitors.

- Visitors who have their DBS are added to the pre-approved list on the sign in system. They wear GREEN branded lanyards.
- Visitors without a DBS are required to wear RED branded lanyards, and are not permitted to move about the school unsupervised.

Visitors accessing toilets within the main body of the School should be checked to ensure they have exited to reception again. Visitors must sign in to use the toilet.

#### 31.1.6 Events

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For one-off events or lettings, visitors are not required to sign in, but are to be constrained to the core event space. If the event is dispersed around the school grounds, a sign in system should be used wherever possible (usually a label system to identify the guest).

If the event is ticketed, then a welcome desk should be placed at the entrance, and tickets collected to ensure the number of visitors in the building is known.

A detailed events sheet should be created listing all rooms used. All other rooms should be locked if not required.

A physical sweep of the building after the event should be completed.

### 31.1.7 Contractors

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All contractors must sign in at reception. They must wear a visitors badge at all times (coloured depending on whether they are regular or irregular visitors to the school and we have their DBS on the Single Central Register).

Contractors are also required to review the asbestos register and fire file, and sign to confirm their understanding.

All contractors new to the School are to be supervised at all times.

All contractors who are regular to the school are permitted to work with the School without direct supervision, and must be recorded on the Single Central Register. Site managers complete random spot checks throughout the day.

Contractors under major holiday contracts where there is a nominated Site Supervisor are required to keep their own signing in and out procedure and act as fire marshals.

## 31.2 Locking Up Procedure

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There is a corporate responsibility for security throughout the working day, ensuring any external doors or gates that are opened, are then closed properly afterwards. At the end of the day, everyone with an area of responsibility or a classroom must ensure that windows are closed, computers shutdown, projectors and air-con switched off and the door closed.

### 31.2.1 Locking up: Monday – Friday (term time)

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6:00pm

The Estates Manager will complete an initial round of the building, checking windows, etc. and locking external doors bar those required for the cleaners. Anyone opening a door or window after this time is responsible for locking it shut before leaving. The Estates Manager will inform the member of SLT on duty that their duties are complete and they have left. If staff are still working after 6:00pm in either building, it is important for them to liaise with the member of SLT on duty.

6:20pm

The member of SLT on duty will walk round the building to check rooms are empty, and doors closed. It is expected that staff will start to leave the building at this time. If you intend to stay later, you must liaise with the member of SLT on duty so the cleaning supervisor can be informed. No one should remain in the building alone (see below).

9:00pm (or later)

Main building locked and alarmed by the cleaning team.

### 31.2.2 Locking up: Weekends

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A key-holder may open the building at weekends, but by doing so assumes responsibility for the security of the building during and after this time, including re-setting the alarm. The sign-in sheet must be filled in by anyone entering the building and the first named person is responsible for locking up or passing the responsibility on to another key-holder. No external doors or windows should be left unlocked at any time and the gates to the playground should never be left open.

**The individual must inform the Estates Manager via text or what's app (07866 626 945) when they arrive, and when they depart. The Head should be informed when the Bursar is on annual leave (0779 5491615).**

### 31.3 Accidental Alarm Sounding

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If the alarm is triggered accidentally, you MUST follow these steps:

- If you are unsure why the alarm sounded, the panel will be displaying which sensor triggered it; you can then deactivate the alarm by placing the fob in front of the panel.
- You must then phone or text BCF, NK and CW to inform them the alarm has been triggered, but it was accidental. This means an unnecessary trip to school to investigate is not made and we can stand down the security company and avoid penalties.
- Check the area that triggered the sensor and set the alarm before leaving the building. If you cannot establish why the alarm went off (therefore a possible faulty sensor) then do not re-set the alarm, but inform BCF, NK or CW.

Contact numbers:

- Ben Freeman (BCF): 07795 491 615
- Nicholas Binnington (NWB): 07790 900 516
- Chad West (CW): 07866 626 945

### 31.4 Intruder & Harassment Procedure

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#### 31.4.1 Unidentified Persons

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In case of an unidentified person on site, not wearing official identification staff should offer to escort them to Reception.

If there is any cause for concern, they should not approach the person but contact Reception who will immediately call the Bursar or Facilities Manager. If there is immediate cause for concern then the police should be called by the individual who has raised the alarm.

If there is a genuine worry about the individual, then emergency procedures should be initiated, and the building put into lockdown.

Unidentified persons should be escorted off site or the police called as appropriate.

