

# **New Horizon Community School**

## **Health and Safety Policy (Including risk assessment) 2018/19**

Updated: January 2019

Date of next Review: November 2019

## **INTRODUCTION**

New Horizon Community School Health and Safety Policy Document details its commitment to effective and successful health and safety management. It contains a statement of intent, together with organisation, details of the arrangements and monitoring systems for Health and Safety management which must be in place for Leeds Local Authority establishments, including Schools.

The Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of each School in order to ensure compliance with the health and safety legislation.

Consequently, Ofsted requires Schools to hold additional documentation relating to health and safety.

This Policy relates to New Horizon community school and will ensure compliance to Health and Safety Policy and Ofsted requirements by establishing clearly defined roles, responsibilities and arrangements at a local level.

### **There are five parts to this Policy:**

- 1. Aim, Objective and Statement** Declaration of Intent by the Chair of Governors / Head Teacher
- 2. Organisation** the Management Structure and Defining of Roles and Responsibilities
- 3. Arrangements** The Procedures and Systems necessary for implementing the Policy
- 4. Monitoring the** System for Auditing the Effectiveness of the Arrangements and for Reviewing Health and Safety Performance
- 5. Appendices** Associated Documents, Procedures and Risk Assessments detailing the Arrangements

## **POLICY AIM, OBJECTIVE AND STATEMENT**

### **Policy Aim**

To be a School where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or educational related injury or ill health; this includes all School Staff, Agency Staff, Peripatetic Staff, Volunteers, Pupils, Partners and Others who may be affected by the School's work activities.

### **Policy Objectives:**

- To conduct all our activities safely and in compliance with legislative standards.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To be a School that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
- To promote the principles of sensible risk management this enables innovation and learning.

### **Policy Statement:**

NHCS recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

NHCS will adopt health and safety arrangements in line with current Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and to accepted policies and procedures.

Good health and safety management will be an integral part of the way that the School operates and will be considered across all work activities and across the wide range of educational activities delivered.

NHCS will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by having a Service Level Agreement with an external Health and Safety Services Organisation and / or Team.

**The School will:**

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices
- Require all employees and encourage and support all pupils to be accountable and to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training whilst at New Horizon Community School, and adopt a planned risk based approach to health and safety management based on the principles of sensible risk management.

**These will involve:**

- Assessment of hazards and associated risks
- The identification and implementation of preventive and protective control measures against those risks to an acceptable / tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- The inclusion of health and safety requirements / responsibilities into contract conditions which will be enforced by the Governing Body, Senior Leadership Team and other supervising staff members
- The provision of information, instruction, training and protective equipment to staff (and pupils where required)
- The Review of Risk Assessments, Policies, Procedures and Practices at regular intervals and where additional information is gained through monitoring or following an incident It is a requirement of New Horizon Community School that this Policy Statement and its implications are understood and acted upon by **ALL** Staff, Governors and other relevant persons within the School. Linked to this Policy Statement are Documents recording the organisational arrangements and procedures by which we will ensure that this Policy is fully implemented. Copies of the Policy will be issued to all Staff and Governors with the Master Copy held by the School.

Signed

Head Teacher : Naveed Siddique

Chair of Governors : Shahzad Ilyas

## **ORGANISATION**

### **Roles and Responsibilities:**

#### **General:**

The Health and Safety at Work etc Act 1974 and associated legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

At NHCS the Head Teacher and the Governors have management responsibilities to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self-employed. The Senior Leadership Team and the Governing Body as the management body will ensure that School Staff and premises comply with local health and safety policies and practices.

#### **Governors:**

The Education Reform Act 1996 has given School Governors important powers and duties in controlling School Premises and Management of Schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors. New Horizon community school Governing Body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities.

#### **To this end the Governing Body will:**

- Produce a local health and safety policy and devise appropriate procedures for managing health and safety related issues
- Implement the policies of the Leeds Local Authority and any agreed local policies or procedures where appropriate
- As part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- Receive and action regular and routine health and safety reports from the Head Teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- Ensure when awarding contracts that health and safety is included in specifications and contract conditions
- Ensure that the School has access to competent health and safety advice.

