

HOLY FAMILY CATHOLIC PRIMARY SCHOOL



Health and Safety Policy

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| This policy was adopted by the full governors | Date: February 2022 Review Date: February 2025 |
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| Position: | Headteacher Chair of Governors |
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1. Health and Safety Policy Statement

Holy Family Catholic Primary School recognises and accepts its responsibility as the employer to provide a safe environment for all its employees and others who are affected by the school's undertaking, so far as is reasonably practicable, in accordance with Health and Safety at Work Act 1974, associated legislation and other guidance.

This policy statement forms part of the School's Health and Safety Policy which records the school's local organisation and arrangements for implementing the policy.

1. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body, and those in control of the school, recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974 and all associated legislation.
2. In compliance with the Health and Safety at Work etc. Act and all associated legislation, this school's Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health, including the provision and maintenance of access and egress to and from the premises. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment provided are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training, and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute, in a positive manner, towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and trade unions / employee representatives' forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.
7. All staff are responsible for ensuring they comply with the actions laid out within this policy.

2. ROLES AND RESPONSIBILITIES

2.1 Head teacher

The ultimate responsibility for Holy Family safety, including the organisation of and activities undertaken, rests with the Head Teacher. They should ensure: -

- a) There are appropriate structures in place for the management and organisation of health and safety arrangements.
- b) There are sufficient resources available to ensure, so far as is reasonably practicable, the health and safety of all staff and others who are affected by the school's undertaking.
- c) Preventative and protective procedures, organisation, and arrangements as necessary are in place to meet statutory and mandatory obligations informed through the risk assessment process.
- d) Suitable and sufficient risk assessments are in place.
- e) Effective consultation with recognised trade unions and their safety representatives on all health and safety matters, and that appropriate consultation routes are established and functioning.
- f) The school has a suitable system for reporting accidents / incidents both internally and externally to statutory bodies, and that incidents are appropriately investigated to reduce the likelihood of recurrence.
- g) Where school activities overlap or affect the activities of other organisations, or any other person, that specific arrangements are made to ensure the health and safety of those persons.
- h) There is a trained Educational Visits Co-ordinator in place.
- i) All premises, tools, equipment etc. are provided and maintained in a suitable manner.
- j) Third-party contractors are suitably managed so that they comply with both legal requirements and of the school in terms of health and safety.
- k) The school identifies the health and safety training, and development needs of staff and that such training is provided where necessary, including induction training.
- l) There is access to professional health and safety advice and guidance, as necessary.
- m) There are suitable and sufficient arrangements in place for emergency situations such as first aid, fire safety and lockdown.
- n) That safety matters are reported to the Governing Body, in line with an agreed schedule.
- o) This policy is reviewed annually.

The Head Teacher may choose to delegate specific responsibilities within the school staff, consummate with role and responsibility.

2.2 Governing Body

The Governing Body retains collective responsibility for health and safety issues. The governing body conducts health and safety business through governor meetings as a regular agenda item.

The relevant meeting should review reports and information to monitor the school's practice against this policy to ensure compliance with legislation, good practice, mitigation against risks.

2.3 School Business Manager

The School Business Manager shall be responsible for the operational management of health and safety for the school. The extent of the responsibilities will be determined by the Head Teacher and are likely to include:

- a) Completing risk assessments and ensuring that control measures are in place and adhered to.
- b) Ensuring that all staff are aware of how to report accidents and incidents and that those reported are appropriately investigated.
- c) Overseeing the Health and Safety aspects of school trips.
- d) Overseeing the safety of the school premises equipment and any school vehicles.
- e) Be responsible for ensuring that defects and hazards are addressed, with support from the Local Authority where needed.
- f) Overseeing third party contractors to ensure they are compliant with school policy and standards.
- g) Overseeing the first aid provision in school.
- h) Make or arrange for inspection of premises, places of work and working practices on a regular basis.
- i) Recommend necessary changes and improvements in welfare facilities, where necessary.
- j) Ensuring that health and safety information is disseminated and available to all staff.

