



# **BLACK COUNTRY WHEELS SCHOOL**

**DfE Registration Number 333/6003  
Unique Reference Number 137571**

## **Health and Safety Policy**

**Adopted September 2013**

**Date of Last Review: September 2021**

**Next Review: September 2022**

Company Registration No. 06608327

Registered Charity No. 1157795

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Telephone: 0121 522 3717



## **BLACK COUNTRY WHEELS SCHOOL**

### **HEALTH and SAFETY POLICY**

#### **1. REVIEW PROCEDURES**

The Health and Safety Policy for Black Country Wheels School is to be reviewed annually by the Headteacher/Proprietor (Jan Lear), Business Manager (Clare Dulson) and the Educational Consultant. If there are amendments required to be made to the Policy as a result of a review, then these will be executed within 5 working days and the revised Policy document will be uploaded on to School's website. Dissemination of the material changes will be made known to all staff and students as appropriate within the same 5 working day period.

#### **2. AMENDMENTS**

Amendments are to be introduced on the approval of the Senior Leadership Team (SLT). The Staff are to be advised on the nature of any amendments.

The Headteacher appoints the Educational Consultant and the Business Manager (Clare Dulson) to be responsible for ensuring that the complete amendment is incorporated into the Policy document and uploaded accordingly on the School website.

#### **3. DISTRIBUTION OF COPIES**

Master copy – Headteacher/Proprietor (Ofsted Folder)

Copy One – Business Manager

Copy Two – Safety Officer

Copy Three - Staff Room – all Staff

The policy will also be sent electronically to all Staff.

#### **4. HEALTH AND SAFETY POLICY: STATEMENT OF INTENT**

4.1 The School believes that ensuring the Health and Safety of Staff, Students and Visitors is essential to the successful operation of Black Country Wheels School.

Black Country Wheels School is committed to:

- a) Preventing accidents and work-related ill health.
- b) Compliance with statutory requirements as a minimum.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Providing a safe and healthy working and learning environment.
- e) Ensuring safe working methods and providing safe working equipment.
- f) Providing effective information, instruction and training.
- g) Consulting with employees and their representatives on health and safety matters.
- h) Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i) Setting targets and objectives to develop a culture of continuous improvement.
- j) Ensuring adequate welfare facilities exist throughout the School.
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

## **5. ORGANISATION**

### **5.1 INTRODUCTION**

In order to achieve compliance with the School's Statement of Intent, the Senior Leadership Team (SLT) will have additional responsibilities assigned to them as detailed in this Policy.

### **5.2 THE HEADTEACHER/PROPRIETOR**

The Headteacher/Proprietor (Jan Lear) has the responsibility to ensure that:

- a) A clear written policy statement of intent is created which promotes the correct attitude towards safety in staff and students.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The School's health and safety policy and performance is reviewed annually.
- h) A report is received detailing all aspects relating to health and safety updates and reports e.g. accidents, dangerous occurrences and notifiable diseases.

### **5.3 THE SAFETY OFFICER**

The Safety Officer (Jason Garrett) supports the Headteacher by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to the SLT on the health and safety performance of the School is completed annually.

### **5.4 STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY.**

Tutors must:

- a) Apply the School's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Develop health and safety policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

- c) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- d) Ensure that all staff under their management, i.e. Sessional Workers/Volunteers, are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or immediate Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.

## **5.5 SPECIAL OBLIGATIONS OF CLASSROOM SUPPORT STAFF**

Support Staff are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out as appropriate.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Line Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery that they use or supervise the use of.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into School without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to their immediate Line Manager.

## **5.6 EDUCATIONAL CONSULTANT**

An Educational Consultant is responsible for the annual review of policies relating to all matters, including the School's Health and Safety Policy, and presenting amendments to the Headteacher/Proprietor (see Review Procedures).

## **5.7 OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Headteacher or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific Health and Safety training received
- d) Report all accidents and near misses in accordance with current procedure
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.

- g) Inform their Line Manager of any shortcomings they identify in the School's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

## **5.8 OBLIGATIONS OF CONTRACTORS**

- 5.8.1 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect staff, students and visitors.
- 5.8.2 All contractors must be aware of the School's Health and Safety Policy, the procedures for Safe Practices for Contractors and emergency procedures and comply with these at all times.
- 5.8.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or the Business Manager will take such actions as are necessary to protect the safety of Staff, Students and Visitors.

