

# HEALTH AND SAFETY POLICY

*“TO PROVIDE A SAFE & HEALTHY WORKING & LEARNING ENVIRONMENT FOR THE STAFF, PUPILS & VISITORS”*

**Approved:**

**Date:**

**Review Date:**

**Author:**

Manor Community Academy is an inclusive school community with a focus upon achievement, progression, enjoyment and a sense of worth. Our vision and values ensure that we are committed to applying this policy in a fair, equitable and consistent manner which will ensure that the aims and objectives of the policy are met and that Manor Community Academy is further enhanced by their application. Throughout the application of this policy, we will remain committed to our principle of care, courtesy and consideration in all that we do to ensure that the needs of all of our stakeholders are met and upheld.

## **HEALTH & SAFETY POLICY**

The Governing Body notes the provisions of the Health and Safety at Work, Act 1974 which states that 'it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the Academy premises or participating in school sponsored activities.'

It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the Academy and is part of the good education of the pupils.

The aim of the Governing Body is 'to provide a safe and healthy working and learning environment for the staff, pupils and visitors.'

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions.

The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the premises or while taking part in Academy sponsored activities.

### **THE DUTIES OF THE GOVERNING BODY**

In the discharge of its duty the Governing Body, in consultation with the Principal, will:

- make itself familiar with the Health and Safety at Work Act 1974 and any other legislation and codes of practice which are relevant to the work of the Academy, in particular the Management of Health and Safety at Work Regulations 1999.
- ensure that there is an effective and enforceable Policy for the provision of Health and Safety throughout the Academy.
- periodically assess the effectiveness of this Policy and ensure that any necessary changes are made.
- identify and evaluate all risks relating to; accident, health, Academy sponsored

- activities (including work experience).
- identify and evaluate risk control measures in order to select the best ways of minimising risks to all.
- create and monitor the management structure.

In particular the Governing Body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exit.
- plant equipment and systems of work which are safe.
- safe arrangements for the handling, storage and transport of articles and substances.
- safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory, guidance whether statutory or advisory.
- supervision, training and instruction so that all staff and pupils can perform their activities in a healthy and safe manner.

All staff will be offered the opportunity to receive Health and Safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work.

Wherever training is required by statute or considered necessary for the safety of all the Governing Body will ensure within the financial resources available that training is provided.

Pupils will also receive training appropriate to the activities in progress and all training will be updated. Necessary safety and protective clothing, together with the necessary guidance and instruction and supervision will be provided. Adequate welfare facilities e.g. hand-washing, will be provided.

The Academy will make arrangements for all to receive information on this Policy, other Health and Safety matters and the relevant training for tasks to be completed in safety.

## **THE DUTIES OF THE PRINCIPAL**

The Principal has overall responsibility for the day to day maintenance and development of safe practices and conditions for all parties using the Academy premises and excursions taken from it.

In particular the Principal will:

- ensure that staff are taking a positive role in Health and Safety.
- ensure that regulations are met in full at all times.
- be aware of the Health and Safety at Work Act 1974 and other relevant legislation.
- ensure the Health and Safety of all in the Academy.
- ensure safe working practices for all.

- ensure safe working practices for all in relation to equipment and machinery.
- consult with staff on Health and Safety measures.
- arrange for risk assessments to identify potential hazards
- carry out periodic audits and reviews.
- arrange for training for staff and pupils.
- encourage the ethos of positive thinking towards Health and Safety.
- ensure defects on the premises are made safe without delay.
- encourage all employees to suggest ways of reducing risks.
- collate accident/incident information and carry out investigations.
- monitor standards and discipline those who consistently fail to maintain standards.
- monitor First Aid and welfare provision.
- monitor the Health and Safety Structure along with governors.

### **DUTIES OF SUPERVISORY STAFF**

All staff will make themselves familiar with the Health and Safety at Work Act 1974 and any other relevant Health and Safety legislation in place.

All staff will be directly responsible to the Principal or the Health and Safety Co-ordinator for the implementation of the Health and Safety Policy within their remit.