2.4 All Staff

All employees must take reasonable care of themselves and of any other persons who may be affected by their actions, or what they fail to do at work. All employees must:

- a) Take reasonable care for their own health and safety and of other persons who may be affected by their acts or omissions.
- b) Co-operate with the school so far as is necessary to enable them to fulfil their duty under relevant legislation.
- c) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- d) Know the special safety measures and arrangements to be adopted in his / her own working area and to ensure they are applied.
- e) Make themselves familiar with and conform to the Health and Safety policy along with any associated procedures and guidance documents.
- f) Pay particular attention to the health and safety needs of children with emotional/ behavioral difficulties and associated learning needs, so as to interpret and relay their health and safety requirements to them in terms they can understand.
- g) Report dangerous situations as well as all accidents / incidents and near misses, whether persons are injured or not, to their Line Manager in line with the reporting procedure and complete the appropriate documentation.
- h) Report dangerous situations immediately to the Site Manager / Business Manager that represent a serious and immediate danger to health and safety.
- i) Report any matter which would reasonably be considered a shortcoming in the school's protection arrangements for health and safety.
- j) Report any damage or defects to premises, equipment or vehicles immediately to the Site Manager / Business Manager and complete the appropriate paperwork.
- k) Follow all the safe systems of work and information, training, instruction and supervision received, where applicable.
- l) Complete dynamic risk assessments in line with agreed training standards as appropriate.
- m) Use correctly and safely all work items/equipment provided by the school in accordance with the information, instructions, and training provided.
- n) Use protective clothing/equipment as required by the outcome of risk assessments, as appropriate to the work activity.
- o) Make themselves familiar with the local fire safety processes.
- p) Ensure they understand the first aid arrangements.
- q) Challenge unsafe behaviour that may affect staff, pupils, visitors or volunteers.
- r) Co-operate with any enforcement authority e.g. the Health and Safety Executive or Fire Service.

- s) Declare any medical condition or disability that is liable to involve risk to them or others when carrying out their tasks as soon as they become aware of it.

2.5 Subject Co-Ordinator(s)

Subject coordinator(s) play a pivotal role in ensuring health and safety. They have responsibility for the application of the school's Health and Safety Policy in their own department or area of work, and are directly responsible to the Head Teacher for the application of existing safety measures and procedures within the department. They shall: -

- a) Ensure that the health and safety of staff, pupils and others, affected by their activities, within their area of responsibility is appropriately managed.
- b) Establish and maintain safe working procedures in line with risk assessments, including arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risk to health.
- c) Ensure members of staff under their direction are appraised of departmental policy, guidance and standards on health and safety.
- d) Review any health and safety related matters raised by a member of staff under their direction and refer to the Head Teacher any situation which cannot be resolved to the satisfaction of both parties.
- e) Encourage members of staff to raise concerns regarding matters of health and safety, so that policy and practice are kept under regular review.
- f) Report any areas of concern e.g. level of personnel training, maintenance of equipment, to the School Business Manager.
- g) Seek the advice of the Council's Health and Safety team, when needed.

2.6 Classroom Practitioners

The safety of pupils in classrooms and other work areas is the responsibility of the teacher responsible for the group; the teacher has traditionally carried responsibility for the safety of pupils when they are in their care. If, for any reason e.g. the condition or location of equipment, the physical state of the room, a teacher considers that they cannot accept responsibility, they should discuss the matter with the School Business Manager / Head Teacher before allowing practical work to take place, or, if necessary, the room to be used.

A class practitioner is expected:

- a) To exercise effective supervision of pupils.
- b) To know the special safety measures to be adopted in their own special teaching areas and to ensure they are applied.

