Life Education Centres

helping children make healthy choices

Registered Charity No: 800727

# Founder: Ted Noffs

President: The Duke of Westminster KG OBE TD DL

### HEALTH AND SAFETY POLICY

**LIFE EDUCATION CENTRES**

**for**

**CAMBRIDGESHIRE & PETERBOROUGH**

to be read with

**Life Education Lone Working Policy**

**Reviewed and amended**

**October 2024**

**Signed by:**

**Louise Augarde – Senior Educator**

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Cambridgeshire & Peterborough Life Education Centres

Health & Safety Policy for Mobile Classrooms

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| **1** | It is the policy of the PSHE Service to provide, as far as is reasonable and practical, safe methods of work, safe working conditions and a healthy environment, that meet Cambridgeshire County Council’s Health and Safety requirements. |
| 1.1  1.2  1.3  1.4  1.5  1.6  1.7  1.8 | to ensure (so far as is reasonably practicable) the health and safety of all employees in connection with the use, handling, storage and transport of the mobile classrooms. to ensure the health and safety of all other visitors to the mobile classrooms, including children, parents/carers, governors and school staff.    to provide and maintain safe access to and egress from any place of work under their control.  to provide and maintain an adequate working environment in relation to the facilities and arrangements for the health and welfare of employees whilst at work.  to provide training or instruction as may be necessary to personnel at all levels.  to provide means of consultation on Health and Safety matters for all employees.  to provide this policy and such written instructions as are necessary to assist in the regulation of health and safety practices and operations.  to promote employer awareness and responsibility to avoid and prevent health hazards and injuries to themselves, other employees and members of the public.  Lead Adviser PSHE & LEC – Steph Hoskin    Date: |

2. MOVEMENT AND DELIVERY OF CLASSROOMS

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| 2.1 | The towing of the mobile classrooms must be carried out by competent, trained drivers using an adequately equipped and stable towing vehicle. |
| 2.2 | The delivery and siting of the mobile classroom should be carried out wherever possible at least thirty minutes before any children or members of the public arrive on site. The Educator should be asked to give assistance to the delivery driver with the siting and positioning of the mobile classroom. Wherever possible the ‘A’ frame will be in line with the MCR. The tower usually arrives at the school by 7.15a.m. and certainly no later than 7.30a.m. |
| 2.3 | Cones will be required around the mobile classroom to raise awareness to children, parents/carers and any other persons. It will always be necessary to place cones around the tow-bar. Cable tidies will be used as appropriate. Appendix 2 |