### **Head Teacher:**

The Head Teacher will comply with Health and Safety Policy and in particular will:

- Visibly support the health and safety arrangements, work with trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- Support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place and meet the requirements of Policy and procedures
- Ensure that the School has access to competent health and safety advice. The School Governing Body places responsibility on the Head Teacher to achieve the objectives of the Health and Safety Policy. The Head Teacher will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control. In addition to their statutory duties, Head Teachers and Teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

### **Senior Leadership Team**

The Senior Leadership Team (SLT) will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Specifically the Deputy Head and any other member of staff with supervisory responsibilities will:

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

## **Employees**

All employees, agency and peripatetic workers and contractors must comply with the School's Health and Safety Policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Co-operate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their Head any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the School in embedding a positive safety culture that extends to the pupils of the School and any visitors to the site

## **Pupils**

All pupils are expected to behave in a manner that reflects the School's behaviour Policy and in particular are expected to:

- Take reasonable care for their own health and safety at School and of their peers, teachers, support staff and any other person that may be at School
- Co-operate with teaching and support staff & follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a Teacher or other Member of School Staff any health and safety concerns that they may have

**ARRANGEMENTS**

Statement of general policy New Horizon community school	Responsibility of (Name / Title)
<p><b>Provide:</b></p> <ul style="list-style-type: none"> <li>• A safe place for all users of the site to work, including safe means of entry and exit and secure premises</li> <li>• Safe arrangements for the handling, storage and transportation of articles and substances</li> <li>• Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance</li> <li>• Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner                             <ul style="list-style-type: none"> <li>○ Staff will be given health and safety training, alongside Safeguarding, E- safety, fire evacuation procedure and Prevent training at the start of each academic year.</li> </ul> </li> <li>• Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.</li> </ul>	<p>Shahzad Ilyas - Governing Body</p>
<ul style="list-style-type: none"> <li>• monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;</li> <li>• prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;</li> <li>• make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines (and information issued by the Authority);</li> <li>• make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff at the school as necessary;</li> <li>• Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;</li> </ul>	<p>Naveed Siddique – Head teacher</p> <p>Head teacher</p>

Statement of general policy New Horizon community school	Responsibility of (Name / Title)
<ul style="list-style-type: none"> <li>Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate</li> </ul>	
<ul style="list-style-type: none"> <li>assist the Head teacher in the implementation, monitoring and development of the safety policy within the school;</li> <li>monitor general advice on safety matters and other relevant bodies and advise on its application to the school;</li> <li>assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;</li> <li>ensure that staff with control of resources (both financial and other) give due regard to safety;</li> <li>Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.</li> </ul>	<p><b>Designated Health and Safety officer –</b> <b>Naveed Siddique</b></p>
<ul style="list-style-type: none"> <li>exercise effective supervision over all those for whom they are responsible, including pupils;</li> <li>be aware of and implement safe working practices and to set a good example personally;</li> <li>co-operate with the Governing Body and others in meeting statutory requirements;</li> <li>make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head teacher;</li> <li>ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head teacher.</li> </ul>	<p>All Staff</p>
<p>The Head teacher will make pupils (and where appropriate the parents) aware of their responsibilities through direct instruction and notices.</p>	<p>Head teacher</p>

<p>Provide a safe working environment and that this includes the provision of sufficient washing and toilet conveniences.</p> <p>Check the temperature of water available for use to students on a monthly basis. A log of this check will be kept and the location of the water supply will be indicated.</p>	<p>– Governing Body</p>
<ul style="list-style-type: none"> <li>• Where gas is used in school kitchens, laboratories and domestic science rooms there shall be fitted an emergency shut off valve which is readily accessible and easily operated.</li> <li>• All pipes must be clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with words GAS - clearly illustrated.</li> <li>• All gas appliances will be subjected to an annual inspection and soundness test carried out by a competent person.</li> </ul>	<p>Governing Body</p>
<ul style="list-style-type: none"> <li>• Where gas is used in school kitchens, laboratories and domestic science rooms there shall be fitted an emergency shut off valve which is readily accessible and easily operated.</li> <li>• All pipes must be clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with words GAS - clearly illustrated.</li> <li>• All gas appliances will be subjected to an annual inspection and soundness test carried out by a competent person.</li> <li>• All portable electrical appliances will be checked annually by an electrical contractor using portable appliance tester.</li> <li>• Fixed electrical appliances will also be tested on an annual basis using an Earth Loop Impedance Tester, complete with earth lead and probe.</li> <li>• The contractor who carried out such tests will also carry out minor repairs where necessary and also take out of service any items, which do not meet with safety standards.</li> <li>• Where technical knowledge is needed for the repair of electrical equipment, help and advice must be sought from a professional source.</li> </ul>	<p>Governing Body</p> <p>Governing Body Electrical Contractor</p>
<ul style="list-style-type: none"> <li>• The school does not have Asbestos. Any checks that could be conducted in the future, will be done so using an appropriate body.</li> </ul>	<p>Governing Body Appropriate approved body</p>