#### 31.4.2 Emergency Calls to the Police

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If Police attendance is required in an emergency, 999 should be the primary method. Reception is fitted with a panic alarm system. It is a last resort system. If the panic alarm is activated in error all relevant staff and SLT have been briefed in calling the alarm-receiving centre to cancel the call.

#### 31.4.3 Intrusion by the Press

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Staff should not speak to the press themselves but should refer the query in the first case to the Headmaster.

The press should not be allowed on the premises, except by invitation.

Pupils should be asked not to speak to the press and to report to the Head any incidents where they have been approached.

Staff should be aware that members of the press would sometimes masquerade as a former pupil, a governor or a parent. All enquiries should be treated with extreme caution.

If you are suspicious about a caller, you should be wary of intrusive questions and if in doubt say you will get someone to call them back, Check the number they give and ask for other details (eg. address); do not give out personal details relating to individuals; make a brief note of the call, logging the time, who called and what information was asked for and given.

## 31.5 Security

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### 31.5.1 CCTV System

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The school has a CCTV system, which covers, all outside areas of the school. You should refer to the separate CCTV policy for more information.

Policy Link: <a href="#">CCTV Policy</a>
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### 31.5.2 Personal Possessions & Valuables

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All possible precautions are to be taken to avoid personal possessions being left vulnerable to theft or damage. In particular, staff and pupils are to ensure that any money or valuables brought to school are kept about their person at all times. The school does not accept responsibility for loss or damage to personal property except where the school is held to be negligent, and all parents are advised to insure their child's personal possessions. Similarly, staff should insure their own possessions.

### 31.5.3 School Equipment

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To comply with insurance requirements, an up to date inventory is kept of all equipment in the school.

Staff must notify the Bursar if they wish to take a significant piece of equipment off site.

Staff must consult the Bursar before disposing of School Assets.

Staff should ensure that equipment is secure and rooms are locked where practicable.

## 32 Slips, Trips & Falls

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Slips, trips and falls are one of the most common forms of accident in the workplace. Causes can be the following:

- Wires not correctly stowed away
- Boxes and furniture on the floor
- Liquids left on surfaces changing the grip
- Human error from rushing or not looking where you are going

We can all help avoid slips trips and falls by being vigilant for hazards and mitigating against them before they even become a hazard. Don't leave things where people can trip, make sure wires are away from pathways, or secured to the wall. If you spot spills on floors, then report them, or perhaps where surfaces are worn down.

Finally, be careful moving about buildings and be aware of your surroundings.

## 33 Smoking, Drugs & Alcohol

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The school's policy is that staff should not smoke cigarettes (including e-cigarettes) on or near the school premises.

The school has a zero tolerance policy on recreational drug use. Any staff member with specific medication needs should follow the school's procedure on storage of medicines, and inform the Deputy Head.

Staff must not turn up to work under the influence of alcohol, or be in a position outside of hours, which renders them ineffective to work the next day.

On some occasions, staff may be at school-sanctioned events where alcohol is present. Staff are permitted to drink alcohol, but to be conscious of their own behaviour and limits and should not bring the school into disrepute.

## 34 Stress & Wellbeing

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Stress is a silent problem in the workplace and is taken seriously. Nicki Soames is the school's Wellbeing Officer and can be sought out for advice and support.

The school also offers an Employee Assistance Programme (EAP) service through Health Assured.

To find out more information on what services Health Assured can provide, please visit [www.healthassuredeap.com](http://www.healthassuredeap.com) or contact 0800 030 5182.

To gain access to the Health and Well-being Portal you will require the below login credentials:

**Username:** Finton

**Password:** House

### 34.1 Health Assured

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An EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing.

Our EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues. We strongly believe in providing an EAP service that offers not only reactive support when someone needs it but also proactive and preventative support to deliver the best possible outcomes.

At Health Assured, we pride ourselves on offering the highest level of service quality, assured through the calibre of people we employ and our exceptional clinical governance infrastructure.

With Health Assured, there really is a better way

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. With increasing working hours as well as technological developments to support remote working, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle.

Health Assured, in partnership with Finton House School, provides all employees with complimentary access to an enhanced Employee Assistance Programme (EAP) to assist you in achieving this balance.

### 34.2 Services Available

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Health Assured offers cover for you and your immediate family members\*, 24 hours a day, 7 days a week, 365 days a year:

- Life support: Unlimited access to counselling for emotional problems and a pathway to structured telephone counselling or face-to-face counselling sessions (employees only) at your convenience.
- Legal information: For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (employees only).
- Bereavement support: Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.