## **5.9 STUDENTS**

Students, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the School and in particular the instructions given from staff in any emergency.
- d) Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

## **6. PROCEDURES AND ARRANGEMENTS (Alphabetical Order)**

### **6.1 Introduction**

The following procedures and arrangements have been established within the School to eliminate and/or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the School. More detailed policies and written procedures for a number of these areas are available on the School's website or by request.

### **6.2 Accident Reporting, Recording and Investigation**

All staff are required to ensure that all incidents, accidents, dangerous occurrences and/or near misses are reported to the Safety Officer who will ensure that the accident is investigated and reported to the Health and Safety Executive (RIDDOR) as appropriate, usually by the Business Manager. All accidents must be recorded in the Accident Book which is held in the Main School Office. All accidents must be reported even if no first aid treatment is required. Qualified first aiders are often needed. The first aider will assess the situation and will decide whether an ambulance needs to be called. This will be done by Administration Staff. All other contactable relatives will be contacted through the central system by Reception.

### **6.3 Asbestos**

- 6.3.1 The Business Manager is responsible for ensuring that the academy Asbestos Register is read and signed by all contractors prior to starting any work on the premises.
- 6.3.2 Staff and students must not affix anything to walls, ceilings etc. without first obtaining approval from the Safety Officer.
- 6.3.3 Staff must report any damage to asbestos cover materials immediately to the Safety Officer.
- 6.3.4 If damage to asbestos material has occurred the area must be evacuated and secured. The Business Manager will immediately notify the Health & Safety Executive by telephone.

### **6.4 Audit**

SLT will undertake an annual audit of the health and safety procedures in the School and amend any policies and procedures as necessary.

This will include:

- a) Review of the Health and Safety Policy.
- b) Risk Assessments.
- c) Safe Systems of Work.
- d) Reports.
- e) Inspection and maintenance reports.

This work will be directed by the Business Manager.

### **6.5 Behaviour Management/Bullying**

All staff must be familiar with the School's Policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these Policies (see Behaviour for Learning Policy).

### **6.6 Catering**

The Catering Manager is responsible for the safe operation of the catering facilities.

6.6.1 The Catering Manager must:

- a) Be familiar with the School's Health and Safety Policy.
- b) Be familiar with the School's Food Safety Policy.
- c) Be familiar with all appropriate risk assessments for all catering activities.
- d) Make reference to the safety documents issued by the Local Authority Catering Officer.
- e) Inform the Business Manager of any potential hazards or defects.

6.6.2 School staff, students and visitors must not use the catering facilities and equipment without the prior agreement and arrangement of the Business Manager and/or Catering Manager.

### **6.7 Premises Management and Cleaning**

The Business Manager is responsible for ensuring the safe maintenance and cleaning of the School premises in accordance with the Headteacher's instructions and the relevant cleaning specifications.

## **6.8 Contractors**

- 6.8.1 The Business Manager is responsible for the selection and management of all contractors in accordance with School protocols.
- 6.8.2 The Business Manager is responsible for ensuring that contractors provide, in advance of any contracted work(s), risk assessments and method statements (RAMS) and that the content of such documents is applied throughout any works.

## **6.9 Curriculum Safety (including out of school learning activities)**

- 6.9.1 The Headteacher/Proprietor is responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff, students and visitors.
- 6.9.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.
- 6.9.3 An offsite activity risk assessment must be completed by the member of staff leading the activity and submitted to the Headteacher for approval at least two weeks before the date of the activity (see Educational Visits Policy).

## **6.10 Display Screen Equipment**

- 6.10.1 The Headteacher appoints the Safety Officer to ensure that electronic display equipment used by both Staff and Students, is monitored with regard to the personal health and safety of the individuals concerned and they are advised of safe working practice.
- 6.10.2 Staff and students are reminded that such equipment should not be used on laps or other unsuitable surfaces.