All staff will take an interest in promoting and helping all others concerned to comply with its requirements.

As part of their duties they will ensure that:

- safe working practices are implemented.
- Health and Safety regulations are being implemented.
- staff and pupils are instructed in safe working practices.
- new employees are instructed in safe working practices.
- regular checks are made.
- corrective action is taken to ensure Health and Safety.
- all plant and machinery is guarded.
- all reasonably practicable steps are taken to prevent the improper use of equipment.
- all protective clothing and equipment, first aid and fire appliances are available.
- toxic hazardous and flammable substances are correctly stored and labelled.
- promote the highest standards of Health and Safety and discipline those who consistently fail to consider their own wellbeing or the Health and Safety of others.
- all the signs used meet the statutory requirements.
- all the Health and Safety information is communicated to the relevant persons.
- they report, as appropriate any health and safety concerns to the appropriate individual.

## **DUTIES OF ALL MEMBERS OF STAFF**

All staff will make themselves familiar with the requirements of the Health and Safety at Work Act, 1974, and any other safety legislation and codes of practice which are relevant to the work of their department.

They should:

- take care of themselves and others.
- co-operate with the employer to ensure that Health and Safety provisions are complied with.
- be aware of Health and Safety and avoid conduct which may put themselves or others at risk.
- be familiar with the Health and Safety Policy and regulations as laid down by the Governors.
- ensure that Health and Safety regulations are being applied.
- see that all plant and machinery is adequately guarded and in safe working order.
- not make unauthorised use of plant, machinery or equipment.
- use the correct equipment and safety devices for the job in hand.
- ensure that toxic, hazardous and flammable substances are correctly used, stored and labelled.
- report any defects in the premises, equipment and facilities which they observe.
- take an active interest in promoting Health and Safety and suggest ways of reducing risks.

## **HIRERS, CONTRACTORS AND OTHERS**

When the premises are used for purposes not under the direction of the Principal the person in charge of the activities assumes responsibility for safe practices (as the Principal would do)

When the premises are being used out of Academy hours for a Academy sponsored activity the organiser will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired, the hirers will not (without prior consent)

- introduce equipment for use on Academy premises.
- alter fixed installations.
- create any hazards.

## **CONTRACTORS**

Contractors will pay due regard to the Health and Safety at Work Act of 1974.

Where the contractor creates hazardous conditions and refuses to eliminate them,

the Principal will take action to eliminate risks.

The Governing Body states that no person shall intentionally or recklessly interfere with Health and Safety provisions.

### **STAFF CONSULTATIVE ARRANGEMENTS**

The Governing Body, through the Principal will establish a Safety Committee.

### **CODES OF PRACTICE**

The Safety Committee will approve codes of practice and the observation of safety requirements in the Academy.

The Principal or Health and Safety Co-ordinator will incorporate any new legislation if not already contained into the Health and Safety Policy.

### **RISK ASSESSMENT**

The Principal will ensure that a risk assessment survey is concluded annually.

The results will be reported to the Governing Body.

### **EMERGENCY PLANS**

The Principal will ensure that an Emergency Plan exists to cover all foreseeable major incidents which could put at risk the occupants or users of the Academy. This Plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

The Plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils.

The results of all such rehearsals will form part of a regular risk assessment survey and the outcome will be reported to the Governing Body.

### **FIRST AID**

The arrangements for first aid will be adequate to cope with all foreseeable major incidents. The number of certified first aiders will not be less than the number required by law. The Governing Body will agree a number of first aiders to be trained to a minimum level of competence thus meeting the needs of the Academy.

Supplies of first aid materials will be held by the Health and Safety Co-ordinator and staff should replenish first aid boxes when necessary. The materials will be checked

regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out of Academy activities.

A record will be kept of each occasion any member of staff, pupil or other person receives first aid treatment either on the Academy premises or as part of a Academy related activity.

## **Code of Practice for the Safe Use of Minibuses**

Driving a minibus requires additional skills in order to be able to handle the vehicle safely. The weight and the size of the vehicle are greater. In addition the driver takes on the responsibility for the safety of passengers. Although rare, serious, sometimes fatal, accidents have occurred when minibuses are used by educational establishments. It is in order to minimise the risk of such accidents occurring that this Code of Practice has been written.