- c) To give clear instructions and warning to pupils as often as necessary, and to avoid pupils taking unrealistic risks.
- d) To integrate all relevant aspects of safety into teaching process and, if necessary and appropriate, give special lessons on safety.
- e) To follow safe working procedures.
- f) To undertake dynamic risk assessments to avoid harm, injury or near misses.
- g) To ensure the regular inspection of equipment within their area of responsibility and completion of associated documentation.
- h) To use protective clothing, guards, special safe working procedures etc. where necessary.
- i) To bring to the attention of the Site Manager / Business Manager, concerns over matters affecting health and safety.
- j) To know and, where necessary, enact the emergency procedures in respect of first aid, fire, bomb scare, lockdown or critical incident and to carry them out.

2.7 Premises Officer

The Premises Officer is responsible for:

- a) All matters relating to health and safety within their sphere of activity and for completing the agreed documentation, including ensuring there are suitable and sufficient risk assessments (including COSHH assessments) in place.
- b) Making regular inspections of buildings/areas to ensure that potential hazards, where reasonably practicable, are eliminated or reduced. Where remedial action cannot be taken, the hazard should be reported at once to the School Business Manager / Head teacher, recorded and action agreed. All inspections should be recorded.
- c) Ensuring they are familiar with the school's Health and Safety Policy and that any staff they are responsible for are equally aware of the implications of relevant policy and procedures as it affects their work activities e.g. storage of materials, reporting accidents.
- d) Reporting defects and hazards to the School Business Manager / Head Teacher and completing the relevant defect and repair record. Immediate hazards should be dealt with immediately (e.g. equipment or machinery isolated and taken out of use).
- e) Ensuring that everything received from suppliers in connection with their work and that of their staff, is accompanied by adequate information and instruction prior to use.

- f) Ensuring that staff under the Communities and Neighbourhoods contract are adequately informed of the school's procedures.
- g) Informing the Business Manager / Head Teacher contractor arrangements to undertake maintenance, service of work contracts. (Contractors will also be supplied with the Code of Conduct – ensure this is relevant to your school and if so who is responsible).
- h) Maintaining appropriate records, including electrical equipment register, PAT testing, and fire procedures etc.
- i) Completing the safety induction of staff under their responsibility ensuring they are informed of safety procedures and regulations and encourage their participation as to eliminate potential hazards.
- j) Taking all reasonable precautions to ensure that all new equipment meets the required standard of safety.
- k) Ensuring that appropriate arrangements are in place for the safety of school owned vehicles e.g. maintenance, insurance, cleanliness etc.

2.8 Domestic and Kitchen Staff

- a) The domestic staff should familiarise themselves with the School's Health and Safety Policy and risk assessments in relation to their role.
- b) The domestic staff should work in conjunction with any policy statement, health and safety rules and guidance issued by Facilities Management.
- c) The kitchen staff should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned. Staff should inform the Business Manager of any potential hazards or defects.
- d) Facilities Management should ensure new employees are inducted into the health and safety procedures in the kitchen and that any ongoing training requirements are fulfilled.
- e) All staff must report any incidents and accidents, whether harm occurred or not.

2.9 Pupils

Pupils are expected to:-

- a) Exercise personal responsibility for the safety of themselves and other pupils.
- b) Observe the standards of dress consistent with safety and/or hygiene (with particular reference to the wearing of jewelry).
- c) Observe all safety rules of the school and in particular the instructions of teaching staff given in emergency.

2.10 Visitors

Regular visitors and other users of the premises should observe the safety rules of the school. In particular parents, helping out in the school, should be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

All visitors must report to the school and acknowledge their presence by completing the relevant signing in procedures.

2.11 The Role of Health & Safety Professionals from the Local Authority

The role of the Local Authority is to assist and support the school to create and implement health and safety policies in accordance with the latest legislation.

The aim of the Health and Safety Advisor / Health and Safety Manager is to reduce the number of accidents and injuries that occur and help promote and maintain a positive safety culture within the school. This can be achieved by undertaking regular inspections, reviewing school risk assessments, supporting incident investigations and by providing recommendations when required for improving school safety standards.