**3. ON-SITE HEALTH AND SAFETY MANAGEMENT**

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| 3.1 | The Company, (Andrew’s Recovery Ltd.), are contracted to carry out the towing duties on behalf of the PSHE Service. They shall ensure that drivers have had health and safety instruction in relation to the mobile classrooms. A copy of this policy and the accompanying appendices are given to the towing company every year after they are reviewed. |
| 3.2 | The Educators concerned with the operational use of the mobile classrooms, must be conversant with the contents of this health and safety policy. No ambiguity should exist with any member of the team as to the intention and requirements of this policy. (See 16.3 re. Health and Safety Training). All Educators have been provided with gauntlet style protective gloves for use when setting up and packing down. Educators should wear appropriate footwear – flat shoes that are not open-toed – when setting up and packing down. Electrical gloves are provided in both MCRs **for the sole purpose of** swopping over the cables in the white electrical box. Appendices 1 & 5 |
| 3.3. | The mobile classrooms are fitted with an A-Frame Turntable Front Axle (i.e. the mobile classrooms have a wheel at each corner). Following the siting and levelling of the mobile classroom, cones will be put in place. |
| 3.4 | The metal staircase to the classroom must be fitted to the main access door following the action detailed in 3.3 above. The staircase guardrail which must have an intermediate rail, must be fitted ***as soon as possible after*** the staircase is in place and ***tested*** to ensure its stability. The portable steps in the old mobile classroom have levelling feet. The metal tops of these feet have blue protective foam covers which must be in place. The handrail and steps are checked daily and recorded on Appendix 3a which is stored in each classroom. |
| 3.5 | On the set up of the MCR, the steps will be put in place – the tower can assist if required. The old portable steps will be chained to the underside of the MCR for security. Wherever possible the steps will stay in place for the duration of the visit. At the end of each interim day, the handrail will be removed and stored inside the MCR. The handrail bolts on the old MCR will also be stored inside the MCR. The two yellow cones will remain either side of the bottom of the steps and two large red cones placed in front of them. If it is judged necessary to put the steps away at night, assistance can be requested from the school, if required by the Educator. |
| 3.6 | When deemed necessary, due to the age, maturity or specific needs of the pupils, the children’s class teacher or another member of the staff is in attendance on the open side of the access staircase during the time that the children are entering or leaving the mobile classroom. This will ensure that all children are adequately supervised and protected during the access and egress procedures. |
| 3.7 | At the time of the pre-visit the Educator will discuss the safe siting with the school representative. This information is recorded on the timetable. The educator meets the tower on the first morning and communicates the information face to face. Additional items that should also be discussed would be access to toilet facilities, availability of drinking water, access to staff room, etc. The Educator will also determine from the school’s representative if any aspects of the school’s Health and Safety Policy, Emergency Procedures or any potential hazards, will affect the mobile classroom or any person who might be in the mobile classroom at any time. Should such an issue arise, the Educator will hand over to the class teacher. The Educator should test the sockets that are to be used at the pre-visit whenever possible, with the ‘Martindale’ tester. Any issues should be reported to the school, the Senior Educator and recorded on the timetable. |
| 3.8 | Table salt is stored in both MCRs next to the toolbox in labelled plastic jars. This is to be used to dissolve ice on the steps and ‘A’ frame as necessary. A stiff brush is provided in both MCRs to clear water/ice from steps and ‘A’ frame. When necessary and with prior knowledge of temperatures of zero or below, salt can be put down the night before when frost/ice/snow is predicted by national and local weather forecasts. |
| 3.9 | Daily, weekly, monthly and annual checks are detailed in Appendices 3a, 3b, 3c and 3d. |
| 3.10 | When the Educator is in the mobile classroom on their own, the catch on the door by the steps should be in a vertical position. This would enable quick and easy access to the classroom, should the Educator become unwell. Each classroom has a personal alarm which the educator can use to alert people in school if necessary. |
| 3.11 | The mobile classrooms are nut free environments. |
| 3.12 | An emergency contact sheet will be left with the school office staff on the first day of the visit. We shall ask that this be destroyed when we leave**.** Appendix 6. |
| 3.13 | Specific measures are in place with relation to Covid 19 – see Appendices 2 & 7. |

**4. FIRE AND EMERGENCY PROCEDURES**

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| 4.1 | All personnel connected with the operational function of the mobile classrooms must be given fire and emergency training so that in the event of a fire they can adequately deal with any situation that may arise, in particular emergency evacuation procedures. The Cambridgeshire PSHE Service shall ensure that extinguishers are checked annually or new ones purchased and a record kept of the inspections in the Cambridgeshire PSHE Service office. At each pre-visit the Educator will note the fire assembly point on the timetable. Emergency procedures are detailed on the reminder sheet, which is given to each school. Each Educator will conduct a fire drill practice annually and feedback to the Senior Educator. Any pupils or staff with mobility issues will have been identified and discussed as part of the ‘previsit’ and details recorded on the timetable. In the event of needing to evacuate the classroom, the school’s PEEP (Personal Emergency and Evacuation Plan) would be implemented by the school staff, with assistance from the educator if required. |
| 4.2 | Before the mobile classroom is used for any purpose, the Educator must check that the fire extinguisher is present and adequately charged and that access and egress are fully operational on bothsides of the mobile. All electrical equipment will be checked as per the guidance ‘Electrical Safety’ – Appendix 4 – see highlighted sections. These are recorded on the ‘Daily check sheets’ – Appendix 3a. |
| 4.3 | At the end of each day, the Educator should inspect the classroom equipment, including connectors on cables, to ensure that it is not overheating or smouldering. |