<p><b>Fire extinguishers</b></p> <ul style="list-style-type: none"> <li>• Extinguishers are located around the building and have been recorded on a log sheet; all extinguishers are serviced once every 12 months.</li> <li>• Monthly visual inspection of all firefighting equipment is carried out, which is recorded on a log sheet.</li> </ul>	<p>Naveed Siddique –Head teacher – Governing Body</p>
<p><b>Bomb Threat</b> If you receive a bomb threat call you should follow the procedure set out below:</p> <ol style="list-style-type: none"> <li>1. Remain calm</li> <li>2. Complete Bomb Threat Checklist (see attached sheet)</li> <li>3. Contact the police and the Head Teacher, tell them you have received a bomb threat, if the HEAD TEACHER is unavailable contact the Deputy Head</li> <li>4. They will decide the next course of action.</li> <li>5. If the decision made is to <b>ignore</b> the threat, <b>this instruction <u>must</u> be received in writing</b> .The written instruction must then be attached to the Bomb Threat checklist</li> </ol>	<p>All Staff</p>

<p><b>Contagious/infectious disease control</b></p>	
<p>All pupils are expected, within their expertise and ability, to:</p> <ol style="list-style-type: none"> <li>1. exercise personal responsibility for the safety of themselves and their fellow pupils;</li> <li>2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)</li> <li>3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;</li> <li>4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.</li> </ol>	<p>NHCS Pupils</p>

## **APPENDICES:**

### **1. Accidents, Incidents, Work Related Ill Health and Assaults Reporting and Investigation Procedures:**

All accidents that occur on the site should be recorded in the Accident book and the details forwarded immediately or as soon as is possible following the instructions on the Documentation to the Head Teacher. All accidents that occur for students should be recorded on the accident book and the details forwarded immediately or as soon as is possible following the instructions on the Documentation to the Head Teacher. The students' parent / guardian or other persons should be informed of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

### **2. Asbestos Management Plan and Associated Assessments:**

Contractors and Visitors:

The Head teacher Or Admin staff shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site). **The Asbestos Registers are held in the Head teacher's Office.** Any contractor carrying out any intrusive work must refer to the Registers before commencing.

For further guidance refer to the School's Asbestos Policy.

**All contractors and visitors must sign in at the School Reception.** They will be given a visitors badge, which must be worn at all times. The Head Teacher will inform the contractors of any other health and safety issues including the location of any asbestos.

Contractors must carry out the necessary risk assessments prior to the commencement of the job. A evacuation procedure will be explained to ALL visitors as arrived to the school.

### **3. Behaviour Policy**

The Health & Safety at Work Act states:

'It shall be the duty of every employee while at work:

To take reasonable care for the health and safety of herself / himself and of any other persons who may be affected by her / his acts or omissions at work and as regards any duty or requirement imposed on her / his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her / him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

#### **The Act also states:**

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or, welfare in pursuance of any of the relevant statutory provisions.'

To observe the laws and carry out the responsibilities to pupils and other visitors to the School, all employees are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.
- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- (e) Not wilfully misuse, neglect or interfere with things provided for their own safety and / or the safety of others.
- (f) Co-operate with other employees in promoting improved health and safety measures.
- (g) Co-operate with the appointed safety representative and the enforcement officer of the LA, the HSE or the Public Health Authority.
- (h) Report any hazard or malfunction in accordance with School procedures.
- (i) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- (j) Conduct them in an orderly manner and refrain from any form of inappropriate behaviour.