### Contents

1. Check list for minibus driving
2. Application
3. Roadworthiness of the Vehicle
4. Provision and Use of Seat Belts
5. Loading of Minibuses
6. Towing of Trailers
7. Speed Limits
8. Competence of Drivers and the Provision of Information and Training
9. Medically Restricted Licences
10. Journey and Driving Times
11. Consumption of Alcohol by any Driver
12. First Aid and Emergency Procedures
13. Documentation
14. Administrative Issues
15. Non-Academy Business

### Appendices

- Appendix 1 Driving Licence Requirements for Driving a Minibus
- Appendix 2 Training and Assessment of the Competence of Minibus Drivers
- Appendix 3 Procedure to be followed by those who require D1 entitlement to drive a minibus in the course of their University employment
- Appendix 4 Form for Approval of Drivers to drive Minibuses
- Appendix 5 Pre-journey Checks to be made by the Driver on a daily basis whilst the vehicle is in use
- Appendix 6 Checks to be carried out before towing a trailer
- Appendix 7 Legal Requirements for providing Information after an Accident

1 **Check list for minibus driving**

Before any members of staff is permitted to drive a minibus on Academy business they should check that they are compliant by using the following checklist: -

***Licence issued before 1<sup>st</sup> January 1997***

You have had your full driving licence issued before 1<sup>st</sup> January 1997.

You are over 21 but under 70 years of age.

You have under gone MIDAS training. (see Appendix 2)

You have completed and returned the Approval to drive a minibus form to the Principal/Premises Manager. (see Appendix 4) - valid for 3 years

***Licence issued after 1<sup>st</sup> January 1997***

You have had your full driving licence issued after 1<sup>st</sup> January 1997.

You are over 21 but under 70 years of age.

You have obtained a PCV (Category D1) Licence. (see Appendix 2)

You have completed and returned the Approval to drive a minibus form to the Principal/Premises Manager. (see Appendix 4) - valid for 3 years

## 2 **Application**

This Code of Practice applies to

- Any use of minibuses owned by the Academy
- Any minibus hired for teaching, research and other Academy activities.

Any minibus owned or hired by the Academy must be operated in accordance with the Code of Practice.

The Code applies to minibuses, which are defined as vehicles "constructed or adapted to carry more than eight, but not more than sixteen passengers, in addition to the driver".

The requirements of this Code of Practice represent the minimum standard to be adopted. The Academy may impose additional requirements if they consider it appropriate.

## 3 **Roadworthiness of the vehicle**

All minibuses owned by the Academy must be regularly maintained and kept in a roadworthy condition. The driver must check a hired vehicle very carefully on delivery.

Before taking over responsibility for any vehicle, all drivers must carry out the pre-journey checks listed in Appendix 5, or satisfy themselves that such checks have already been carried out by the operator prior to handing over the vehicle. The pre-journey checks must be carried out at least on a daily basis whilst the vehicle is in use.

## 4 **Provision and use of Seat Belts**

All minibuses purchased, leased or hired must have seat belts fitted to all seats. These should, as far as possible, be lap and diagonal belts, but where this is not feasible lap belts should be fitted. New minibuses must not have any sideways facing seats.

Seat belts should be worn at all times. Legally, adults are responsible for themselves wearing seatbelts however the Academy expects the driver or most senior member of staff present to enforce the wearing of seatbelts. The driver is legally responsible for ensuring that children (under 14) wear the seatbelts.

## 5 **Loading of minibuses**

The number of people and the weight of luggage carried must not exceed the maximum limits specified by the manufacturer of the vehicle. If a large amount of luggage is to be carried it may be necessary to reduce the number of passengers in order to remain within the maximum loading limits. All luggage that may shift due to the movement of the vehicle must be safely secured. The use of roof racks must comply with the guidance given by the manufacturer of the vehicle.

## 6 **Towing of Trailers**

Before towing a trailer, the checks described in Appendix 6 must be carried out.

