



MAYFIELD SCHOOL	
<b>Policy:</b>	Health & Safety
<b>Author:</b>	Written by: Co-Operate H&S Team Personlaised by: Head Teacher & SBM
<b>Governors Committee:</b>	Quality of Education
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<b>Signed off by reviewer:</b>	
<b>Name of reviewer:</b>	

**STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE**

<b>MAYFIELD SCHOOL, MOOR LANE, WATCOMBE, TORQUAY TQ2 8NH</b>	<b>MAYFIELD SCHOOL CHESTNUT CENTRE, CHESTNUT DRIVE, BRIXHAM TQ5 0EQ.</b>
<b>MAYFIELD SCHOOL, UPPER SIXTH FORM, PRESTON DOWN ROAD, PAIGNTON, TQ3 1RN</b>	

This policy is to be read and referenced alongside the Health and Safety Policy Arrangements Document which can be found at: [Assure - Portal \(sheassure.net\)](https://www.sheassure.net) or Mayfield School's Website

**PART 1: STATEMENT OF INTENT**

**I. INTRODUCTION**

This document outlines the framework and procedures for an active policy of Health and Safety at Mayfield School. It does not replace Torbay Council's General Statement of Policy (see Health and Safety Manual) or the Director of Education Services' Health and Safety Policy Statement for Education Establishments but is supplementary to them for the benefit of all users of the premises. Copies of the above documents, along with other information on health, safety and welfare matters will be found in the School's main office.

This document deals with those aspects over which the Governing Body has local control and also covers safety associated with the building structure, plant, fixed equipment and services for which other Officers of the Local Authority (LA) also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

The aim of the governing body is to provide a safe and healthy working and learning environment for all people in the school (pupils, staff and visitors). The arrangements outlined in this document and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe healthy working conditions. This will only occur when every individual adopts safe methods of work and good practice. The governing body will though take all reasonable steps to identify and reduce hazards to a minimum. They will inform staff about changes in policy (regulations, practices and procedures) at national, local and school level, but each member of staff is responsible for checking such changes as they effect the areas of the school they are responsible for, and work in (both curricular and non-curricular) on a day to day basis.

The Governing body is committed to:

- a) Providing a safe and healthy working and learning environment for staff, pupils and visitors.
- b) Providing adequate resources for the school to meet its health and safety responsibilities.
- c) Providing adequate and competent supervision of all school activities.
- d) Providing suitable and sufficient health and safety training for personnel to carry out their health and safety responsibilities as assigned in the organisation section of this policy.
- e) Achieving continuous health and safety improvement through effective:
  - Policies
  - Organisation
  - Planning and implementation

- Measuring and monitoring
- Reviewing on a regular basis
- Auditing of the school's health and safety management systems and performance.

f) Responding to internal and external changes that may affect the school's health and safety arrangements.

Therefore the purpose of this document is:

- to identify local management's role and responsibilities in health and safety.
- to identify safety procedures so that they can be carried out effectively.
- to develop suitable and sufficient risk assessments to ensure that risks are adequately controlled.
- to identify the health and safety training needs of all staff.
- to identify the competent person(s) to assist with health and safety on the school site.
- to identify health and safety documents that the school users have received and with which all staff should be familiar.
- to identify and consult with the recognised trade union health and safety representatives on matters of health and safety.
- to enable the identification of the means of establishing the priorities for deploying the resources necessary to improve the health and safety performance throughout the school by setting standards.
- to develop effective inspection/monitoring procedures to ensure compliance with the employer's Health and Safety requirements.

### **Health and safety responsibilities**

Torbay Council as Local Authority (LA), and employer has various responsibilities in respect of this role, that are acknowledged by the governing body.

The Governing Body holds strategic responsibility for health and safety within all areas of the school's undertakings and is answerable to the LA for its actions, on behalf of whom it makes decisions. The governing body is responsible for ensuring that advice from competent health and safety advisors is available on health and safety matters in order to comply with regulatory controls.

The Head has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the schools undertakings. The Head is responsible for ensuring that advice from competent health and safety advisors is sought on health and safety matters in order to comply with regulatory controls.