## **6.11 Educational Visits (CORONAVIRUS RESTRICTIONS ACTED ON WHEN APPROPRIATE)**

The Headteacher and the Business Manager are responsible for ensuring that all School trips are managed in accordance with the Educational Visits Policy. ***All staff must be familiar with this policy.***

## **6.12 Electrical Installations and Equipment**

- 6.12.1 The Headteacher and Business Manager are responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.
- 6.12.2 The Safety Officer and Business Manager are responsible for ensuring that all portable electrical equipment is tested in accordance with the Electricity at Work Act for using and maintaining electrical equipment.
- 6.12.3 All staff must be familiar with the procedures and report any problems to the Safety Officer and Business Manager.
- 6.12.4 Staff are reminded that they must not bring electrical equipment into the School for their personal use without first having gained written permission from the Headteacher.

## **6.13 Fire Precautions and Emergency Procedures**

- 6.13.1 The Headteacher is responsible for ensuring:
  - a) That a Fire Risk Assessment is completed and reviewed annually.
  - b) That the School emergency plan and evacuation procedures are regularly reviewed.
  - c) The provision of fire awareness training to all staff.
  - d) That an emergency fire drill is undertaken every half term so that all staff and students are aware of the exact procedures to ensure safety.
  - e) The preparation of specific evacuation arrangements for staff and/or students with special needs.

- f) The Safety Officer is appointed as the Nominated Fire Officer (NFO).
- g) Staff need to be aware of their duty to remove students from the buildings as quickly and as safely as they can.
- h) Trained fire marshals will check designated areas and report any problems or missing students/staff to the Headteacher.

6.13.2 The Business Manager and Safety Officer are responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b) The maintenance and inspection of the firefighting equipment.
- c) The maintenance of exit/escape routes and signage.
- d) The supervision of contractors undertaking hot work.
- e) The issue of hot works permits to contractors.
- f) The review and amendments to the School's Fire Risk Assessment.

6.13.3 All staff must be familiar evacuation procedures. See Fire Safety and Fire Risk Assessment Policy for more details.

## **6.14 First Aid**

6.14.1 The School has members of staff who are qualified First Aiders.

6.14.2 First Aid supplies are kept in designated areas and the School Receptionist (Tracy Alcock) is responsible for ensuring that the stocks of supplies are kept up to date.

6.14.3 All staff must be familiar with the School's arrangements for First Aid.

6.14.4 For specific details please see the School's First Aid Policy.

## **6.15 Grounds Maintenance**

The Headteacher and Business Manager are responsible for grounds maintenance across the School site in liaison with the Landlord.

## **6.16 Hazardous Substances**

6.16.1 The Safety Officer is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

6.16.2 The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

6.16.3 When products are procured, individuals who place an order are to ensure that they obtain the relevant manufacturers and/or product supplier's safety data sheet.

6.16.4 All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. Departments required to store and use COSHH materials will complete an assessment for all authorised products.

6.16.5 Products with low toxicity routinely used in the workshops or classroom areas must be stored securely and only used by staff or students over the age of 14 but under supervision. These will include such items as:

- a) Spirit based marker pens.
- b) Corrective fluid.
- c) Aerosol paints.
- d) Strong glues.

6.16.6 All the above should be used in a well-ventilated area and stored away when not required for use.

## **6.17 Inclusion**

- 6.17.1 The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEND.
- 6.17.2 All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.
- 6.17.3 The Learning Manager must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with SEND. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.
- 6.17.4 Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher.

## **6.18 Lettings or shared use of premises**

In the event of the premises being let, the Headteacher is responsible for ensuring that any use of the premises outside normal School hours is managed in accordance with the Health and Safety Policy.

## **6.19 Lone Working**

- 6.19.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 6.19.2 Staff are advised to avoid working alone wherever possible and may only do so with the knowledge and agreement of the Headteacher.
- 6.19.3 Any member of staff working after hours must notify the Headteacher and Business Manager of their location and intended time of departure for fire alarm and intruder alarm purposes.
- 6.19.4 Lone workers should not undertake any activities which present a significant risk of injury to themselves or damage to property or equipment.
- 6.19.5 In school holidays, details are given about the opening/closing time of the school. Entering school buildings without the Headteacher's knowledge may well result in security costs being met by that person.