**5. ELECTRICAL INSTALLATION**

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| 5.1 | The mobile classrooms belonging to Cambridgeshire and Peterborough Life Education Centres Trust Company Ltd will comply with the requirements set out in the Electricity at Work Regulations 1989, and the latest edition of The Institution of Electrical Engineers’ Regulations and British Standard 7671 (Notices). |
| 5.2 | The following safety procedure must be implemented: |
| 5.2.1. | The Educator must determine from the school representative that the electrical supply to which the mobile classroom will be connected is of an adequate capacity. (Educator to test at pre-visit. See 3.7) |
| 5.2.2. | The Educator must check that the mobile classroom flexible supply cables are uncoiled to avoid damage by overheating and protected as necessary. |
| 5.2.3. | Procedure to be followed to connect to schools. See Appendix 1. |
| 5.2.4. | The Educator must tape the plugs and cables if appropriate and inform the classroom teacher so that, so far as is possible, they are in  such a position to prevent interference from the children. |
| 5.2.5 | If any connections either between the cables and tails or between the grey and the blue extension cables are outside – these would be wrapped with a waterproof covering and raised off the ground on a plastic stool (stored at the front of the mobile classroom). |
| 5.3 | A full inspection and PAT test should be carried out at least every other year on all electrical equipment, to include wiring and equipment, with a report on their condition recorded and kept for record purposes. PAT tests conducted Summer 2017 in line with regular timetable of checks. Then advised to move onto County Council testing system so redone April 2018. PAT testing redone Summer 2020. After review, going forwards, we shall include educators’ ‘phone chargers and laptops cables in the testing so that they can be used in the MCRs. Covid 19 pandemic put MCRs out of use for 18months+. PAT testing done Summer 2022. Educator’s laptop cable PAT tested May 2024. MCR PAT testing done Summer 2024.  Air conditioning units and fire extinguishers are serviced annually.  The PAT test certificates and the air conditioning and fire extinguisher reports to be kept in the Cambridgeshire PSHE Service office. |
| 5.4 | Any alterations or additions must be recorded in the yellow folder that is kept in each mobile classroom. |

**6. HAZARDOUS SUBSTANCES**

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| 6.1 | Hazardous substances have not been used in the construction of these mobile classrooms and therefore no special precautions need to be taken. |
| 6.2 | Any alterations or additions should be entered in the yellow folder that is kept in each mobile classroom. |
| 6.3 | When any cleaning is carried out, the necessary precautions with regard to cleaning materials must be observed. |
| 6.4 | Where as a result of an accident, or the replacement of a specified item with a non-specified item, e.g. replacement of a sealed battery with one that requires “topping up” with distilled water, then a COSHH assessment must be carried out before any work of any kind be undertaken. |

**7. ILLNESS AND FIRST AID**

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| 7.1 | A First Aid kit must be provided for use with the mobile classroom. It should be fixed or kept in a designated position common to all mobile classrooms and clearly identified. The First Aiders at each school are discussed at the ‘previsit’ and recorded on the timetable. |
| 7.2 | The contents of the first aid kits must include  1 card giving general first aid guidance  6 individually wrapped sterile unmedicated adhesive dressings.  1 large sterile unmedicated dressing  2 triangular bandages  2 safety pins  Individually wrapped moist cleaning wipes  1 packet of sterile latex gloves  Educator to replace items as used.  The contents are checked annually by the Cambridgeshire PSHE Service. |
| 7.3 | In the event of a medical incident occurring, the Educator shall refer the incident to the school’s first aider if required. |
| 7.4 | In the pre-visit discussions and documentation, the Educator should check the name of a qualified first aider and the means of raising the emergency services. Record one named first aider on the timetable form and display this on the inside of the tall cupboard door. |
| 7.5 | 1. The Educator must ascertain from the member of the school staff accompanying the class about to be taught if any member of the class or staff suffers from epilepsy, haemophilia or claustrophobia. 2. School staff to support children with medical issues policy and individual children’s medical plan – information gathered by educator in previsit process. 3. Any incident relating to health and safety should be reported to the School involved, to the Senior Educator and then to the Lead Adviser Cambridgeshire PSHE Service and Coram LEC National. The Senior Educator should fill in an incident form on line at: [www.reportincident.co.uk/cambridgeshire](http://www.reportincident.co.uk/cambridgeshire) The ‘submit’ button will send it to the H & S team in Cambridge. For incidents in Peterborough Schools follow exactly the same procedure. For Independent schools follow the schools’ procedures. |