Teachers and Subject Co-ordinators are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the head or governing body and detailed in the organisation section of the policy. Department heads are responsible for ensuring that advice from competent curriculum and health & safety advisors is sought on health and safety matters, in order to comply with regulatory controls.

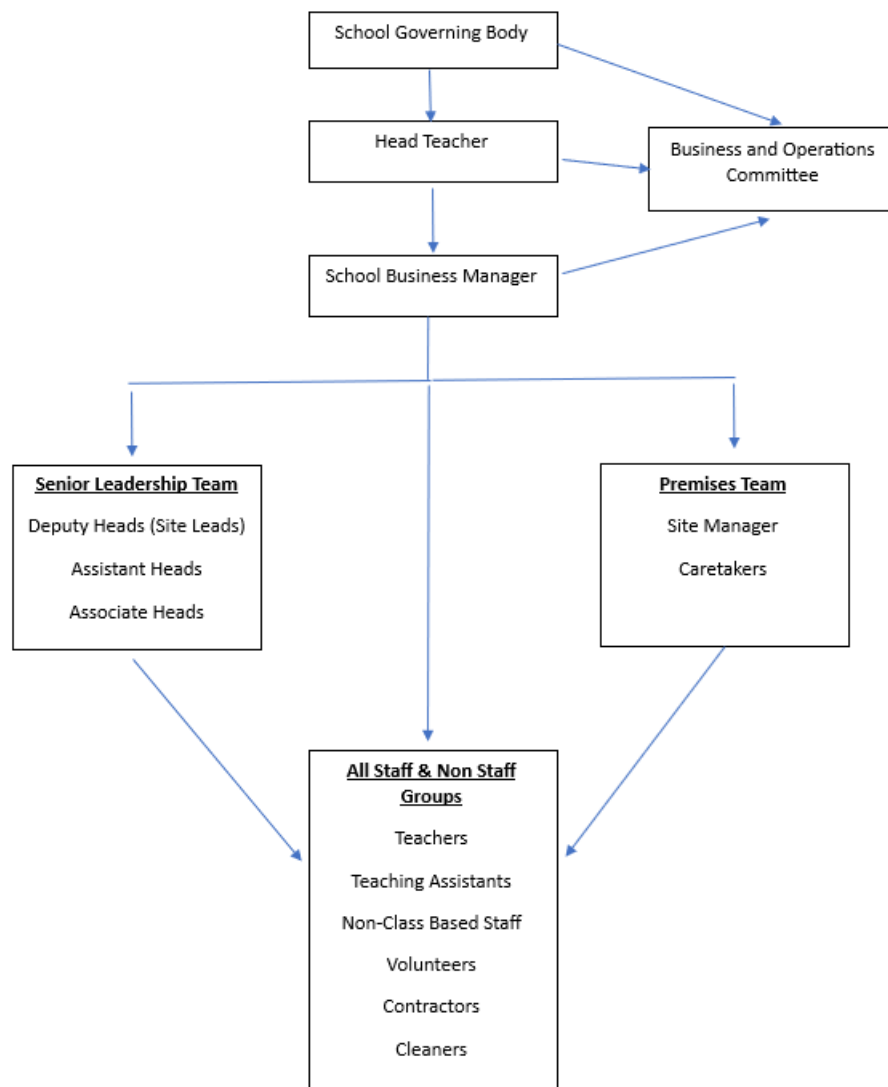
All Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it, as it considers necessary, to ensure the health, safety and welfare of staff and pupils.

## **PART II : ORGANISATION**

The Local Management of Schools requires the school staff, Governing Body and the LA work together to ensure that their health, safety and welfare objectives are achieved. Those people / organisations that have special responsibilities or duties within the school are listed below:

	<b>At Mayfield School</b>	<b>Key functions in health and safety management</b>
<b>Employer</b>	LA	Strategic management, Policies, Commitment, Monitoring, Resource management, Performance reviews
<b>Person(s) in control</b>	Governing Body	
<b>Senior managers</b>	Head Teacher	Day-to day management, Commitment, Arranging inspections, Communication, Resource management
<b>Other senior managers</b>	School Business Manager Deputy Headteachers Assisatnt Headteachers	Day-to day management, Commitment, Arranging inspections, Communication, Resource management
<b>Other managers</b>	Key Stage / Subject Co-ordinators	Day-to-day management, risk assessments, inspections action, communication,
<b>Other employees</b>	School Staff, Teachers, technicians, caretaker, cleaners, administrators, assistants, caterers etc.	Day-to-day management, participation in inspections and risk assessments, reporting defects
<b>LA / External advisors</b>	Safety advisors, consultants, education officers, property advisors, maintenance advisors etc.	Auditing, providing technical advice on standards and legal advice