## **6.20 Managing Medicines & Drugs (including Smoking)**

- 6.20.1 No student is allowed to take medication on the School site without a letter of consent from his/her parent/carer.
- 6.20.2 Staff must notify the Headteacher if they believe a pupil may be carrying any unauthorised medicines/drugs.
- 6.20.3 The School's Drugs Policy provides detailed guidance; all staff should be familiar with this policy.

## **6.21 Maintenance and Inspection of Equipment**

- 6.21.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Headteacher and Business Manager.
- 6.21.2 All faulty equipment must be taken out of use and reported to the Safety Officer, Headteacher and Business Manager.
- 6.21.3 Staff must not attempt to repair equipment themselves.
- 6.21.4 Faulty equipment may only be disposed of by the Business Manager.

## **6.22 Manual Handling and Lifting**

- 6.22.1 The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.
- 6.22.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Safety Officer for advice and/or assistance.
- 6.22.3 Students are not allowed to move or lift any heavy or unwieldy furniture or equipment. A risk assessment may be required where students are engaged in moving items around the School.
- 6.22.4 Support staff who may have to assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

## **6.23 PE Equipment – Fitness Suite**

- 6.23.1 The Headteacher, Safety Officer and Fitness Instructor are responsible for ensuring that all PE equipment is suitable and safe for use by the students.
- 6.23.2 Electrical items are formally inspected and tested annually by a competent and appointed contractor, this is arranged and co-ordinated by the Business Manager and Safety Officer.
- 6.23.3 All PE equipment must be visually checked before lessons and returned to its designated store area after use.
- 6.23.4 Students must not use or move PE equipment unless trained and supervised.
- 6.23.5 Any faulty equipment must be taken out of use and reported to Safety Officer and the information then passed to the Business Manager.

## **6.24 Personal Protective Equipment (PPE)**

- 6.24.1 The need for PPE has been identified in Risk Assessments. It is the Headteacher's responsibility to ensure adequate supplies of PPE are procured and provided.
- 6.24.2 Where the need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm.
- 6.24.3 Any staff member or student who refuses to use PPE are not permitted to undertake the said task and may be subject to disciplinary action.
- 6.24.4 PPE must be inspected, kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.
- 6.24.5 The term PPE also applies to clothing and footwear procured by the School and worn by Staff as part of their day-to-day job role and function, this particularly applies to the Workshop Tutors and Support Staff.

## **6.25 Risk Assessments**

- 6.25.1 The Headteacher is responsible to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the School.
- 6.25.2 The Headteacher appointed the Safety Officer for ensuring that general risk assessments are completed and reviewed regularly.
- 6.25.3 Lead Tutors are responsible for ensuring that their specialist area is covered by risk assessment.
- 6.25.4 The Safety Officer should hold copies of all risk assessments and originals should be passed to the Business Manager for safe keeping.
- 6.25.5 The Headteacher will ensure that risk assessments are completed by all staff that organise and lead School trips or visits.

## **6.26 Safety Officer**

The School Safety Officer is Jason Garrett.

The Safety Officer has the following major functions:

- a) Investigate potential hazards and dangerous occurrences.
- b) Examine causes of accidents.
- c) Investigate employee concerns and complaints relating to Health and Safety.
- d) Make representation to the academy on matters arising out of the above functions.
- e) Carry out inspections of the workplace.
- f) Represent the School in consultations with the Health and Safety Executive.

## **6.27 Security/Violence**

- 6.27.1 The Headteacher and Business Manager are responsible for the security of the academy/school site and will undertake regular checks of the boundary fences, entrance points, outbuildings, external lighting and CCTV cameras.
- 6.27.2 The numbers on security doors pads will be changed at regular intervals and these changes notified to all appropriate staff. Staff are reminded that these numbers should not be divulged to any student, parent or visitor.
- 6.27.3 Staff must query any visitor on the School premises who is not wearing a visitor badge and escort them back to Reception or off site.
- 6.27.4 If an unknown person becomes aggressive, Staff should not attempt to manhandle them but should seek immediate assistance.
- 6.27.5 Meetings with parents known to be verbally abusive or threatening in their behaviour should be held in the Reception area where assistance is readily available. The Headteacher should be notified in advance of these meetings where possible.
- 6.27.6 Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headteacher.