If a trailer is being towed no passengers may be carried behind the front row of seats unless there is a side door which is easily accessible to passengers.

When towing a trailer, drivers must be very cautious about the vehicle speed. Vehicle/trailer combinations can become unstable at speeds below the legal maximum, particularly when being passed by fast moving large vehicles, in windy conditions, or when manoeuvring. On long journeys the trailer and vehicle should be checked during each break.

## 7 **Speed Limits**

All speed limits must be complied with. The relevant limits are –

	For minibuses not towing a trailer	For minibuses towing a trailer
Motorways	70 m.p.h	60 m.p.h
Dual Carriageways	60 m.p.h	60 m.p.h
Other roads where a lower limit is not signposted	50 m.p.h	50 m.p.h

## 8 **Competence of drivers and the provision of information and training**

The skill and care exercised by the driver is undoubtedly the most important aspect of minibus safety. Driving a minibus, especially a fully laden 15-seater, over long distances is much more demanding than driving a private car.

All minibus drivers must be approved by the Principal/Premises Manager to drive minibuses. Approval may only be given providing the following requirements are met.

- The driver is over 21 and under 70 years of age.
- The driver has a valid full driving licence. See Appendix 1 for detailed guidance on what constitutes a valid licence.
- The driver has received adequate training and has been assessed as competent. See Appendix 2 for detailed requirements.
- The driver has completed the approval form shown in Appendix 4. The completed form must be kept by the Academy. The form must be resubmitted every 3 years.

RoSPA publish a booklet "Essential Minibus Driving" which contains useful hints. Supplies (code number RSDR170) can be obtained from RoSPA.

All drivers are required to inform the DVLA in Swansea of any physical or mental disability, which might affect their fitness to drive any vehicle. Special care must be

taken over the use of any medication, prescribed or otherwise, which might affect driving ability.

## 9 **Medically Restricted Licences**

Since 1 January 1998, those with medically restricted licences are not automatically entitled to drive minibuses with up to 16 passenger seats and vehicles between 3.5 and 7.5 tonnes and to attach a trailer to these vehicles.

Drivers do not need to take action until their licence is next due for renewal after 1 January 1998. As long as licences remain valid, there will be no changes to existing entitlements. Three months prior to the expiry of the licence, the driver will be contacted about their entitlement by the DVLA.

Further information is available in the DVLA Fact Sheet INF40. Alternatively, for licensing queries, contact the DVLA.

## 10 **Journey and Driving Times**

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.

There are legal requirements relating to driving times. 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. Suitable arrangements, such as booking a hotel room, must be made for this rest period. The driver must not be tired at the start of a journey.

It is good practice for the maximum continuous period of driving not to exceed two and a half hours and for this to 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.

## 11 **Consumption of alcohol by any driver**

It is an absolute rule that a driver does not consume any alcohol during or in the period before any journey. Since blood alcohol level should be zero during all driving activities, care should be exercised if consuming alcohol even on the previous day. Alcohol must not be consumed in the 8-hour period immediately prior to driving.

## 12 **First Aid and Emergency Procedures**

If a vehicle is involved in an accident:

- Make sure all passengers are safe and if necessary summon the emergency services for assistance
- Obtain the registration number(s) and insurance details of any other vehicle(s) involved

- 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
- Write down as soon as possible after the accident all relevant details in a precise manner
- Report all the above details to the Academy as soon as possible
- The legal requirements for providing information after an accident are summarised in Appendix 7.

It is recommended that in addition to a first aid kit being kept on board, that a mobile phone is available for ease of communication from and to the minibus.

### 13 **Documentation**

Drivers should carry their driving licences, the hire agreement and insurance certificate to assist in exchange of information as required above or by the police. Copies of the hire agreement and insurance certificate should be kept by the Academy. Details of insurance should be carried by the driver in order to exchange the information required above.

### 14 **Administrative Issues**

It is often an advantage in dealing with an emergency to have knowledge of the identities of the people present in the minibus. Wherever practicable a system should be in place whereby this information will be available. A list should be left in reception of all pupils who are involved in the visit along with a contact number for staff and an estimated time of return.