**8. ANCILLARY PLANT AND ACCESSORIES**

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| 8.1 | Heating/Air Conditioning Systems  A suitable and sufficient air conditioning unit to cope with the heat generated from the electrical equipment and the persons inside the mobile classroom must be fitted and positioned in such a way as to cope with the conditions. The controls switches must be positioned so that the children cannot interfere with their function or receive an electrical shock. The system shall be tested annually and serviced at the very least annually. |
| 8.2 | Television Monitor  This must be of an adequate size to enable the pupils to see clearly the information being displayed. The remote control should be positioned to minimise interference from children. |
| 8.3 | Display Screen/Modules  If this system is fitted it should be to the same specification as for the television monitor. |
| 8.4 | Illuminated TAM  The requirements are as for the television monitor and display screen. |
| 8.5 | Lighting  Suitable and sufficient lighting (including emergency lighting) must be installed with the switches and lamps positioned so that the children cannot interfere with their function or receive an electric shock. The emergency lights are checked daily. Any smells or concerns would be investigated immediately. The cables which power the lights, the TV and the air con are checked daily. All electrical items are PAT tested as outlined in 5.3 above. |
| 8.6 | Temperature  A suitable display thermometer displaying the ambient temperature within the mobile classroom must be visible within the mobile classroom. |

**9. SECURITY**

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| 9.1 | The towing bracket, wheels and jockey wheel or turntable unit (where fitted) should have a locking device which must be used at all times whilst the mobile classroom is on site. |
| 9.2 | The jacking points must be of a type that cannot be interfered with by children. |
| 9.3 | All access routes, cupboards and drawers should be secured when not in use. |

**10. RISK ASSESSMENT**

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| 10.1 | Cambridgeshire County Council have assessed the risk to the health and safety of our employees and to anyone else who may be affected by our activity so that any necessary preventative and protective steps are identified and suitable and sufficient precautions  are taken. On 10th September 2007 Stuart Wood (Health and Safety Advisor) attended at Bourn School. See attached Cambridgeshire County Council procedures. Ongoing advice and support from Stuart Wood – 2009, 2011, 2014 and 2017 - next due Autumn 2020 – postponed due to Covid restrictions. Manual Handling training reestablished post pandemic - provided by Caoimhe Keenan CCC 8th June 2022. Update training is due every 3 years and is arranged for Summer 2025. |
| 10.2 | **Risk assessments** are given in Appendix 2**.**  The Life Education Lone Working policy should be read in conjunction with this policy. |

**11. ACCESS AND COMMON PARTS**

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| 11.1 | Access to mobile classroom is via the two doors situated on the opposite sides of the compartment. One is used for common access to the mobile classroom and the other is for use for an emergency exit. The function of each will depend on the siting of the classroom at each school. Both must be kept clear of obstruction and fully operational at all times. Emergency access lighting must be functional at all times and tested daily. Both mobile classrooms have battery operated torches for educator use. |
| 11.2 | Access to the ancillary equipment and storage areas is from the front of the mobile classroom, which enables access to the electrical power supply, switchboard, etc. and other items stored safely for transit purposes. |
| 11.3.1 | Disabled access is via the ramp provided. The ramps must be inspected for any defects or damage before use. They must be tested by the contractor as part of the Annual Service to ensure their integrity. |
| 11.3.2 | If the ramp is required on the first day of the visit, the tower will assist with its assembly. Putting it down on that day or use on any subsequent days may require assistance by a member of the school’s staff. If this support is given, the educator will retain responsibility for the safe assembly, checking and disassembly. It is best moved flat with one person each side. Step by step checklist produced by Educators for their use, stored on inside of tall cupboard door. |
| 11.4 | The ventilation points situated at floor level must be clear of obstruction externally at all times and in open position. |

**12. CLASSROOM STRUCTURE AND QUALITY**

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| 12.1 | It is the responsibility of the Contractor to carry out a thorough and detailed examination of each mobile classroom, including the chassis and mechanical parts, to ensure that no significant damage or defects are present. This should be part of the mobiles’ annual  service. A record of the checks carried out should be placed in the Cambridgeshire PSHE Service. |
| 12.2 | The exterior of the mobile classroom must be kept clean to ensure that clear visual checks can be made. This will be the responsibility of the company contracted to carry out the towing duties on behalf of the PSHE Service. |
| 12.3 | Educators must make routine daily inspections of their allocated mobile classroom and record their findings in Appendix 3a and the Technical folders – both stored in the classrooms. Report any faults found to the Senior Educator, who will take appropriate action. |
| 12.4 | The interiors of the mobile classrooms are hoovered and cleaned on a daily basis, when out in use, by the Educator. The air conditioning unit and walls are cleaned at least weekly, when out in use, by the Educator. The DVD discs are cleaned at least weekly and the DVD players at least half termly. |