- (k) Use the provided safety equipment and / or protective clothing.
- (l) Avoid improvisation in any form which could create unnecessary risks to health and safety.
- (m) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with School procedure.
- (n) Attend training courses to further the needs of health and safety as required.
- (o) Report all accidents, assaults and 'near misses' in accordance with School procedures whether injury is sustained or not.

**4. Control of Substances Hazardous to Health (COSHH) Policy and Management Procedures and Associated Assessments:**

Subject areas that use COSHH substances maintain the file for their department.

Any new COSHH information must be added to the file.

The proper Personal Protective Equipment must be worn when using any of these substances. All substances must be stored in accordance with the COSHH data. The disposal of such substances must follow the guidelines given on the data sheets.

**5. Display Screen Equipment (DSE) Procedures and Associated Assessments:**

Display Screen Equipment (DSE) Procedures and Associated Assessments: Display Screen Equipment (DSE) Assessment will be carried out by all those deemed to be users. Appropriate action should be taken as a result of the DSE assessment.

**6. Educational Visits Policy and Procedures and Associated Documents:**

Educational Visits / Off-Site Activities:

The School's EVC is, Deputy Head teacher.

Organisers of visits and off site activities must complete the appropriate Documentation before the event takes place.

Any person deemed to be competent by the Head teacher will be able to lead the party.

Pre visits should be carried out where possible in order to determine any possible risks.

**7. Fire and Emergency Plan and Associated Risk Assessment: Fire Precautions:**

The fire alarm is a continuous siren. When the fire alarm sounds all persons are to evacuate the buildings by the nearest exit.

The evacuation point is the field, next to Polish Centre. Each tutor group is to line up in their designated place.

Form tutors collect the Registers from the designated member of the office Staff and check that all pupils are present.

Form tutors then report to the head key teacher stage giving the names of any missing pupils.

The Head teacher will liaise with the emergency services.

In the absence of the Head teacher reports will be made to the nominated person, who will be the deputy Head teacher.

An appointed contractor, organised by the Head Teacher, will carry out test and servicing of fire extinguishers regularly.

The Head Teacher will also be responsible for checking the fire alarms weekly and the emergency lighting monthly.

The site manager will record all checks in the Fire Precautions Manual. The fire alarm tests must be carried out from a different call point each time.

Fire drills will be carried out each and every Term and at different times of the day.

Know and apply the emergency procedures in respect of fire, bomb scare and first aid:

- All firefighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment.
- Ensure that: Supervise the pupils and ensure that they know the emergency procedures in respect of fire, bomb scare and first aid and any special safety measures for the teaching area/activity.
- Conduct regular evacuation drills at least once per term, test fire alarms weekly and make all employees and persons using the School aware of the emergency procedure and keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.

### **First Aid Policy and Management Procedures and Associated Risk Assessment:**

#### **First Aid:**

Ideally there should be a qualified first aider in the reception office.

The first aid kit should be kept in the room used by the trained first aider.

The Reception first aider will be responsible for checking the first aid kits.

Know and apply the emergency procedures in respect of fire, bomb scare and first aid.

Ensure adequate first aid cover is provided in accordance with 'First Aid in Education Guidelines' issued by the LA.

Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.

Review each Term at the Building and Premises Health and Safety Committee meetings and make recommendations for improving the procedures on:

- Providing first aid in the School
- The emergency procedures and
- All safety procedures.

Supervise the pupils and ensure that they know the emergency procedures in respect of fire, bomb scare and first aid and any special safety measures for the teaching area / activity.

**8. Moving and Handling Procedures and Associated Risk Assessments:** Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.

Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).

### **Manual Handling**

Site Staff will undergo manual handling training.

The lifting, pulling and pushing of heavy objects should only be done by those who have had the appropriate training.

An appropriate risk assessment must be carried out before any such activity is undertaken.

#### **9. Site Security Policy, Key Signing 'in and out' Procedures and Associated Risk Assessments:**

To Be Confirmed

#### **10. Violence and Assaults Policy and Procedures and Associated Risk Assessment: Responsibilities of all Employees:**

Report all accidents, assaults and 'near misses' in accordance with School procedures whether injury is sustained or not.

Ensure that they report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with the LA & Schools' Procedures.