### 15 **Non-Academy business**

Use of the Academy's minibuses for non-Academy business is not permitted.

## Appendix 1

### Driving Licence Requirements for Driving a Minibus

It is the policy of the Academy that only persons between the ages of 21 and 70 years will be permitted to drive a Academy owned or hired minibus.

The legal requirements relating to driving licences last changed on 1 January 1997 and form the basis of the requirements below. A distinction is made between the driving of minibuses for social purposes and the driving of minibuses in the course of employment. Anyone driving a minibus to take students on a trip would be considered to be acting in the course of his or her employment. The requirements apply to drivers of minibuses with 9-16 passenger seats.

#### 1 Driving a minibus in the course of employment

##### Driving in the UK

In the UK, a community permit scheme enables drivers, subject to the following conditions, to drive the vehicle without needing to obtain a full D1 licence:

- The driver must be aged 21 or over and hold a full United Kingdom driving licence to drive a car and the licence must have been issued before 1 January 1997, OR
- The driver must hold a full driving licence, issued either by the United Kingdom or by another member state of the European Community, to drive Passenger Carrying Vehicles Category D1

##### Driving overseas

- The driver must have full entitlement on their licence for Passenger Carrying Vehicles Category D1

#### 2 Driving a minibus for social purposes

The following requirements apply:

- the driver must provide his or her service on a voluntary basis
- the driver must be aged 21 or over
- the driver must have held a full driving licence, issued either by the United Kingdom or by another member state of the European Community, to drive a car (category B) for at least 2 years
- the maximum permissible weight must be no more than 3.5 tonnes.

## **Appendix 2**

Training and assessment of the competence of minibus drivers.

The arrangements listed below reflect the changes in licensing requirements for minibus drivers on 1 January 1997 as given in Appendix 2 and are detailed for:

- for drivers holding a full driving licence issued prior to 1 January 1997
- for drivers holding a full driving licence issued after 1 January 1997

It should be noted that the requirements below relate solely to training and the assessment of competence to drive and supplement the licence requirements in Appendix 3.

### Requirements for drivers holding a full driving licence issued prior to 1 January 1997

Those who have passed their car test before 1 January 1997 may continue to be able to drive minibuses (up to 16 passenger seats) with trailers exceeding 750 kg, subject to a vehicle/trailer combination limit of 8.25 tonnes (gross vehicle weight), until their 70<sup>th</sup> birthday.

Such drivers wishing to drive a minibus for the first time must receive MIDAS training. Drivers should be aware of the necessity of competent and safe driving when considering the potential risks involved in the transport of other persons.

### Requirements for drivers holding a full driving licence issued after 1 January 1997

Drivers must hold a full driving licence to drive Passenger Carrying Vehicles (Category D1).

Those who pass their car test after 1 January 1997 may only drive minibuses (9-16 passenger seats) after passing an appropriate test and meeting higher medical standards. The standard car test only gives entitlement to drive category B vehicles i.e. those with a maximum of 8 passenger seats. To drive minibuses with 9 to 16 passenger seats with a trailer up to 750 kg requires Category D1 entitlement as a result of an additional test for this class of vehicle. This is a legal requirement.

One consequence of the above is that over time an increasing number of members of the Academy may need to drive a minibus but do not possess entitlement through having passed their car test before 1 January 1997. Provision will need to be made to enable these new drivers to pass the D1 test.

## Appendix 3

Procedure to be followed by those requiring D1 entitlement to drive a minibus (with 9-16 passenger seats) in the course of their employment.

This is needed if driving outside the UK or by those who have passed their car test after 1st January 1997.

There are three forms that need to be completed in order to arrange a D1 driving test. These can be obtained from the Post Office along with a guide, Form D100, which contains guidance for the forms/application procedure.

Form D1 - Application for a driving licence. It is necessary to apply for a provisional licence (fees applicable) before being permitted to take the test. Existing entitlements under car driving licences do not act as a provisional licence for minibuses.