2.12 The Role of Health & Safety Representatives

The role of safety representatives is to represent the employees in consultation with the employer with a view to making and maintaining arrangements which will promote good health and safety at work. Safety representatives have the right to: -

- Make representations to the employers with regards to any hazards or unsafe practices affecting the health and safety of employees.
- Represent employees when liaising with enforcing authorities, e.g. Health and Safety Executive or Fire Service.
- Attend safety committees or other meeting where safety is the focus of the discussion.

Safety representatives should be consulted on the following: -

- The introduction of any policy or procedure at the workplace that may substantially affect the health and safety of the employees the safety representative represents.
- Any health and safety information they are required to provide to employees the safety representative represents, by or under the relevant statutory provisions.
- The planning and organisation of any health and safety training required for employees the safety representatives represents.

- The health and safety consequences for the employees the safety representatives represent as a result of the introduction of new technologies into the workplace.

The employer shall provide such facilities and assistance as safety representatives may reasonably require for the purpose of carrying out their functions under section 2(4) of the Health and Safety at Work Act and the Safety Representatives and Safety Committees Regulations 1977.

3. SAFETY ARRANGEMENTS

3.1 Communication of Hazards

Any person who wants to draw attention to a particular hazard should report it to one of the following: -

- a) Person responsible for the area if the hazard is in a specialised area.
- b) Person responsible for the area if the hazard is in a classroom area.
- c) The Site Manager to report the concern.
- d) The Head Teacher / Business Manager directly.

3.2 Fire and Emergency Procedures

3.2.1 The aim of fire safety arrangements is: -

- a) To prevent loss of life or injury to personnel.
- b) To prevent fire.
- c) To ensure that an alarm is raised quickly and efficiently.
- d) To deal with emergencies if safe and competent to do, such as quelling a small fire.
- e) To evacuate the premises in a safe orderly and speedy manner to a final place of safety.
- f) To ensure that outside assistance is called with the least possible delay and to a pre-determined plan.

3.2.2 Fire Prevention

To prevent fire, it is necessary to appreciate the general circumstances in which a fire could arise. Understanding the causes of fire is the first step towards taking necessary precautions. If it is not possible to remove the risk altogether it is often possible to reduce the hazards to reasonable proportions. The following are some examples of common causes of fire, the remedies for which are self-evident:

- a) Careless use of naked lights.
- b) Careless use of heating appliances such as portable stoves or radiators.
- c) Electric toasters left on unattended.
- d) Inexperienced persons making additions to, or otherwise interfering with, electrical installations.

- e) Accumulation of combustible material – keep storerooms and classrooms, especially practical rooms clear.
- f) Take particular care in the use of and storage of inflammable liquids. Small containers only in use and then under strict teacher supervision.
- g) Strict supervision and care in the use of cookers, Bunsen burners etc. Turn off when not in use.
- h) Be on the alert for gas leaks, blown out/defective pilot lights on cookers etc.
- i) Report any potentially dangerous/damaged electrical fitting.
- j) Boiler house and plant room management includes: -
 - keeping the area clear of rubbish
 - keeping floor clear of all spillages
 - keeping the areas adjoining boiler to be kept clear.

3.2.3 Action in The Event of Fire

- a) On discovering a fire, raise the alarm by breaking glass in the nearest alarm call point. If this does not activate the alarm siren, raise the alarm by word of mouth. Classes to be evacuated by the nearest route to the **assembly point.**
- b) Check all dead-end rooms and toilets on your way out of the building – ensuring all staff and pupils are alerted.
Pupils should leave the building in a calm and orderly manner – there should be no running.
- c) Line up pupils at the assembly point in their tutor groups and check attendance according to the daily register, which will be brought to the assembly point by the Administrator. **Report any absences immediately.**
- d) Remain at the assembly point(s) until you are told it is safe to re-enter the building.
- e) The Premises officer (or HT) will sweep the building to ensure no one remains inside.
- f) The Premises Officer will investigate the cause of the alarm and be responsible for reporting to the Head Teacher (or responsible person) if the building is safe to re-enter.