#### **11. Water Hygiene Management Procedures and Associated Risk Assessment:**

To Be Confirmed

#### **12. Working at Height Procedures and Associated Risk Assessments:**

All access equipment is inspected regularly by an appropriate person appointed by the School.

When working at height the appropriate equipment should be used and a minimum of two people must be present.

#### **13. Risk Assessments for ALL Staff and Curriculum Activities:**

#### **14. Site Inspections: Regularly make, or arrange for, an inspection of premises, places of work and working practices.**

Ensure that: Recommendations or Reports presented to the establishment by specialist support Staff and other external organisations, such reports are followed up so that the required action or policy decisions are taken.

Ensure that: The areas for which specific post holders are responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which they are responsible and, where necessary submit a report to the Head teacher / other named person.

### **PE Equipment:**

An appointed contractor must regularly inspect PE equipment. Any recommendations made by the inspector will be acted upon. The PE Staff prior to its use, will carry out a visual inspection of ALL equipment. Sports Pitches / Playing Fields:  
The School playing field maintenance is contracted out.  
PE Staff, prior to use, will carry out a visual inspection.

### **Equipment**

A formal Inspection must be carried out at the start of each term by the Health and Safety Committee. This Inspection should be recorded in the Inspection Book.

- Portable Electrical Testing
- Emergency Lighting
- Water - Monthly Checks
- Water - Weekly Flushing Checks
- Fire Alarm Tests
- **Fire Evacuation Tests** 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

To observe the laws and carry out the responsibilities to pupils and other visitors to the School, all employees are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.
- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- (e) Not wilfully misuse, neglect or interfere with things provided for their own safety and / or the safety of others.
- (f) Co-operate with other employees in promoting improved health and safety measures.
- (g) Co-operate with the appointed safety representative.

- (h) Report any hazard or malfunction in accordance with School procedures.
- (i) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- (j) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- (k) Use the provided safety equipment and / or protective clothing.
- (l) Avoid improvisation in any form which could create unnecessary risks to health and safety.
- (m) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with School procedure.
- (n) Attend training courses to further the needs of health and safety as required.
- (o) Report all accidents, assaults and 'near misses' in accordance with School procedures whether injury is sustained or not.

**Control of Substances Hazardous to Health (COSHH) Policy and Management Procedures and Associated Assessments:**

The Master COSHH File is kept in the Office with the relevant copies.

The proper Personal Protective Equipment must be worn when using any of these substances. All substances must be stored in accordance with the COSHH data. The disposal of such substances must follow the guidelines given on the data sheets.

**Display Screen Equipment (DSE) Procedures** and Associated Assessments: Display Screen Equipment (DSE) Assessment will be carried out by all those deemed to be users. Appropriate action should be taken as a result of the DSE assessment.

**Minibus Driving Policy**

**1. Introduction**

1.1. Although rare, serious, sometimes fatal, accidents have occurred with vehicles used by educational establishments. It is in order to minimise the risk of such accidents occurring that this Policy has been written.

1.2. This Policy applies to all vehicles used by the school whether owned or leased or hired.

**2. Statement**

**2.1. Application**

2.1.1. Compliance with this Policy is mandatory and the Policy applies to any use of vehicles whether owned by the College, leased or hired for school business.

2.1.2. This Policy should be read in conjunction with all other school policies and procedures which include but are not restricted to Educational Study Visits Procedure and the Health and Safety Policy.

2.1.3. The requirements of this Policy represent the minimum standard to be adopted. The Executive Team may impose additional requirements if they consider them appropriate.

## 2.2. Minibuses

2.2.1. Further requirements applicable to driving minibuses are set out in **Appendices 1 to 4**. These are in addition to the requirements of the main body of this Policy.

2.2.2. There are complex driving licence and 'hire and reward' permit requirements for the use of minibuses. These are set out in **Appendix 2** and these are also in addition to the requirements of the main body of this Policy.

## **3. Responsibilities**

### 3.1. Drivers

3.1.1. All drivers must be approved by the head teacher or their nominated deputy. Approval will only be given providing the following requirements are met:

3.1.1.1. Only employees of the school may drive school vehicles or vehicles hired for school business. An employee of the school is any person being officially paid by the school for the time they are driving on the school's behalf. Persons being paid a fee to drive for short periods such as the duration of a field trip are considered school employees. Such persons must however meet all the other requirements of this Policy.