**13. TRAINING**

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| 13.1 | All personnel responsible for operating the mobile classrooms, i.e. transport personnel and Educators are to be adequately trained in general health and safety principles when using mobile classrooms (see recommendations 16.3). The level of training will contain, but not be limited to:  Siting of the mobile classroom.  Security of the mobile classroom.  Electrical connections.  Manual handling techniques, in particular for handling the  staircase and handrail, use of the ramp, manoeuvring the  mobile classroom, the correct use of corner stabilisers,  and brakes.  Emergency and First Aid procedures.  Ongoing support and training is provided through team teaching days, observations and liaison with the Cambs County Council Health & Safety Team. Manual handling training shall be provided by CCC H&S Team every 3 years as a minimum.    The Educator will instruct the towing contractor regarding access onto the school site and the siting of the mobile classroom, after consultation with the school. |
| 13.2 | Any manual manoeuvring of the mobile classroom should be limited to level ground. Where there is any doubt about safety of manual manoeuvring, it should not be attempted and the towing vehicle should be used. |
| 13.3 | The Contractor will provide training and instruction on the importance and method of stabilising the mobile classroom to any additional towers employed. |

**14. DOCUMENTATION**

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| 14.1 | A copy of this Health and Safety Policy will be kept in each mobile classroom for reference (yellow folder) and at the Cambridgeshire PSHE Service. A copy will be sent to Coram Life Education Centre Head Office. A copy will be provided to the Contractor and the Cambridgeshire County Council Health and Safety Team. |
| 14.2 | Copies of electrical maintenance forms are stored at the Cambridgeshire PSHE Service. Copies of this policy and risk assessments must accompany the classroom to which they relate. All Educators also have copies of this policy and risk assessments. |

**15. USE OF ‘LIFEBASE’**

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| 15.1 | As a consequence of Covid, the mobile classrooms could not be used. We adapted and developed the programmes for delivery in schools using the ‘Lifebase’ model. This necessitates the Educator transporting equipment to and from schools, between school classrooms and storing the resources at home. The Educator has been provided with a wheeled trolley and a set of display boards in a carrying bag. The Educator has undertaken manual handling training previously and implements this learning in their transportation of resources (see Appendix 2). This method of delivery continues to be available to schools so educators need to be competent in the Health & Safety issues for both forms of delivery. |

**16. MANAGEMENT RESPONSIBILIITES**

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| 16.1 | The Cambridgeshire PSHE Service is responsible for the mobile classrooms under its control and have a management responsibility to ensure that the procedures and information contained in this Health & Safety Policy are conveyed to all personnel involved in their use. The Cambridgeshire PSHE Service will also ensure that suitable and sufficient training is given, risk assessments are carried out as and when necessary and that, where necessary, there is a sufficient supply of Personal Protective Equipment (PPE) available to protect any personnel who need it (this will include gauntlet style gloves and electrical gloves). |
| 16.2 | A record of training, maintenance and risk assessments must be kept at the Cambridgeshire PSHE Service. |
| 16.3 | Senior Educator [Louise Augarde] has attended the 1 day IOSH Course ‘Working Safely’ on 14/3/08. Educators (Louise Augarde & Linda Jeffery) attended Cambridgeshire County Council Health and Safety training in the mobile classroom on 14/10/09 led by Stuart Wood. A new Educator joined in September 2010 (Julie Gray). Health & Safety training was an integral part of her induction and her ongoing support. All Educators repeated the CCC training in Autumn 2011 – Wednesday 16th November – led by Stuart Wood. Update training completed Monday 8th December 2014 led by Stuart Wood.  Update training completed Monday 20th November 2017. Advised next update training due Autumn 2020 – postponed due to Covid. Will rearrange as soon as restrictions allow and will include manual handling which will relate to operation of the MCR and ‘Lifebase’ resources. Training 8th June 2022 with Caoimhe Keenan CCC Health & Safety team. Update training is due every 3 years and is scheduled for Summer 2025. |

**This policy and appendices are available on the Cambridgeshire PSHE Service website**

[**Cambridgeshire PSHE Service - Home (pshecambridgeshire.org.uk)**](https://www.pshecambridgeshire.org.uk/website)