Form D750 - Application for photocard licence. All licences are now issued in a photocard format, i.e. credit card sized plastic card incorporating the holder's photograph.

Form D4 - Medical Examination. There are particular medical criteria that must be met to obtain entitlement to drive minibuses. A medical examination is required and the doctor carrying it out has to complete form D4, which is returned to the prospective driver. This form must accompany the other two forms with the initial application. The forms are sent to DVLA by the applicant and will need to be accompanied by the existing car licence.

The above three forms should be sent off together. It may take 3 weeks for the provisional licence to arrive. This is needed before the test may be taken.

Once the test has been passed the licence must be updated. This requires the completion of a further Form D100 and a payment of a further fee. This is likely to take a further 3 weeks.

The driving test is in two parts. A theory test that must be passed before the practical test can be booked. It will then be possible to book and take the practical test.

## Appendix 4

### Approval of drivers to drive minibuses in accordance with Minibus Code of Practice

This form must be completed before driving any minibus to which the Minibus Code of Practice applies. On completion it must be signed by the Principal/Premises Manager.

#### Section 1 - To be completed by all drivers (Please print)

Surname	Other Names	Title
School/Department		
Length of motor car driving experience	Licence number & Category	Length of minibus driving experience
I confirm that I am over 25 years of age and under 70 years of age		
I confirm that my driving licence is <i>free / is not free</i> *† from endorsements		
I understand that any future endorsements/convictions will be reported to the person completing section 4 below before driving a minibus again and may result in suspension of my approval to drive a minibus.		
I confirm that I have complied with the training and assessment requirements contained in Appendix 1 of the Academy Minibus Code of Practice <i>and attach a copy of my certificate.</i>		
Signed		Date

#### Section 2 - To be completed if a minibus is to be driven only for social purposes

I confirm that I hold a full driving licence, issued by either the United Kingdom or by another member state of the European Community, to drive a car (Category B) and that I have held this licence for at least 2 years.	
Signed	Date

#### Section 3 - To be completed if a minibus is to be driven as part of the driver's employment

Either	*I confirm that I hold a full United Kingdom driving licence, issued before 1 January 1997, to drive a car (Category B) and automatically including Category D1 for Passenger Carrying Vehicles.
Or	*I confirm that I hold a full driving licence to drive a car issued by a member state of the European Community which was issued before that state implemented the Second EU Directive on the Driving Licence (91/439/EEC). The licence indicates that it is valid for driving minibuses with more than 8 passengers plus the driver.
Or	*I confirm that I hold a full driving licence, issued either by the United Kingdom or by another member state of the European Community, to drive Passenger Carrying Vehicles Category D1.
Signed	
Date	

**Section 4 - Approved by Principal/Premises Manager (Please print)**

The above named person is approved to drive a minibus, to which the Academy Minibus Code of Practice applies for:

1. Purposes of his or her employment\*
2. Social purposes\*

Signed

Date

\*Delete whichever statement does not apply

† If the licence is not free from endorsements, the Principal/Premises Manager may permit the applicant to drive a minibus, subject to any restrictions imposed by the insurance policy covering the minibus.

Even if the criteria specified in the Academy Minibus Code of Practice are fulfilled, the Academy reserves the right to refuse to approve a driver in certain cases.

Appendix 5

	<b>Check List</b>	<b>Y/N</b>	<b>Comments</b>
1	Have you checked the oil level?		
2	Have you checked the water and windscreen washer levels?		
3	Do the tyres appear to be in good condition (minimum recommended treat is 2mm) and are they adequately inflated, including the spare?		
4	Are the number plates visible and secure?		
5	Are the driving mirrors correctly positioned and secure?		
6	Do all the doors open and close properly?		
7	Are the lights clean and working, including brake lights and indicators?		
8	Have you checked that the first aid kit is present?		
9	Does the horn work?		
10	Is the fuel tank full? If not, indicate level.		
11	Is the Fire Extinguisher present?		
12	Are all the seatbelts functioning correctly?		
13	Are the aisles and doorways unobstructed?		
14	Is your second adult seated at the back of the minibus?		
15	Is the minibus clean and tidy with <b>all</b> rubbish removed?		
16	As the last person to use the minibus, has it been left locked with all windows shut?		