## THE GOVERNING BODY

In consultation with the headteacher, the Governors will:

1. approve a clear written policy statement which is regularly reviewed;
2. ensure that measures are in place to monitor the effectiveness of the policy;
3. ensure that where required, objective support and advice is obtained on health and safety issues from the Education Directorate, the Health and Safety Team, Corporate Services, the Health and Safety Executive and other professional bodies, officers and advisers.

To achieve the above, governors from the Business and Operations Committee will meet with the Headteacher, once a term, to discuss issues and monitor specific aspects such as accidents, fire drills etc.

## **THE HEADTEACHER**

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher who with the School Business Manager (who has delegated health and safety responsibilities) and, in their absence, the Deputy Headteacher, will:

1. be the focal point for reference on health, safety and welfare matters and give advice, or indicate sources of advice.
2. co-ordinate the implementation of governors' health, safety and welfare procedures in school.
3. make clear any duties in respect of health and safety which are delegated to members of staff.
4. ensure that there is an effective communications network both within the school and with outside organisations to enable effective dissemination of health and safety information and to take action on health and safety concerns. This will be through Senior Management meetings, teaching and support staff meetings, the Governors Business and Operations committee meetings and the full Governing Body meetings.
5. put in place procedures to monitor the effectiveness of the school's management of health and safety and its policy.
6. in consultation with the LA, liaise with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies.
7. in consultation with the LA, arrange for the reporting and subsequently investigation of all serious incidents and accidents according to the RIDDOR procedures, ensuring that appropriate remedial measures are taken to prevent reoccurrence.
8. ensure that contact with agencies able to offer expert advice, (such as officers of the LA, County Council and HSE), is maintained.
9. arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to and reviewed as necessary (e.g when a situation changes or new equipment is gained). Risk Assessments will be reviewed annually as a minimum.
10. ensure that the appropriate emergency procedures and first aid provision are in place in school.

## **ALL EMPLOYEES**

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

- to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work.
- to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement posed by or under any of the relevant statutory provisions.
- not to 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.

Thus all employees should:

1. know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied.
2. observe standards of dress consistent with safety and/or hygiene.
3. exercise good standards of housekeeping and cleanliness.
4. report all accidents, defects and dangerous occurrences.

All staff should use every opportunity to involve pupils in, and raise their awareness of, good health and safety practices.

### **STAFF WITH SPECIAL RESPONSIBILITY**

The following staff have special responsibilities:

- Adam Tapp (Business Manager): delegated responsibility for general health and safety issues.
- Sandra Wright (Deputy Headteacher): delegated responsibility for general health and safety issues at Chestnut.
- Rachel Hawthorne (Sixth Form Lead): delegated responsibility for general health and safety issues at Upper Sixth Form
- Tony Aplin (Site Manager): general H&S, all 3 sites premises
- Stuart Saunders (Caretaker Mayfield): swimming pool and premises
- Nick Glass (Caretaker Chestnut): premises
- Stuart Saunders/Brian Rankin: swimming pool.
- School Nursing Team, Healthcare Assistants & Trained Teaching Assistants: Administration of medication across the school. In their absence then trained staff will take responsibility
- Brian Rankin & Corrine Miller are primary first aiders. In their absence, consult the list of first aiders.

All co-ordinators have a responsibility regarding Health & Safety in relation to their own subject area.

### **They are responsible for:**

1. the effective control of risks within the specific areas under their control.
2. the purchase, inspection and maintenance of equipment and its specification, within the specific areas under their control.
3. the co-ordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
4. establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles/substances, e.g chemicals, hot water, sharp tools, etc.
5. resolving health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.

6. ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible and at least annually.
7. ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
8. obtaining relevant advice and guidance on health and safety matters.