## **6.28 Site Maintenance**

- 6.28.1 The Headteacher and Business Manager are responsible for the maintenance of the School premises in liaison with the Landlord.
- 6.28.2 The Business Manager, assisted by the Safety Officer, will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher.
- 6.28.3 All staff are responsible for the immediate reporting of any damage or unsafe conditions within their work areas to the Safety Officer and/or Business Manager.
- 6.28.4 Any urgent problems are to be reported face-to-face.
- 6.28.5 The Headteacher is responsible for any decision that may cause the School to be closed i.e. adverse weather conditions posing significant health and safety risks to students and/or employees, systems and/or mechanical failures etc.

## **6.29 Smoking**

It is illegal to smoke anywhere on the School premises. This includes electronic smoking devices and shishi pens. Please refer to the Drugs Policy for details.

## **6.30 Staff Training & Development**

- 6.30.1 The Headteacher is responsible for annually assessing the health and safety training needs

of all staff and for arranging any identified training.

6.30.2 All new staff will receive specific information and training as part of the School's induction process.

6.30.3 All staff will receive fire awareness training on an annual basis.

6.30.4 Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

6.30.5 Health & Safety will be a regular agenda item for all Staff Meetings.

### **6.31 Stress**

The Headteacher is responsible for taking steps to reduce the risk of stress in the workplace by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust and mutual respect.
- b) Training to enable them to carry out their jobs competently.
- c) Control to plan their own work and seek advice as required.
- d) Involvement in any major changes.
- e) Clearly defined roles and responsibilities.
- f) Consideration of domestic or personal difficulties.
- g) Individual support, mentoring and referral to outside agencies where appropriate.

Please refer to the School's Work-Related Stress Policy for more details.

### **6.32 Swimming (Activity Based Visit)**

Swimming is only permitted at recognised Swimming Pools. Students participating in swimming activities are to be instructed by ASA Qualified Instructors and who hold a valid police check. All staff must ensure that they are familiar with the guidance given in respect of the swimming pool planned to be used.

### **6.33 Transport**

6.33.1 The School currently owns one minibus for use in transporting students to external venues for educational, sporting and recreational visits.

6.33.2 The minibus is maintained by Site Maintenance.

6.33.3 Drivers of this vehicle must be licensed and qualified to drive it. A list of approved drivers is held by the Business Manager.

### **6.34 Vibration**

The School tries to purchase low vibration tools where there is parity in safety, performance and cost.

### **6.35 Visitors**

6.35.1 All visitors (including parents) must sign in and out at the School Reception desk. A visitor badge will be issued which must be worn at all times in School.

6.35.2 Visitors to the School will be made aware of the emergency procedures and other health and safety information as is relevant.

6.35.3 Contractors undertaking maintenance work at the School will be informed of the emergency procedures and any risks in their work area e.g. asbestos, etc.

### **6.36 Working at Height**

6.36.1 The Business Manager and Safety Officer are responsible for the purchase and maintenance of all ladders, steps, step-stools etc., in the school.

6.36.2 All ladders must conform to BS/EN standards as appropriate.

6.36.3 The Safety Officer is also responsible for completing risk assessments for all working at height tasks in the school.

6.36.4 All ladders are to be checked regularly for serviceability.

6.36.5 Staff are reminded that “working at height” applies to all activities which cannot be undertaken whilst standing on the floor.

6.36.6 If you need to hang decorations or displays then a step stool must be used.  
**Standing on desks, chairs or other furniture items is not permitted.**

## **7. Policy Review**

This policy will be kept under review in order to keep it in line with relevant legislation and modifications. A review will take place annually. Key documents used in the preparation of this Policy included the following:

- Health and Safety: advice on legal duties and powers (DfE February 2014).
- Independent School Standards Regulations (2014 – Effective 5<sup>th</sup> January 2015).
- HM Government – FSRA – Educational Establishments (2006).
- HSE Education Information Sheet No. 1 v.3. (RIDDOR October 2013).
- HSE First Aid at Work v.3 (March 2013 – Amended 2015).
- HSE Policy and Risk Assessment (Combined – August 2014).
- HSE Education Information - School Trips (June 2011).
- Citrus HR advice and Policies.

This Policy is subject to all other Policies and Protocols of Black Country Wheels School.