## Appendix 6

### ***Checks to be carried out before towing a trailer.***

That the gross weight of the vehicle plus the trailer is within the vehicle gross weight limit, and clearly marked on the front of the trailer.

That the kerbside weight of the towing vehicle is clearly marked on the front nearside of the vehicle.

That the downward force from the loaded trailer on the towing ball is within the limits imposed by the towing vehicle manufacturer.

That the axle loads of the towing vehicle are not exceeded.

That a breakaway chain is in use, which will activate the handbrake should the coupling break. Advice on this matter should be sought from the trailer manufacturer or approved dealer.

That the unladen weight of the trailer and trailer tyre pressures are clearly marked on the trailer.

That the trailer handbrake/overrun brake functions properly.

That the trailer lights and indicators work.

That the load is securely lashed to the trailer body or frame.

That the load is evenly distributed and is mainly over the axle(s).

That there is suitable marking of any rear overhang greater than one meter by using high visibility signage or other approved method (e.g. warning tape) or an approved light in hours of darkness or bad weather.

That the trailer is not wider than the towing vehicle.

That the trailer does not prevent the rear doors of the bus from opening.

## Appendix 7

### Legal Requirements for providing information after an accident

If you are involved in an accident which causes damage or injury to any other person, or other vehicle, or any animal (horse, cattle, ass, mule, sheep, pig, goat or dog) not in your vehicle, or property

You MUST:

- stop;
- give your own and the vehicle owner's name and address and the registration number of the vehicle to anyone having reasonable grounds for requiring

them;

- if you do not give your name and address at the time of the accident, report the accident to the police as soon as reasonably practicable, and in any case within 24 hours.

If any other person is injured and you do not produce your insurance certificate at the time of the accident to the police or to anyone who with reasonable grounds has requested it, you MUST also:

- report the accident to the police as soon as possible, and in any case within 24 hours;
- produce your insurance certificate for the police within seven days (at any police station you select).

(Law RTA 1988 sec 170)

## **REVIEW**

The Governing Body will review this Policy annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

Signed ..... (Governing Body) Date .....

Signed ..... (Head) Date .....

## **SOME GENERAL GUIDELINES**

### **EMERGENCY PROCEDURES**

In the event of a fire or other need to evacuate e.g. gas leak, the fire alarm is sounded by a continuous ring of the bell. Everyone on the premises will leave by the nearest exit and line up in the South Yard to be checked. Staff are trained in the checking procedures.

Contingency plans hinge on evacuation with fire officers playing a vital role.

After evacuation further decisions would be made by the Principal or Deputy Principal with regard to emergency services.

### **TRAFFIC MANAGEMENT**

Children and cars present a substantial problem outside the Academy, especially at the start and finish of the Academy day. A growing number of pupils are not only delivered in the morning but picked up at night. It is in everyone's interest to encourage walking and cycling to school and there are initiatives to aid this. It is essential that staff adhere to the no driving on site rule between 8.30am – 9.00am and 3.15pm – 3.30pm.

### **SERIOUS INCIDENTS**

In the event of a serious incident, e.g. attack by intruder the code word is "red alert". The use of this word sent by pupil or telephone to a senior staff member (or anyone) will bring help immediately.

### **ACADEMY JOURNEYS**

Academy journeys are governed by regulations and permission must be obtained from the Principal and parents. Loco Parentis forms are collected at the beginning of each Academic Year and kept in Reception for all day trips.

### **FIRST AID**

Ideally staff should be qualified and it is recommended that staff gain a qualification.

Points to remember when administering first aid:

- You are not a Doctor.
- First aid should be only that.
- Anything serious should be referred immediately.
- Protect yourself physically and legally.
- HIV can be transmitted by blood – wear gloves.
- Do what is reasonably practicable.
- You are not allowed to give medicines. To give prescribed medicines you must have written permission from the parent.