#### **SPECIAL OBLIGATIONS OF ANY CLASS TEACHER**

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

1. raise any health and safety concerns outside their control related to their class area with their immediate line manager.
2. exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
3. know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied.
4. give clear instructions and warnings to pupils as often as necessary: - in some instances we may need to physically intervene if pupils are at risk or are risking the safety of others (see the School's Behaviour Management policy).
5. follow safe working procedures personally.
6. require the use of protective clothing and guards where necessary.
7. avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.
8. build in safety education in curriculum planning.

#### **SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

Safety Representatives are appointed by recognised Trade Unions, and at present the current Union Representative for Teachers or Support Assistants at Mayfield School is Jo Blakeman.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions. The school recognises the Health & safety Representative's rights to:

- i) be consulted on all health and safety matters.
- ii) investigate accidents and incidents and work related health issues.
- iii) have time off with pay, to carry out inspections and attend health & safety training courses.



iv) receive health & safety documents.

Any member of staff has the right to take up an issue of health, safety or welfare with his/her immediate line manager or union representative. Form HS3 is available for the purpose of reporting hazards where a written report is necessary.

## **THE PUPILS**

Pupils will be reminded that they are expected to:

1. exercise personal responsibility for the health and safety of themselves and others.
2. observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.
3. observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
4. use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All parents will be made aware of the contents of this section of the policy through the schools prospectus [available in the school].

## **CONTRACTORS (including Cleaning contractors)**

1. Contractors must abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
2. The Headteacher, Business Manager, Site Manager and the caretakers will be responsible for the co-ordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.
3. The headteacher will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher.
4. The Headteacher will consult the Area Education Officer, and, if necessary, the Area Maintenance Manager at Property Services or Client Support, for any additional guidance on these matters.
5. All contractors must report to the Headteacher / Business Manager /Site Manager/ Caretaker before any work takes place and prior to each working session. The Headteacher / Business Manager/ Site Manager and or Caretaker should then inform the contractor of any conditions which may affect his safety and that of others.

## **VISITORS AND OTHER USERS OF THE PREMISES**

Visitors and other users of the premises are required to observe the health, safety and welfare rules of the school and should sign the visitors' APP at the school office (which acts as a safeguard in case of fire) before being issued with a numbered badge or sticker. Visitors may be asked for a form of identification before they have access to the main areas of the school. Any visitor found on the school premises not known to staff must be asked to report to the school office. Failure by them to do this

will result in the person(s) being asked to leave the premises and if necessary the police may be called.

Parents and other volunteers helping out in school, including those associated in self-help schemes, will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned. All those coming into the school as a volunteer (including those on a work placement) will be informed of health and safety issues and school procedures in a meeting prior to starting at the school.

## **LETTINGS**

The Headteacher will ensure that the hirer of the premises, for any event, is aware of their obligations under health and safety legislation and the school and county's health and safety policies where appropriate. Reference should be made to the terms and conditions set out on the form BR 11.

## **PART III - ARRANGEMENTS**

The Headteacher will ensure that pupils and staff are familiar with the arrangements set out in this section of the policy statement. Detailed documentation can be found in the Health and Safety Reference File that is kept in the main School office.

## **EMERGENCY PROCEDURES**

### **First Aid**

A trained first aider on site (3 Day First Aid Training – under First Aid at Work Regulations 1981) should be consulted in the case of injury or accident on site. They will keep a record of all treatment given, including the time, date, name and address of the injured person. If the First Aider is not available other trained appointed persons (6 hours Emergency Aid Training) will give first aid assistance. An up-to-date list of staff holding these qualifications will be held and refresher courses will be offered to ensure further validation.

### **First Aid Boxes**

First Aid boxes will be sited in appropriate places and located with appropriate signs. All boxes will contain at least the minimum supplies, which are required under law. Only specified first aid supplies will be kept in these boxes. Creams, lotions or drugs won't be kept in the First Aid boxes. A travelling First Aid kit will also be available for out-of-school activities. It is the responsibility of Brian Rankin to keep first aid equipment topped up, but it is the responsibility of all who use the first aid box to report any shortages or inadequacies. Staff on site are responsible for informing the school of any supplies needed on a day to day basis.