The Premises Officer will be responsible for: -

- ✓ Daily – ensuring that all emergency and other doors are unlocked and unobstructed during the time the school is in session ensuring that all fire doors and exit doors are working smoothly and efficiently and accordingly.
- ✓ Weekly – undertake a fire alarm test, using different test points each week to ensure all are tested. Complete a visual inspection of firefighting equipment. Defects in any system must be reported. All checks must be recorded.
- ✓ Monthly - check on the emergency lighting system and recorded.
- ✓ Record incidents briefly in the logbook by the control box.

Administration

When the alarm is raised will: -

- a) Take the registers to the assembly point.
- b) Await immediate clearance from the Head Teacher or responsible person.

3.2.4 Fire Drill During Break Time or Change of Lessons

- a) The building must be evacuated by all staff and pupils.
- b) Pupils and staff moving between lessons must take the shortest route to the assembly point.
- c) Staff not on duty must make their way immediately to the assembly point ready to help receive the incoming classes.

3.2.5 Fire Drill During Lunchtime

- a) All staff and pupils must evacuate the building.
- b) All staff and pupils should leave the building by the shortest possible route and make their way to the assembly point.
- c) Staff on duty must move to the assembly point ready to help receive the incoming classes.
- d) All staff and pupils must remain at the assembly point until attendances have been determined and have been told it is safe to re-enter the building by the Head Teacher or responsible person or Emergency Services.
- e) The Site Manager will investigate the cause of the alarm and liaise with the Head Teacher or responsible person or Emergency Services.

3.3 Procedures for Dealing with Bomb Threats / Attacks

Staff should comply with the guidelines indicated and if an evacuation of the building is actioned by the Head Teacher then the building should be vacated in line with fire alarm procedures.

The responsible person to authorise and action evacuation procedures is the Head teacher **and the signal to evacuate the premises as a result of bomb alert is ten short bursts of the fire alarm followed by the alarm remaining on.**

All staff and pupils should remain outside the building at the assembly point until authorised to return by the Head teacher (or designated responsible person).

3.4 First Aid / Accident Procedures

3.4.1 Hygiene and Health

- a) The first aid area provides space for examinations and treatment of pupils.
- b) Medicines must only be administered by the appropriately trained member of staff. In some circumstances when a written request from parents has been received with details of dosage, the medicine can be administered. However, it must be clearly labeled and kept under lock and key and administered under the direction of the nominated First Aider who has been trained to administer medicines.
- c) Pupils suffering from epilepsy / asthma or any other long-term disease / illness are listed on the register available to all staff and circulated by the designated member of who has the responsibility for passing this information on to staff.
- d) No analgesics (e.g. paracetamol) to be administered unless parental approval has been given. They should only be administered by a nominated First Aider who has received administering medicines training and a record kept. Analgesics must not be given to a pupil who is taking medications prescribed by a doctor.
- e) All staff must set a high standard of personal hygiene and encourage the same in pupils.
- f) Smoking is not allowed on the school premises at any time. Knowsley Council has a no smoking policy in all its buildings.

3.4.2 First Aid

- a) All staff have a duty to care properly for pupils in the “loco parentis” role.
- b) The members of staff with a first aid qualification and the nominated “First Aiders” are recorded on the wall in the reception office.
- c) Maintenance of first aid boxes and re-stocking of the contents is the responsibility of the designated member of staff.
- d) A first aid box for out of school visits is available from the nominated first aiders.