The following should be reported to the Health and Safety Co-ordinator

- Any loss or apparent loss of consciousness
- Any wound requiring stitches.
- Any eye injury.
- Swelling or serious bruising.
- Fractures.
- Any incident resulting from a chronic condition e.g. epilepsy.

Any of these would require hospital treatment which is excellent measure of whether to report or not.

## HOSPITAL - ACCIDENT AND EMERGENCY VISITS

It is the duty of the Academy to see that injured pupils get treatment. Pupils who go to Accident and Emergency have to be accompanied even in an ambulance. If the parent is unavailable a member of staff must accompany the pupil.

## SERIOUS INCIDENTS OF AGGRESSION AND NEAR MISSES

Incidents of this type as accidents of a serious nature should be reported to the Health and Safety Co-ordinator. Staff should report near misses to help eliminate future risk. If an employee misses more than three days work because of an accident at Academy, the Health, Safety and Wellbeing Team should be notified via the Health and Safety Co-ordinator.

## CONTINGENCY PLANS

Plans hinge on evacuation with fire officers having a pivotal role. Further decisions (emergency services) would be made by the Principal or most senior teacher.

## CONTRACTORS AND VISITORS

Contractors, as all visitors should sign in and carry or be issued with identification. Contractors should have COSHH available and be approved for the contract.

## DUAL USE OF THE PREMISES

When people hire the premises they must be familiar with the Health and Safety Policy and should comply with it.

## MONITORING AND REVIEW

The management of Health and Safety is an ongoing process which needs to be assessed and reviewed. The assessment and control of risks falls into the same category. There must be a continuing regime of inspection and maintenance and account taken of new developments in the law, technical improvements or newer or

better working practices.

## CONDITIONS

With chronic conditions e.g. asthma, pupils should be self responsible and carry their own medication.

## PERSONAL HYGIENE

Do what is reasonably practicable; try to maintain as high a standard as possible. If you perceive what you think to be neglect it is your duty to inform the pastoral staff. We have a duty to oversee basic hygiene e.g. hand washing before meals.

## PUPILS AT RISK

We have a duty to report causes for concern e.g. evidence of injury, to the appointed person. Symptoms of abuse should be reported to the Head of Year or Senior Staff. Reporting abuse is a serious situation with far reaching consequences and any reporting must be done in the strictest confidence and in consultation with pastoral staff and the appointed person.

The appointed persons are Sue Zoryk, Bev Cumming, Phil Daniel and Gill Lawson.

## HEALTH AND SAFETY TRAINING

Training should be provided and subsequent and particular training for specific duties should be given.

Technical support staff and site managers should have appropriate training e.g. electrical safety, ladders.

## STORAGE OF DANGEROUS MATERIALS

Technical staff and teachers must ensure that flammable materials are correctly stored and labelled and that the correct type of fire extinguisher is nearby.

## HAZARDOUS MATERIALS

These materials must be stored according to the suppliers or manufacturers instructions. COSHH or Haz-cards must be to hand. Care must be taken to ensure that there can be no reaction between substances in the event of breakages or spillages. Storage must be sensible and away from unauthorised access.

## WASTE DISPOSAL

Sensible waste disposal must be carried out with regard to safety e.g. cleaners should be warned of broken glass in bins. Skips are provided at all times.

## ACCIDENT OR INCIDENT PROCEDURES

Accidents are reported in the accident book kept in the Main Office. If you are not sure whether to report an accident seek advice from the Health and Safety Co-ordinator.

Complacency is a great danger because of the rarity of serious injury or loss of life in schools.

Accident free periods can lull an organisation into a false sense of security.

## REGULAR REVIEWS AND PROACTIVE MONITORING.

Reviews can confirm that:

- risk control is effectively implemented.
- the pattern of risk has not changed.
- control measures have been modified to allow for change, if required.
- defects and deficiencies have been brought to light.

## HEALTH AND SAFETY AUDIT

An audit should be carried out once a year or at shorter intervals to report to the governors.

The following should be included:

- injuries
- sickness and ill health.
- dangerous occurrences.
- near misses.
- evaluating performance indicators.