### **Supporting Pupil's Medical Needs**

Because of the nature of our pupils at Mayfield School, there are many pupils who require assistance for their personal care, health and medical needs. The school has a medication policy and a delivery of intimate care document covering these areas. These documents are available to support this policy.

## Fire Procedures

The school has a fire policy covering this area in more detail. This document is available to support this policy.

In the event of a fire being discovered, the alarm should be sounded immediately. The primary concern of all staff is to ensure that all people in the school are evacuated to safety from the building as efficiently and effectively as possible. On hearing the alarm, all people are to use the nearest and most suitable exit. Where possible windows and doors should be closed, but this should not impede the evacuation process. On leaving the buildings, pupils, staff and visitors are to assemble at the designated assembly point. If possible school registers and visitors books will be brought to the assembly area, so that everyone can be accounted for. The building won't be re-entered until such instruction is given by the most senior member of staff at that time or, if the Fire Service has been called, by the senior fire officer.

The senior member of staff on the premises at the time of the alarm being sounded will call, or give instructions to call, the Fire Service using the 999 facility.

Small fires may be tackled by trained personnel, using the equipment provided at strategic points around the building. This should not be undertaken if there is any risk to their own or other people's safety. For school organised activities taking place on the site (including those outside of school hours) the senior member of staff on the premises will be responsible for the implementation of these emergency procedures. If there is no senior member of staff present at an event on the school site, it will be the responsibility of the person organising the activity, or a person nominated by the Headteacher to implement these procedures.

## Fire drills

Fire drills will be carried out during school hours, and occasionally outside of hours, at least once a term. These drills may or may not be forewarned. The details of all these drills will be recorded in the school's Fire Precautions Log Book. This fire log will be monitored by the governing body and any authorised Health & Safety monitoring officer.

## Fire Notices

Fire notices will comply with safety signs regulations, giving concise details of emergency procedures and will be maintained near fire fighting apparatus in sections of the school / site.

## Fire Log Books

A Fire Log Book will be updated periodically and reviewed by the governing body and by any Council's authorised Health and Safety monitoring officer.

## Critical Incident Management

The school has an emergency arrangement plan to ensure that effective communications and controls are established in case a major incident befalls the school. This is particularly important for out of school visits and residential trips. A copy is kept in all school offices; other copies are held by staff members and school governors who have the responsibility to implement the plan if called upon to do so. The Plan is reviewed termly at the Governors Behaviour and Safety Committee and/or following an incident.

## **ILLNESS OR ACCIDENT**

### Reporting of Accidents

All accidents to pupils, staff and visitors must be reported and recorded. If the accident occurs outside of the school site, the Headteacher (or Deputy in his absence) is to be informed, so that suitable arrangements can be made as soon as possible.

In the case of an accident or illness to a pupil deemed serious enough to call in outside medical assistance, the child's parents will be contacted as soon as possible. Parents' will be expected to take responsibility for the child immediately upon their arrival at school or at hospital. If an ambulance is called and the parents have not come in, a member of staff will accompany the sick/injured pupil to hospital, and arrangements will be made to cover the staff absence in the class.

If an accident or injury prevents a member of staff from fulfilling their duties in supervising pupils, those duties will be transferred to another member of staff. This may include the doubling up of classes.

The school does not approve of any form of violence to staff, be it physical, verbal or mental, whether by another adult, parents, children attending Mayfield School or any other educational establishments. Any such incident must be reported to the Headteacher (or Deputy Headteachers in his absence).

The school follows the Torbay Council Accident and Incident Investigation and Reporting Policy and Guidance. This is found in Part 2 of the Torbay Health and Safety Manual (General Health and Safety Policies and Guidance) which is found in the Head teacher's Office.

This school does not permit smoking in any area of the school buildings.