3.4.3 Emergency Procedures – Illness or Accident

If anyone should become ill or suffer an injury the following procedures should be adhered to: -

- a) First aid should be rendered, but only as far as knowledge and skills permit, support should be sought from the nominated “First Aiders” wherever possible. The patient should be given all possible reassurances and if necessary, removed from danger.
- b) A trained First Aider should be summoned immediately if circumstances necessitate
- c) The Head Teacher or School Business Manager must be sent for immediately (usually via the school office). He/she is the appointed person to take charge of the situation. Out of school hours the Site Manager is appointed.
- d) The Head Teacher should also be informed as soon as possible in the event of a serious illness or injury.
- e) If an ambulance is required, dial 999. A responsible person should be sent to the school gate to direct the ambulance crew to the casualty. Pupils should be directed away from the area. Parents or emergency contacts must be notified immediately. If this is not possible then any pupil should be accompanied to the hospital in the ambulance by a member of staff. On no account should provision of urgently needed medical treatment be delayed pending the arrival by parents / carers.
- f) Parents / carers must be notified as soon as possible.
- g) As soon as possible after the incident every case of injury or accident must be fully and accurately reported on the incident reporting system. Detailed statements should be obtained from witnesses. A report should be completed for all accident to employees, pupils, members of the public.
- h) Minor illnesses reported by pupils should be reported to the nominated first aider who will arrange for parents, relatives or emergency contacts to be made if the situation seems to warrant the pupil being sent home. Pupils should not be sent home without this contact and authorisation from the Head Teacher (or responsible person). The incident reporting system can be used to record minor pupil injuries.
- i) If pupils are taken home in a member of staff’s car the member of staff must ensure he/she has obtained specific cover from his/her insurance company for transporting pupils.

3.5 Infection Control Guidelines

Please see Knowsley Council’s “Infection Control” Policy, which is held within Bertha.

Staff who may have a concern regarding the health of a particular pupil should inform the Head teacher or School Business Manager.

In all cases of uncertainty parents should be notified with a written request that the pupil be referred to their General Practitioner.

3.6 Electrical Safety

The Electricity at Work Regulations 1989 outline specific requirements for the safety of electrical equipment and electrical systems.

Attention is drawn to the guidelines issued by Knowsley Council in respect of electricity at work. Any member of staff who suspects an electrical fault must notify the Site Manager immediately. **The Site Manager is the designated member of staff to undertake visual inspections of electrical plugs, flex and equipment.** Any equipment thought to be dangerous must be taken out of use until checked by a technically competent person. The Site Manager will be responsible for contacting the contractor who undertakes this function for the school.

All electrical equipment must be registered by the member of staff responsible for the item.

Staff **must** comply with the recommendations issued by the Knowsley Council in terms of the visual inspection of electrical items within their area. It is good practice to visually inspect all electrical items before use and at least once per term. A more formal check through portable appliance testing must be in place with the school's electrical contractor.

3.6.1 Electrical Items Owned by Staff.

Staff members **should not** use any electrical equipment on the school premises unless it has been checked for electrical safety and deemed safe to use. The Site Manager should be contacted in such cases to visually inspect any equipment and arrange for the school's electrical contractor to undertake a safety check.

3.7 Risk Assessments

Risk assessments are the cornerstone of good health and safety management. Risk assessments must be in place for activities, the site and any school trips. Advice and guidance can be sought from the Corporate Health and Safety team.

3.8 Site Safety

The school premises are inspected daily for glass, litter etc. by the Site Manager and recorded accordingly.

The Site Manager will carry out a routine Health and Safety inspection every term. The purpose of this inspection will be to ensure that the School Health and Safety Policy is being followed and to highlight areas of health and safety concern.

The Corporate Health and Safety team will complete an assurance visit every 12 months.

3.9 Control of Substances Hazardous to Health Regulations (COSHH) 2002

These regulations apply to schools. The school, through the LA SLA is a member of CLEAPSS and as such has full access to the information.

CLEAPSS can be contacted at any time for advice.

COSHH Regulations advice for school cleaning materials etc. is kept by the Site Manager and supplied by Facilities Management.

The LA will support the school in both the assessment and identification of potentially hazardous substances and provide appropriate advice.

3.10 Transport / Minibus Travel

Any form of transport should be subject to risk assessment.