3.1.1.2. Drivers must be aged over 21 to drive a vehicle with up to thirteen passenger seats. Drivers must be over 25 to drive vehicles with more than thirteen passenger seats.

3.1.1.3. The driver has a valid full driving licence for the vehicle to be used. Special licence conditions apply to the drivers of minibuses. See **Appendix 1**.

3.1.1.4. In the case of minibuses, the driver has completed the approval form shown in **Appendix 3**. The completed form must be retained and must be re-submitted every two years.

3.1.1.5. If there are more than six penalty points, driving will NOT be permitted.

### **3.2. Roadworthiness of the vehicle**

3.2.1. All vehicles owned by the school will be regularly maintained and kept in a roadworthy condition. The Governors will be responsible for this requirement.

3.2.2. All hired vehicles must be checked carefully by the driver on delivery.

3.2.3. Before accepting responsibility for any vehicle, all drivers must carry out the pre-journey check list prior to every journey in **Appendix 5**.

### **3.3. General Driving Legislation**

3.3.1. The requirements of legislation governing driving must be observed at all times. When driving abroad the legislation of the country to be visited should be checked for local variations from the UK. In the UK, adherence to the 'Highway Code' is essential but drivers should pay particular attention to:

3.3.1.1. Seat belts must be worn at all times. The most senior member of staff present or the driver must ensure this.

3.3.1.2. The driver must not use a mobile phone or engage in any other activity that may distract his / her attention from driving while driving e.g. eating and drinking or adjusting the radio etc.

3.3.1.3. Smoking is banned in all vehicles in use for business purposes.

### **3.4. Journey and Driving Times**

3.4.1. Tiredness of the driver has often been a significant factor in accidents involving minibuses. The presence of a second driver should always be considered both on account of possible incapacity of the first driver and also because of tiredness.

3.4.2. The maximum number of hours that a driver may drive in any 24-hour period is 9 hours subject to a weekly maximum of 56 hours. Every driver must take a continuous rest period of at least 11 hours in every 24-hour period.

3.4.3. The maximum continuous period of driving should not exceed two and a half-hours and should be followed by a minimum break of 10 minutes out of the vehicle. Time spent crawling in motorway type hold-ups should count as part of the driving period, as should any period spent driving to pick up a party.

3.4.4. Persons returning to the UK after a long journey abroad, even air travel, should be warned that they might not have had sufficient rest to undertake a further lengthy journey by road in the UK as soon as they have left the ferry or airport. Accidents frequently occur to drivers returning from abroad within one hour's driving distance from UK ports and airports because of tiredness and / or change from driving on the right hand to the left hand side of road. .

### **3.6. Medication**

3.6.1. Drivers must adhere to any guidance accompanying medication, prescribed or otherwise. If driving ability may be affected by such medication then no driving should be undertaken.

### **3.7. First Aid and Emergency Procedures if a vehicle is involved in an accident:**

3.7.1. Make sure all passengers are safe and if necessary summon the emergency services for assistance

3.7.2. Obtain the registration number(s) and insurance details of any other vehicle(s) involved

3.7.3. Take the names, addresses and if appropriate vehicle registration number of any witnesses and the number and base station of any Police Officer who attends

3.7.4. Write down as soon as possible after the accident all relevant details in a precise manner

3.7.5. Report all the above details to the College as soon as possible

3.7.6. The legal requirements for providing information after an accident are summarised in **Appendix 4**.

### 3.8. **Documentation**

3.8.1. Drivers should carry their driving licences but, wherever possible, any hire agreement or insurance certificate should be kept by the school. The driver should carry details of insurance in order to exchange information.

### 3.9. **Overseas Travel**

3.9.1. There are likely to be special insurance requirements for overseas travel. Check with the Finance and the operator of any hired vehicle.

### 3.10. **Security of valuables**

3.10.1. Always remove all valuables such as Sat-Nav instruments and laptops from sight and out of the vehicle altogether when parking up, since it is possible to scan vehicles for equipment fitted with blue tooth technology such as laptops etc.

### 3.11. **Insurance**

3.11.1. All questions of insurance should be addressed to the Head teacher.