## **EQUIPMENT SAFETY**

It is the policy of the school to purchase and maintain equipment at recognised British or European standards. When necessary equipment will be repaired and maintained to prescribed standards. Only trained staff will use specific items of equipment (lifting machinery, hoists, changing tables etc) with pupils. Any equipment used by pupils, at any time in or out of school, in conjunction with a lesson or school activity must be used only for the purpose that it has been designed and must be in a safe condition. There are many possible risks that everyday equipment presents to our pupils due to their special needs (including an inability to foresee possible dangers). Therefore, staff will implement risk assessments and produce written guidance on the use of equipment for individual pupils, as and where necessary. However the following principles will generally apply around the school:

- Staple guns and other power tools will only be used by pupils under close supervision in teaching situations with the supporting adults taking the necessary precautions to ensure the safety of themselves and other people within their vicinity.
- Kitchen equipment will only be used under the supervision of an adult trained in the correct operation of the equipment. As part of their education, pupils will be made aware of the hazards of such equipment.
- Only properly trained staff will use the tracking system, hoists, changing tables, shower trolleys etc to assist our pupils.

- All outside play equipment will be checked daily (visually) by a supervising adult. The caretaker will complete a formal termly check / report on such equipment.
- All staff receive induction training on health and safety, behaviour management and manual handling of inanimate objects and equipment. They also receive written documentation to support the training.

All hazardous substances/materials will have a suitable and sufficient risk assessment made before they are used in this school, with our aim being that wherever possible hazardous substances used now might be substituted with safer alternatives once identified. All cleaning and pool chemicals will be secured in an area where pupils and unauthorised persons have no access. Stocks of hazardous materials used for lessons will be kept in a safe place appropriate to the potential hazard ie any materials such as polystyrene which emit toxic fumes will be kept away from obvious fire hazards.

### **SYSTEMS USED TO MONITOR SAFETY PERFORMANCE**

The Head Teacher, Business Manager or Deputy Headteachers will develop an effective safety monitoring system to oversee the operation of this policy. This will include:

- Inspections
- Direct observations of staff compliance
- Managerial reports (as necessary)
- Surveys
- Tours
- Investigations of good practices/incidents/documents
- Record keeping

The Headteacher and the Governors Business and Operations sub-committee will monitor this policy annually and, as part of their monitoring scheme the Senior Leadership Team will monitor all staff on their health and safety performance. On reviewing the effectiveness of this policy, any amendments will be drawn to the notice of all staff and Governors.

### **MAINTENANCE**

The following areas will be subject to regular maintenance inspections as arranged by the school:

Portable electrical equipment	PAT
Sensory room equipment	On demand
Soft play room equipment	On demand
Pool Plant	On Demand
Hoists	South Western Aid
Burglar alarms	External contractor
Fire alarm systems	Termly by J N Electrical and weekly by caretaker
Kitchen Equipment	Annual check including gas safety check (Torbay Development Agency)

There is also a folder kept in the office to record any hazard or potential premises hazard / defect in addition to informing the Health and Safety Representative. The headteacher (through the caretaker) will respond to the hazard as soon as possible, even if the decision is to do nothing.

Other areas that will be monitored, tested and maintained through the Property Services Division may include the following:

Boiler system	LA Property Services 2 x yearly
Fire extinguishers	2 x yearly by Churchill Fiew plus daily visual check by caretaker
Kitchen fans	Yearly by LA Property Services
Mains electrical system	Every 5 years – IEE Regulations.
Mains gas system	Visually checked every 6 months and fully tested annually
Mains water system	Monthly check on sentinel taps by WEMCO and 2 x yearly on showers and water tanks, weekly check on remaining taps by caretaker
Swimming pool plant	Daily Swimming Pool Instructor or caretaker and twice monthly tests

The above are monitored by the Business Manager and the caretaker.

All asbestos was removed by contractors during the main school's building and refurbishment programme and this is documented in a report from Local Authority and in the relevant Risk Assessment. The Chestnut Site and 6<sup>th</sup> Form site maintain an asbestos register and this is inspected annually by the Torbay Property Services Team.

## **TRANSPORT POLICY**

### Vehicle movement on school site

Due to the special needs of pupils who attend the school and the fact that the majority are not aware of potential dangers, all vehicles driving on the school site should make every precaution to reduce the risk of an accident. Drivers are asked to keep their speed down (10 miles per hour) and maintain their vigilance and concentration.

### Car Parking

Parking should be in the school car park or outside on the adjoining roads. Vehicles parked should not block any pedestrian access routes to the school or impede emergency service vehicles access to the school if called.