3.10.1 Drivers

School should follow government guidance on 'Driving school minibuses: advice for schools and local authorities'.

Drivers who hold a full D1 (or D) PCV entitlement can drive minibuses for hire or reward. Drivers with a Category B licenses can drive minibuses, under certain circumstances. This is detailed in the government guidance.

Drivers are recommended to attend the minibus driver awareness scheme training (provided by the Community Transport Association UK).

The driver must:

- a) Hold a full driving license.
- b) Satisfy all the conditions of the insurance relating to the vehicle.
- c) Be fully equated with all safety procedures relating to transporting students with emotional and/or behavioral difficulties.
- d) Must be alcohol or substance free.
- e) Be fit to drive.

At the start of term staff who intend to drive the school minibus or to transport pupils in their own cars must provide copies of the following documentation to the School Business Manager:

- a) Driving License
- b) Insurance certificates (indicating business use)

- c) MOT (for car drivers where needed).

3.10.2 Vehicles Check

On all journeys it is advisable for two members of staff to attend. One to drive and one to sit with pupils. Prior to setting off it is the responsibility of the **driver** to make the following checks:

- a) Oil, water, windscreen washers and tyre pressures are at correct levels.
- b) The first aid equipment and fire extinguisher are readily available.
- c) Lights, windscreen wipers, indicators and seat belts are functioning correctly.
- d) Any equipment being carried is stored safe and secure.
- e) An offsite visit form has been completed and signed by the School Leader or Assistant School Manager prior to the journey.
- f) The vehicle “check list” should be completed and signed.
- g) The minibus journey book should be completed before and after the trip.
- h) A mobile telephone should be taken, but **not used** whilst driving.
- i) Buses to be secured at the end of the day when not in use.

3.10.3 Local Journeys

- a) When two adults are escorting pupils one adult should sit in the back of the minibus to ensure that help is immediately on hand should an emergency arise.
- b) By law the passengers and the driver must wear a seat belt.
- c) It is recommended that pupils do not travel on the front seat of the vehicle. A dynamic risk assessment must be completed by the driver (Responsible Person) if such an occasion arises whereby the pupil travels in the front seat. The driver must always comply with the law.
- d) The school’s mobile phone should be fully charged and carried on all journeys. Staff should be fully conversant with its use.
- e) If breakdowns occur, including tyre punctures, children should remain in the vehicle at all times if safe to do so and the relevant emergency services contacted as soon as possible. This procedure **must** be followed whether the breakdown occurs on motorways or on any other road.

3.10.4 Long Journeys

- a) No driver should undertake a long journey (over 100 miles or more than 2 hours duration) at the end of a working day without a minimum of 1 hour's rest.
- b) Rest stops should be planned prior to the commencement of the journey and must be of at least half-hour duration after a maximum of 2 hours driving.

3.10.5 Reporting Faults

Any faults pertaining to the school's vehicle must be reported to the Head Teacher or School Business Manager immediately.

3.10.6 Use of Staff Cars to Transport Pupils

Staff using their own cars to transport pupils must ensure that their insurance is valid for such use, as some insurance companies may regard such journeys as business use. It is vital that any member of staff intending to transport pupils, produce proof of appropriate insurance cover to the School Business Manager in advance of their use.

3.10.7 Further Points

- a) Seat belts must be worn during journeys and booster seats used for pupils of less than 12 years of age and under 135cm.
- b) Where possible pupils should travel in the rear of the vehicle.
- c) Male members of staff should guard against carrying female pupils without an accompanying female escort. In addition, all staff should ensure that they are not putting themselves in a vulnerable position.

3.10.8 Emergencies Whilst Travelling

Should any emergency arise which give staff cause for concern, e.g. acute illness, the most appropriate course of action will be to stop as soon as it is safe to do so and contact the emergency services. If the emergency occurs close to a hospital it is recommended to drive there directly. As soon as possible contact the school who will in turn contact parents.

At all times the safety of the individual pupil is paramount.