- Medical information: Qualified nurses are on hand to offer advice on a range of medical or health related issues. They cannot diagnose but can offer a sympathetic ear and practical information and advice.
- CBT online: We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.

\*Health Assured define dependants as immediate family members (spouse/partners) and children aged 16 to 24 in full time education, living in the same household.

### **34.3 Wellbeing Portal**

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In addition to the counselling support and advice, we also offer a virtual library of wellbeing information. These informative articles and self-help guides provide support on a range of health and advisory issues, as well as instant guidance to aid of an employee's physical and mental health.

We understand that the information needs to be available in a way that is suitable for you, whenever you require it. From simple lifestyle changes to advice for many of life's most common concerns, the portal offers:

- Interactive health assessment providing personal tailor-made dietary tips and fitness plans
- Fitness and lifestyle advice, such as detoxing methods
- Four week self-help programmes
- Mini health checks
- Financial wellbeing articles

### **34.4 Health e-Hub Mobile App**

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Sometimes it can be difficult to balance the pressures of work with the demands of home life. When daily life feels overwhelming you need help and support to deal with the practical and emotional challenges you may be facing. The free Health Assured app offers access to holistic health and wellbeing support at the tap of a finger anywhere and anytime.

- Support videos and webinars
- Four-week programmes
- Home life support and advice
- Work life assistance
- Physical and emotional health
- Mini health checks
- Life Support
- Emotional Health
- Physical Health
- Online CBT
- Wellbeing videos and webinars
- Medical information

## 35 Swimming

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A member of staff teaching swimming in the small pool has a Teacher's Rescue Certificate and Tooting Leisure Centre provide a lifesaver for the big pool.

Some swimming teachers have a qualification and have the Teacher's Rescue Test.

A register is taken on each minibus on leaving school and children return to the same minibus to be checked in. Swimming teachers have a swimming register.

The School follows the risk assessment of the venue being used for Swimming.

## 36 Weather

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Weather can cause additional hazards on the school site, particularly in winter. Be aware of the following:

- Cold weather can cause ice to form on play equipment and surfaces. These are treated in severe weather, but areas may need to be made out of bounds if they are not safe.
- Water can make its way inside during extreme weather through people bringing this in on their feet, which can create slip hazards.

In times of frost, the main climbing frame should be taped up and out of bounds.

Report any concerns you have to the site team in the first instance.

## 37 Working at Height

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Probably the most common H&S 'crime' and most ignored area of Health & Safety. Working at Height is classed as anything where your feet are not on the ground.

- You must use appropriate working at Height equipment to access anything you can't easily reach whilst flat footed.
- You should NEVER stand on chairs or tables.
- Kick Stools should be used, and if you still can't reach without being flat footed, then a ladder must be used (which must also be approved)

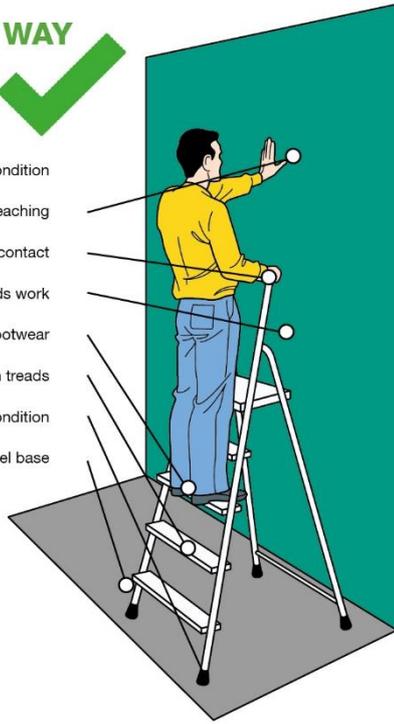
Kick stools are located around the school. Ladders for staff use are located in the workrooms of 169. Additional ladders are available, but these are only for use by the site team.

Staff are trained on the School's Working at Height procedures at induction, and annually at the start of each year. Routine observation takes place by the Bursar and Facilities Manager, including the questioning of staff about high or awkward displays.

### THE RIGHT WAY



- Step in good condition
- Right height for the job - no overreaching
- Good grip - 3 points of contact
- Facing front towards work
- Correct footwear
- Clean treads
- Four feet in good condition
- Firm and level base



### THE WRONG WAY

- Overhead hazard
- Wrong height step for the job - overreaching
- No grip on step - only 2 points of contact
- Standing on top handrail
- Incorrect footwear
- Loose tools
- Working side-on
- Slippery treads
- Uneven, soft ground - no flat board
- Damaged stiles and treads
- Missing feet



END.