### School Minibuses

The school abides the Torbay Minibus Regulations. The Headteacher will ensure that a suitable and sufficient risk assessment is undertaken before an educational visit is undertaken. Drivers will ensure that all seat belts are secured and in good working order before taking pupils out in the minibus.

### Pupil Transport

The safety of pupils travelling in a hired minibus or other similar vehicle is the responsibility of the driver. Adults supervising pupils on minibuses must ensure that the driver's concentration is not impeded in any way. They must also ensure that any instructions given by the driver regarding the safety of those people on the bus are carried out immediately.

Unless we are directly requested in writing (or by telephone in an emergency), by a parent or guardian, we shall send all pupils home on their usual transport, at the end of the day. Any verbal

messages coming from a second hand source (ie vehicle escort or social worker) may be investigated before being acted upon.

Only those teachers or other school staff with adequate insurance cover will be allowed to transport pupils in their own private vehicles. Unless there is a good reason, pupils will only be transported in the back of the car. In law, drivers are personally held responsible for a child wearing a suitable restraint and so should personally check and adjust any seat belt. If an assessment of risk deems necessary a second adult will go with the driver and act as an escort for the pupil.

Where children under the age of twelve are being carried and seat belts are fitted, they must also use a child restraint appropriate for their size and/or weight. The criteria is the same whether they use either the front or rear seats. Although there is no guidance on the age a passenger is eligible to use the front passenger seat, best practice would suggest that smaller children should not do so. Legally, the driver is responsible for all passengers under the age of 14 in the vehicle therefore, it is down to the driver to ensure that children are correctly seat belted. There are three main exemptions to the criteria which are:

- For a journey undertaken in a licensed taxi/private hire vehicle,
- For a short distance of unexpected necessity,
- If two occupied child restraints prevent the fitting of a third (ie the middle seat in the rear of the vehicle).

The definition of appropriate child restraints are:

Age (range approx)	Child restraint type	Weight range
Birth to 9 -12 months	Baby seat	Up to 13 kgs
9 months to 4 years	Child seat	9 kgs to 18 kgs
4 years to 6 years	Booster seat	15 kgs to 25 kgs
6 years to 11 years (under 1.35 metres in height)	Booster cushion	22 kgs to 36 kgs

## **TRAINING, INFORMATION AND SUPPORT**

The School will provide adequate facilities for staff to be trained to carry out their health and safety functions and will make use of the expertise provided by the officers and advisers of the Education Directorate and the Council as appropriate. In the first instance the contact for health and safety queries is shown in the list of staff with special responsibilities (above).

The school will undertake to identify employees who need to move loads as part of their work and take appropriate steps after undertaking a risk assessment necessary to prevent the risk of injury during manual handling operations. As many of our pupils require lifting, the school will undertake to identify staff who need to move loads as part of their work and take appropriate steps, following a risk assessment, necessary to prevent the risk of injury during manual handling operations. It is the staff present who need to take responsibility to minimize these risks as they carry out the agreed procedures. Therefore the school will endeavour to train all staff in safe lifting techniques and ensure that individual risk assessments and written lifting plans are completed.

## **LOCAL CODES OF PRACTICE**

The following texts contain guidance of which staff and pupils should be aware:

Torbay Council Education Department Health and Safety Manual. This is found in the School Business Manager's Office and covers employees, contractors working on behalf of the council and volunteer workers.

These include (Section 2) Policies and Guidance on:

- Accident & Incident Investigation and Reporting.
- Health & Safety Audits and Inspections.
- Consultation of Health, Safety and Risk Management.
- Selecting and Managing Contractors.
- Display Screen Equipment.
- Fire Precautions
- Fire and Emergency Procedures.
- First Aid.
- Homeworking.
- Loneworking.
- Manual Handling.
- Mobile Phones.
- Noise Protection.
- Personal Protection Equipment.
- Risk Assessment.
- Smoking.
- Work Equipment.
- Lifting Equipment.

and (Section 3) Specific Guidance & Safe Working Policies on:

- Asbestos.
- Caretaking and Cleaning.
- COSHH.
- And others.

In implementing all of the above attention is drawn to the schools policy statement on Equal Opportunities.